

THE BOOKKEEPER
Simplified Guide



ATARI

A Warner Communications Company

MAIN MENU

- 1. START-UP MENU
- 2. DATA ENTRY MENU
- 3. MAINTENANCE MENU
- 4. REPORTING MENU

Here is a brief glimpse of the main selections or "menus" available within The Bookkeeper accounting program.

THE MAIN MENU

This is your first set of choices each time you use The Bookkeeper. Select any of the four operational menus simply by pressing the correct number, then the **RETURN** key, on the ATARI 800™ Home Computer keyboard.

START-UP MENU

- 11. COMPANY CODE
- 12. AS OF DATE
- 13. RENAME DATA DISK
- 14. ID LINE

1. START-UP MENU

- Select this menu first every time you use The Bookkeeper. This menu allows you to:
- Pick the name of the data base diskette you will be using (COMPANY CODE).
 - Enter the correct date (AS OF DATE).
 - Change the name of the data base diskette you're using (RENAME DATA DISK).

DATA ENTRY MENU

- 21. CHECKS WRITTEN
- 22. CASH RECEIVED
- 23. INVOICES WRITTEN
- 24. GENERAL JOURNAL

2. DATA ENTRY MENU

- Use this menu for day-to-day bookkeeping. You can record these transactions:
- Checks paid to vendors (CHECKS WRITTEN).
 - Cash and checks received from customers (CASH RECEIVED).

MAINTENANCE MENU

- 31. ADD, CHANGE, DELETE GL ACCOUNTS
- 32. ADD, CHANGE CONTROL INFORMATION
- 33. ADD, CHANGE, DELETE CUSTOMERS
- 34. ADD, CHANGE, DELETE VENDORS
- 35. ADD, CHANGE INVOICE PROMPTS

3. MAINTENANCE MENU

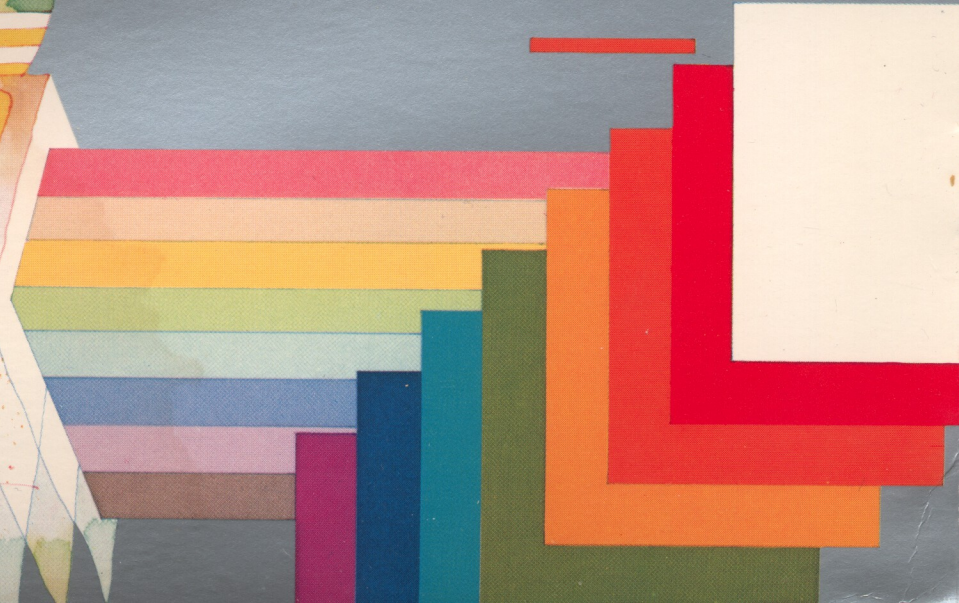
- Choose this menu to initially set up your company's data base diskette for automatic operations during Data Entry. From this menu you can:
- Set up your company's chart of General Ledger accounts (ADD, CHANGE, DELETE GL ACCOUNTS).
 - Set up The Bookkeeper to automatically perform double-entry bookkeeping functions within the three most regularly

REPORTING MENU

- 41. LIST JOURNALS
- 42. RECORDING & PERIOD PROCESSING
- 43. PRINT LISTS
- 44. DATA ENTRY

4. REPORTING MENU

- Select this menu to print any of the financial reports and to close your books at the end of an accounting period. You can:
- Print all current transactions recorded on your company's data base diskette (LIST JOURNALS).
 - Record current transactions to the General Ledger; print copies of period-



EQUIPMENT SET-UP

- Change the title that appears at the *bottom* of printed reports (ID LINE).

You must enter a COMPANY CODE and AS OF DATE before you proceed to any of the other operational menus.

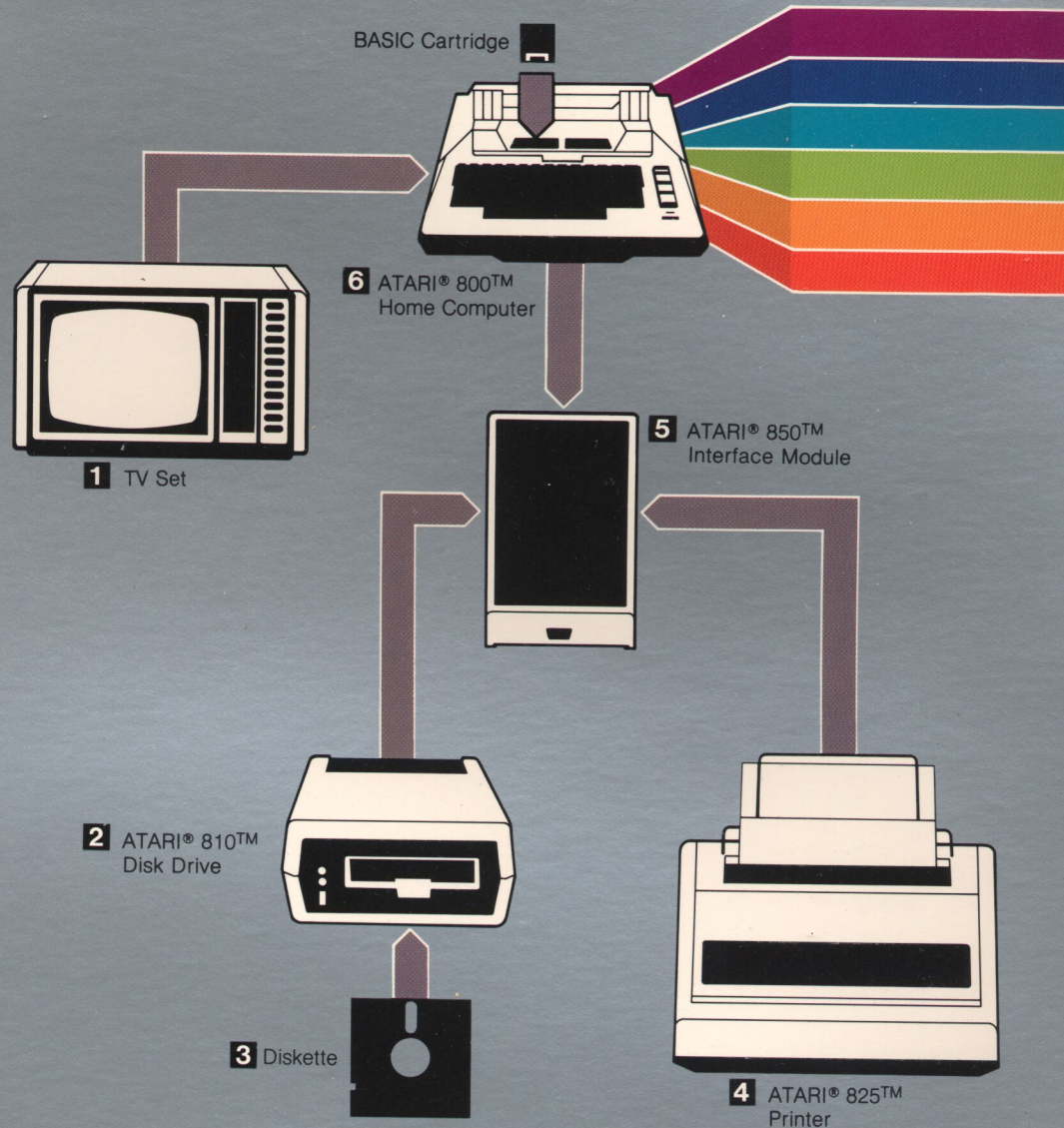
- Bills sent to customers or cash sales (INVOICES WRITTEN).
- All other transactions and adjustments (GENERAL JOURNAL).

used journals (ADD, CHANGE CONTROL INFORMATION).

- Prepare lists of standard customers and vendors for automatic entry (ADD, CHANGE, DELETE CUSTOMERS and VENDORS).
- Create customized "prompts" to help you distribute invoiced amounts to the proper accounts (ADD, CHANGE INVOICE PROMPTS).

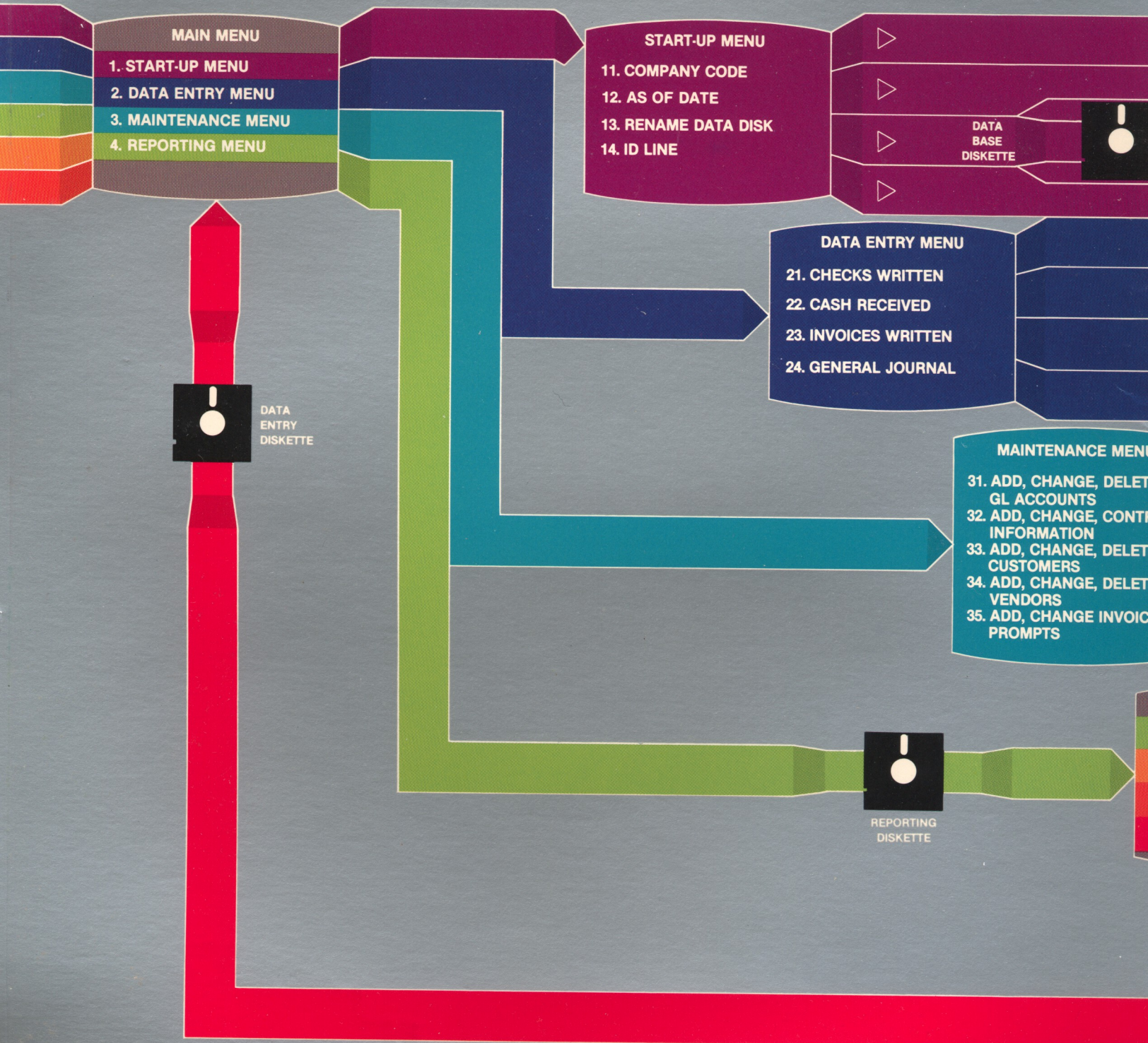
end financial reports and ledgers; close books for month-end or year-end (RECORDING AND PERIOD PROCESSING).

- Print all vendors and customers in numerical or alphabetical order; print copies of General Ledger accounts for your company (PRINT LISTS).



Be sure your ATARI 800™ Home Computer system is set up as shown, then turn the equipment on in this order:

1. Turn on the television set.
2. Turn on the disk drive.
3. Insert the Data Entry diskette in the disk drive.
4. Turn on the printer.
5. Turn on the interface module.
6. Turn on the computer (make sure you have a BASIC Computing Language cartridge and 48K memory installed beforehand).



TURNING OFF THE SYSTEM

When you are finished for the day, the system should be turned off as follows:

1. To ensure storage of data, return to either the MAIN MENU or the REPORTING MENU by pressing **ESC**.
2. Turn off the printer.
3. Turn off the interface module.
4. Remove the diskette from the disk drive.
5. Turn off the disk drive.
6. Turn off the computer.
7. Turn off the TV set.

ERROR MESSAGES

If the system does not understand what you are entering, it will display an error message at the bottom of the screen. The message will explain the nature of the problem.

When an error message appears, press **RETURN**. This will cause the cursor (the blinking white square) to go back to your entry so that you can correct it.

SETTING UP YOUR BOOKS

Page 68 of the User's Guide (Section 6, "MAINTENANCE MENU") provides a list of steps you must follow to set up your own books for use with The Bookkeeper.

11. COMPANY CODE

Enter the six character code for the diskette you're using. Press **RETURN**.

12. AS OF DATE

Enter two digits for the month (MM), a slash, two digits for the day (DD), another slash, and two digits for the year (YY). Press **RETURN**.

13. RENAME DATA DISK

Change the new diskettes when requested. Type in a new six character code. Verify (Y or N). Press **RETURN**.

14. ID LINE

Enter a new title to appear at the bottom of reports, up to 70 characters long. Press **RETURN**.

DISPLAY

21. CHECKS WRITTEN

Backspace and change the check number to correspond to your checkbook date. Enter, distribute and verify each check you write.

22. CASH RECEIVED

Enter the date. Enter, distribute and verify each payment you receive.

23. INVOICES WRITTEN

Enter the date. Enter, distribute and verify each bill or cash sale.

24. GENERAL JOURNAL

Follow prompts to record transactions not entered in other journals. Enter (debit and credit) of each transaction.

DISPLAY

31. ADD, CHANGE, DELETE GL ACCOUNTS

Select a command number from General Ledger Accounts.

32. ADD, CHANGE CONTROL INFORMATION

Change title at top of reports. E automatic distribution of Retain

33. ADD, CHANGE, DELETE CUSTOMERS

Select a command number from

34. ADD, CHANGE, DELETE VENDORS

Same as 33 above.

35. ADD, CHANGE INVOICE PROMPTS

Enter GL account numbers for Tax Payable accounts.

REPORTING MENU

1. LIST JOURNALS

2. RECORDING & PERIOD PROCESSING

3. PRINT LISTS

4. DATA ENTRY

LIST JOURNALS MENU

51. CHECKS WRITTEN

52. CASH RECEIVED

53. INVOICES WRITTEN

54. GENERAL JOURNAL

RECORDING & PERIOD PROCESSING MENU

61. RECORDING

71. PROFIT & LOSS

72. TRIAL BALANCE

73. BALANCE SHEET

81. END-OF-MONTH

82. END-OF-FISCAL YEAR

PRINT LISTS MENU

91. GENERAL LEDGER ACCTS.

92. CUSTOMERS (NUMERICAL)

93. CUSTOMERS (ALPHABETICAL)

94. VENDORS (NUMERICAL)


95. VENDORS (ALPHABETICAL)

DATA
BASE
DISKETTE


DATA
BASE
DISKETTE


DATA
BASE
DISKETTE


DATA
BASE
DISKETTE


Enter the 




both sides 

the bottom of the screen to view or edit 



enter account numbers assigned in the General Ledger for
Earnings, Accounts Receivable, Accounts Payable, and Cash. 

the bottom of the screen to edit lists of customers or vendors. 




distribution of invoiced amounts-usually Sales and Sales 



PRINTED REPORT  **51. CHECKS WRITTEN** Enter a command number. Press **RETURN**. Reports print automatically. 

 **52. CASH RECEIVED** Same as 51 above. 

 **53. INVOICES WRITTEN** Same as 51 above. 


 **54. GENERAL JOURNAL** Same as 51 above. 


PRINTED REPORT  **61. RECORDING** Do at the end of an accounting period. Records transactions to GENERAL LEDGER, prints all three ledgers. Press **RETURN** to start. 

 **71. PROFIT AND LOSS** May be printed at any time, usually after RECORDING (command 61) and before END-OF-MONTH processing (command 81). Press **RETURN** to begin printing. 

 **72. TRIAL BALANCE** Same as 71 above. 



 **73. BALANCE SHEET** Same as 71 above. 

81. END-OF-MONTH Do only after printing all the above journals and reports. Press **RETURN** to begin. Produces no printout. 


82. END-OF-FISCAL YEAR Do only after 81 above. Press **RETURN** to begin. Produces no printout. 




DATA
BASE
DISKETTE

PRINTED REPORT  **91. GENERAL LEDGER ACCOUNTS** These lists may be printed at any time. Press **RETURN** to begin printing. 

 **92. CUSTOMERS (NUMERICAL)** Same as 91 above. 

 **93. CUSTOMERS (ALPHABETICAL)** Same as 91 above. 

 **94. VENDORS (NUMERICAL)** Same as 91 above. 

 **95. VENDORS (ALPHABETICAL)** Same as 91 above. 

11. COMPANY CODE.

Choose this command first every time you use The Bookkeeper. The blinking square ("cursor") moves to the XXXXXX line. You must enter a six-character code for the data base diskette you will be using, then press **RETURN**.

12. AS OF DATE.

Choose this command second every time you use The Bookkeeper. The cursor moves to the MM/DD/YY line. Enter a two digit number for the month (MM) — e.g., 02 for February, 12 for December. Follow this with a slash, then two digits for the day (DD), then another slash, then two digits for the year (YY). Press **RETURN** at the end.

13. RENAME DATA DISK.

Use this command initially to give a name to a data base diskette, later if you want to change the name of a data base diskette. A series of instructions will appear on the screen to guide you through the process.

21. CHECKS WRITTEN.

Use this journal to record payments you make by check. Change the check number to correspond with your checkbook. Enter the date. Be sure to press **RETURN** after each part of the date. If the payee is on the List of Vendors, enter the Vendor Number (e.g., **V4**). To indicate a voided check, enter **VOID** at CHECK TO.

22. CASH RECEIPTS.

Use this journal to record payments received, both cash and checks. If the payor is on the List of Customers, enter the Customer Number (e.g., **C6**).

23. INVOICE REGISTER.

Use this journal to record invoices to customers or for cash sales. If the invoicee is on the List of Customers, enter a Customer Number (e.g., **C6**). To indicate cash sales, enter **CASH** at CUSTOMER NO.

31. ADD, CHANGE, DELETE GL ACCOUNTS.

This command gives you five choices:

1. DISPLAY the account number and name.
2. CHANGE the account number and/or name
3. ADD an account
4. DELETE an account
5. SCROLL through the chart of accounts

Enter a command number, press **RETURN**. The system will prompt you for the rest.

32. ADD, CHANGE CONTROL INFORMATION.

Enter title to appear at top of print-outs. Enter General Ledger account numbers for Retained Earnings, Accounts Receivable, Accounts Payable, and Cash. See "Journal Recording To General Ledger Accounts" on back page for details.

33. ADD, CHANGE, DELETE CUSTOMERS.

34. ADD, CHANGE, DELETE VENDORS.

These commands allow you to enter customers and vendors to streamline transaction entry. The choices and operation are similar to command **31**.

61. RECORDING.

Sums all current transactions to General Ledger. Prints General Ledger, Accounts Receivable Ledger, Accounts Payable Ledger. Must be done before END-OF-MONTH processing. Enter the command number, press **RETURN**.

71. PROFIT AND LOSS STATEMENT.

72. TRIAL BALANCE.

73. BALANCE SHEET.

May be printed at any time, but only reflects transactions prior to last recording. Enter a command number, then press

RETURN

14. ID LINE.

This command is optional. Use it when you want to change the title printed at the bottom of reports. The cursor moves to the current title, which you change by typing in a new title (up to 70 characters) and pressing **RETURN** at the end of each line.

24. GENERAL JOURNAL.

Use this journal to record all transactions that cannot be entered in the CW, CR, or IW (e.g., cash paid for goods or services, correcting and adjusting entries, etc.). Enter both sides (debit and credit) of the transaction as explained in the "BACKGROUND" information on the last 2 pages (Debits And Credits, Journal Recording To General Ledger Accounts).

35. ADD, CHANGE INVOICE PROMPTS.

Enter account numbers (usually Sales and Sales Tax Payable accounts) for automatic prompting when using Invoices Written journal.

51. CHECKS WRITTEN.

52. CASH RECEIVED.

53. INVOICES WRITTEN.

54. GENERAL JOURNAL.

May be printed any time you wish to see current transactions. Should be printed before RECORDING AND PERIOD PROCESSING. Pick a command number and press **RETURN**.

81. END-OF-MONTH.

82. END-OF-FISCAL YEAR.

May be done only after RECORDING AND PERIOD PROCESSING. Note instructions, be sure you have all reports, then enter **CONTINUE** to proceed.

91. GENERAL LEDGER ACCOUNTS.

92. CUSTOMERS (NUMERICAL).

93. CUSTOMERS (ALPHABETICAL).

94. VENDORS (NUMERICAL).

95. VENDORS (ALPHABETICAL).

These lists may be printed at any time. Enter a command number, press

RETURN

START-UP

Always select the START-UP MENU first after turning on the system. Enter **1** from the MAIN MENU and press **RETURN**.

Only two of the four START-UP commands are needed in most uses: Commands **11** and **12**. By entering Command **11** and pressing **RETURN**, you can enter a COMPANY CODE. This code must be six characters long and must match the name given the data base diskette. For example, to use the Sample data base diskette, enter **BENSON**.

DATA ENTRY

To record bookkeeping transactions, enter **2** at the MAIN MENU and press **RETURN**.

Entries made automatically include journal entry number and, after the initial entry, check number and date. Press **RETURN** to keep these entries or change them by typing over the entry before pressing **RETURN**. Use **DELETE BACK S** to return to any previous portion of a journal entry. Dollar amounts are entered without a decimal -

By entering command **12** and pressing **RETURN**, you can enter a date to be printed on reports.

Enter Command **13** to rename a data base diskette or name a new disk after you have copied it from the Data Base Diskette provided in The Bookkeeper package.

Pressing **RETURN** makes the computer recognize what you have just typed in. Always remember to press **RETURN** after you select a command number or make any other entry.

1000 is accepted as \$10.00. To end a journal entry, press **RETURN** at ENTER ACCT,NO.

In all journals except the General Journal, you must verify your entries at two levels. First, each transaction must be verified, then all entries in a batch must be verified. Use **DELETE BACK S** to return to the entry number, then change the number to review previous entries. Change previous entries by following regular procedures.

MAINTENANCE

The ACCOUNT MAINTENANCE MENU is used to create and change the Lists of Customers, Vendors and General Ledger accounts, and to set up the system initially for your business. Enter Command **3** from the MAIN MENU and press **RETURN**.

This menu can only be used when initially setting up a copy of the data base diskette for your own business or after you have closed the books at the end of a month or year (see "REPORTING" below).

The first two commands (**31** and **32**) can be continually updated as new customers or vendors are added. The other commands are normally done only once.

REPORTING

The REPORTING MENU is selected by entering Command **4** from the MAIN MENU and pressing **RETURN**. You will be asked to change diskettes after you select REPORTING.

Commands **41**, **42**, **43** lead you to second level operational menus. Command **44** returns you to the MAIN MENU.

RECORDING sums the entries in the four journals (CW, CR, IW, and GJ) to the General Ledger balances, then prints the three ledgers (General Ledger, Accounts Receivable and Accounts Payable). Multiple recordings can be made during a month, so you can identify discrepancies and make adjusting entries to the General Journal.

END-OF-MONTH closing causes all current-month income and expense balances to be zeroed out and summed with annual balances. It also erases journal entries to make space for the next month's entries.

END-OF-FISCAL YEAR closing causes all annual income and expense balances in the General Ledger to be zeroed out and the net to be summed to your Retained Earnings account in preparation for the new fiscal year.

CAUTION: Closings should be done only after:

- Journals are printed.
- Recording is completed.
- Financial statements are printed.
- You've duplicated the data base diskette for your current books.

Debits and Credits

The Bookkeeper uses the *double-entry method* of accounting. Double-entry simply means that each transaction has equal and offsetting entries—a “debit” and a “credit.” In standard accounting practice, *debits are always positive and credits are always negative*. The sum of debits and credits should always be zero—the books of any company should always be in balance.

The Bookkeeper accounting system is designed to avoid out of balance situations by always requiring equality between debits and credits. Three of the four journals (Checks Written, Cash Received, and Invoices Written) are balanced automatically. Offsetting entries are made according to the account numbers you enter under Control Information (command 32 from the Maintenance Menu).

Only in the General Journal and General Ledger will you encounter debits and credits. But since debit and credit terminology may seem contrary to intuition, it's important to grasp the basics of these two terms and how they work within the accounting structure.

Figure 1 illustrates debits and credits as they apply to the types of accounts in the General Ledger and General Journal.

Figure 1. Debits and Credits

Debit(+)	Account	Credit(-)
increase	Assets	decrease
decrease	Liabilities	increase
decrease	Capital	increase
decrease	Income	increase
increase	Expense	decrease

Figure 2 amplifies these concepts and relates them directly to the standard accounting configuration built into The Bookkeeper.

Figures 1 and 2 illustrate the paradoxical nature of debits and credits. Increasing income is recorded as a credit (-). Increasing expense is recorded as a debit (+).

These two figures provide the basic information that's needed to understand debit and credit entries to the General Journal. But for more insight, let's follow the basic accounting equations through to see how these paradoxes arise.

The simplest of the accounting equations is this:

$$\text{ASSETS} - \text{LIABILITIES} = \text{CAPITAL}$$

Capital is also known as “owner's equity”. Put into words, this equation says, “What you own is equal to the assets you control minus the money you owe.”

Figure 2. General Ledger Account Types

Debits(+)	Type of Account	Credits(-)
increase	Current Assets	(1000 to 1499) decrease
increase	Fixed Assets	(1500 to 1799) decrease
increase	Other Assets	(1800 to 1999) decrease
decrease	Current Liabilities	(2000 to 2599) increase
decrease	Long Term Liabilities	(2600 to 2999) increase
decrease	Capital	(3000 to 3999) increase
decrease	Income	(4000 to 4999) increase
increase	Cost Of Sales	(5000 to 5999) decrease
increase	Expenses	(6000 to 7999) decrease
decrease	Other Income	(8000 to 8499) increase
increase	Other Expenses	(8500 to 8999) decrease

In the General Ledger, debits and credits must sum to zero—the books must balance. Using basic algebra to manipulate the above equation, we derive the General Ledger equation:

$$\text{ASSETS} - \text{LIABILITIES} - \text{CAPITAL} = 0$$

If capital increases, it will generally be offset by an increase in assets. This explains why increased capital appears as a *credit* (negative value) and increased assets appear as a *debit* (positive value) in the General Ledger.

Now let's see how income and expense fit into this picture. As a business operates, it takes in money (income) and spends it (expenses). At the end of a given period, this money flow will hopefully yield a profit. This concept can be expressed with this equation:

$$\text{PROFIT} = \text{INCOME} - \text{EXPENSE}$$

At end-of-month and end-of-year, this profit will be added to capital, giving this equation:

$$\text{ASSETS} - \text{LIABILITIES} - (\text{CAPITAL} + \text{PROFIT}) = 0$$

Removing the parenthesis, we get a new version of the General Ledger equation:

$$\text{ASSETS} - \text{LIABILITIES} - \text{CAPITAL} - \text{PROFIT} = 0$$

Profit (an increase in capital) is generally offset by an increase in assets. The increase in assets is recorded as a *debit* (positive value). The profit is recorded as a *credit* (negative value). The General Ledger balance is maintained.

To take it a step further, remember that **PROFIT equals INCOME minus EXPENSE**. Thus we can substitute **INCOME minus EXPENSE** into this last equation to derive the following:

$$\text{ASSETS} - \text{LIABILITIES} - \text{CAPITAL} - (\text{INCOME} - \text{EXPENSE}) = 0$$

Removing the parenthesis we see that:

$$\text{ASSETS} - \text{LIABILITIES} - \text{CAPITAL} - \text{INCOME} + \text{EXPENSE} = 0$$

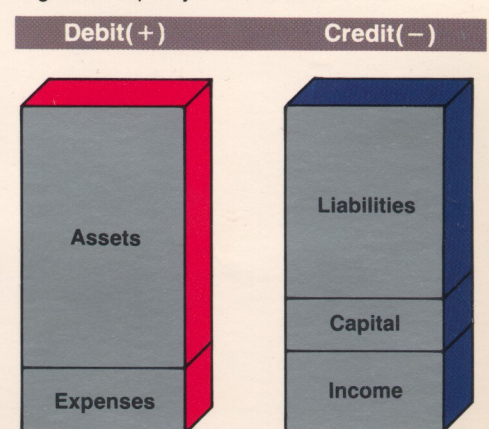
An increase in income appears as a *credit* (negative value) in the General Journal offset by a *debit* (positive value) to assets. An increase in expense appears as a *debit* (positive value), offset by a *credit* (negative value) to assets.

To sum up, here are the four seeming paradoxes of the double-entry system of accounting:

- Increasing CAPITAL is a credit (-)
- Increasing PROFIT is a credit (-)
- Increasing INCOME is a credit (-)
- Increasing EXPENSE is a debit (+)

Figure 3 graphically depicts the way these elements fit into the General Ledger equation.

Figure 3. Equality of Debits and Credits



Journal Recording To General Ledger Accounts

You need to use the double-entry method of debits and credits only when entering transactions to the General Journal. The other three journals (Checks Written, Cash Received, and Invoices Written) use a simplified entry method which has these features:

- Only one side of the transaction needs to be entered. The other side is entered automatically to the accounts specified in the CONTROL INFORMATION MENU (command 32 from the MAINTENANCE MENU).
- Minus signs are not used for credit entries—the system recognizes the debit and credit side of transactions entered to these journals.

Figure 4 illustrates how data entry works with the CONTROL INFORMATION contained on the Sample Data Base Diskette. The explanations in this figure describe variations that you may wish to use when maintaining your own books with The Bookkeeper.

Figure 4. Data Entry Journal Organization (Sample Data Base Diskette)

