

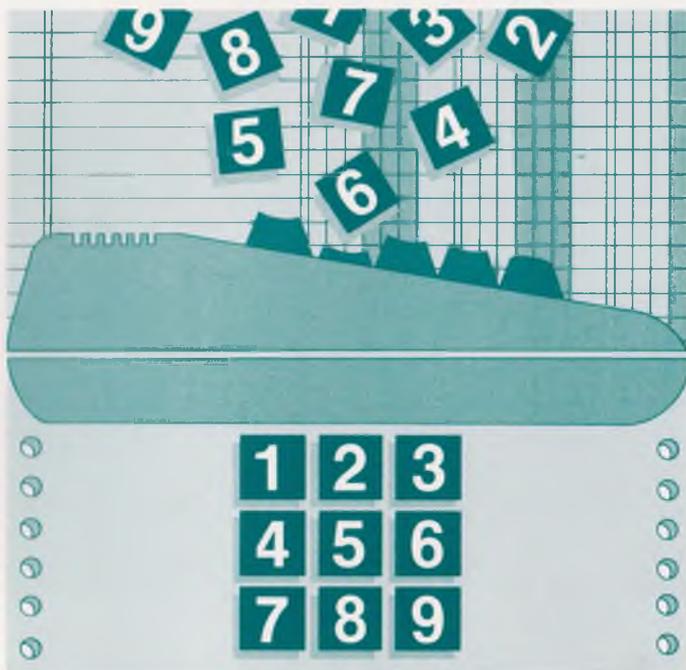
# INSTA

## INSTA-LEDGER

T.M.

BY  
JOHN C. ANNALORO

GENERAL LEDGER STYLE BOOKKEEPING SYSTEM  
FOR THE COMMODORE 64 COMPUTER



# MICROSCI



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***The INSTA-LEDGER Financial System is a General Ledger Style Bookkeeping Program,  
with Complete Data Retrieval and Report Generation Capabilities.***

INSTA-LEDGER is designed to be fully operable on Commodore equipment. The program is compatible with the Commodore 64 series computers. The system requires at least one disk drive, such as the Commodore 1541. If the optional printer reports are to be produced, a Commodore, or compatible printer with interface, may be used.

MICROSCI CORPORATION, September 1984

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## Introduction

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*INSTA-LEDGER* presents the basic fundamentals of accounting and bookkeeping for home finances or small business applications.

*INSTA-LEDGER* has been designed primarily for those with no structured training in accounting practice, yet who need to manage their financial records in a manner compatible with standardized bookkeeping principles and produce formal printed financial reports.

The outstanding feature of the program is the simple practical approach to the accounting system and the clear, easy to understand documentation.

*INSTA-LEDGER* is a "General Ledger" style financial bookkeeping system, designed to make maximum use of your computer's abilities. The program runs in color, with all information uniformly color coded. All user prompts and commands, for example, will display brightly in yellow throughout the program. When the system is being used with a green screen or amber monitor, user prompts and commands will display apart from the text for easy system control.

A major objective of the program is to treat each bookkeeping function as an independent activity. This will help you in quickly mastering the system without diminishing the accounting concepts or program capabilities.

No computer system can completely replace the expert advice of a good accountant, C.P.A. or tax attorney. *INSTA-LEDGER* is made to complement the work of your financial planners by logically and efficiently organizing your records, and by printing reports that emphasize internal control over your revenue and expenses. The program is designed to be the strong and helpful foundation of an excellent overall financial records management system.

### Using the system for the first time

---

Before using the bookkeeping software, read the complete user manual. This will save much time later and familiarity with the manual will allow you to locate the answers to your questions as they arise. This understanding of the bookkeeping

system will also help you in organizing your financial records.

Next, collect your record of expenses by gathering receipts, cancelled checks, current books, etc., and your records of income and revenue from bank records or deposit slips and any other channels.

Sort the expenses by type, and sort the revenue by source. Give each grouping or "classification" a name and number. This will become your index system called the Chart of Accounts. These account titles and reference numbers will be used to summarize your financial activities.

This is an essential part of the bookkeeping program, for even the smallest accounting system should have a Chart of Accounts. Review pages 8 and 9 of the user manual. This will provide additional assistance in building your Chart. Design a Chart of Accounts before loading the software for the first time, and refer to your notes when putting the data on-line.

When putting information into the system, the program will always ask how many entries you wish to make. You may enter up to 20 items or records at a time. If you enter you will be returned to the program's MAIN DIRECTORY. If you have more than 20 records to add, you may use the MAIN DIRECTORY selections 1, 2, and 3 as many times as necessary to complete the task.

Pages 10 and 12 should be re-read prior to adding your first financial records. These two sections are titled "Adding Expense Entries to the Ledger," and "Posting Revenue to the Accounts." The chapters will assist you in the mechanics of getting your financial records onto the data diskettes.

The "Data Disk" itself will easily hold up to 400 or 500 records, depending on the length of each of your entries. Use this information to determine the length of your system's "Accounting Period." MAIN DIRECTORY selection number 6 (End of Period Accounting Transactions) is used to total and give a final report on all the information held on your data disk.

In light use applications, these end of period functions need only be done at the end of the year. With more moderate use, the accounting

period should be shortened to semi-annually, quarterly, monthly or some other logical time frame. Also, by keeping the period reasonably short, such as quarterly, you speed up the time of reading your records and producing reports, because the physical length of your accounting files is smaller.

Occasionally, you should read through a screen display of your financial records and check them for accuracy. If you find that an item has been incorrectly entered, delete that record, then add a new entry with the proper data.

Periodically sort your bookkeeping files. Sorting takes some time to complete, it is not done automatically after each entry. Instead, it is done on demand (MAIN DIRECTORY selection 8), and the function may be used whenever necessary. Sorting should always be done prior to producing any reports, so that your data appears in exact, logical sequence.

There are two last areas to be considered when using the system. Backing up your financial records by making copies of your data disk, and care of the diskette itself. Accidents happen, and disks become damaged or lost. It is important that you minimize the risk of losing all your accounting data, and avoid having to rebuild the files from old records. The reasons for backing up your data disk are obvious. It can be done automatically using the MAIN DIRECTORY selection 9. As your files become large, you may consider the possibility of making more than one back-up copy of your records.

As the system archives your records, the program makes continuous use of your computer's read/write capabilities. A flaw on the diskette can prevent the disk drive from addressing old records or storing new ones. Disk failure can be prevented, however, by using high quality diskettes and maintaining a standard of careful handling of your storage media. Be sure not to bend the diskette or touch the diskette surface. Return the disks to their protective jackets and store in a secure place. Dust, fingerprints, temperature extremes, magnetic fields, pressing while writing on disk labels, and even smoke can damage your diskette and make it unsuitable for use.

To summarize, the most successful manner to approach this powerful bookkeeping system is with care and organization. By following the simple directions in the manual, the automatic organization of your financial records with graphs, displays, and reports will be a smooth operational process.

Remember:

Read the user manual before loading software.

Design a good Chart of Accounts.

Routinely check your input for accuracy.

Keep "Accounting Periods" reasonable.

Sort records before producing reports.

Back-up your data

Use quality diskettes and handle them carefully.

## Loading your accounting program

For your first use of this accounting program you will need the following items:

1. The accounting program disk.
2. Two blank unformatted diskettes for record storage.
3. The program's user manual for instruction.
4. Financial information to be journalized. To start, you must record at least one expense transaction and provide at least one revenue or income item to file.

Prepare your computer, disk drive, and monitor as per the operational instructions provided with the equipment.

Insert the program disk into the disk drive unit.

In uppercase letters—enter:

LOAD "INSTA-LEDGER" , 8 (Press RETURN)

The disk drive will be activated and your program will load into the computer. When the red indicator light on the drive unit goes off, the flashing cursor will return to the monitor screen.

Enter:

RUN (Press RETURN)

The title page of the program will display and you may now begin.

## Using the main directory— A system overview

---

All functions are accessed through the MAIN DIRECTORY. The following information illustrates the proper use and capabilities of each section.

### 0 Open the First Set of Ledger Files

This section is for the first time use of the accounting system. It formats the "Data Disk" and "Back-Up Disk," and files the first Revenue, Expense, and Chart of Accounts information.

### 1 Add New Account Number and Description

This function is utilized when adding new account classifications to the Chart of Accounts.

### 2 Post New Expenditures to the Ledger

All continuing listings of financial expenses are entered into the system using this function.

### 3 Deposit Revenue to the Accounts

This section builds the Revenue Record Files and is used to furnish the system with all income, cash, revenue, and funding information.

### 4 Research Information and Create Reports

Almost all report and information retrieval from the data base is obtained with this function. The Chart of Accounts can be accessed, as well as all Ledger Expense Entries and Revenue Records. Searches will locate records in any file by date, account number or other groupings. Special reports may be produced to provide in-depth financial analysis and accounting data.

### 5 Monthly Income Statement and Balances

Formal income statements are generated in this division. Account totals by class are given. A print-out of all expenditures for the month can be obtained in report and bar graph fashion.

### 6 End of Period Accounting Transactions

For Year-End or Accounting Period End totals of all activity in the accounting files. A report or graphs of the totals by account class is generated, as well as a final printing of the year's records.

### 7 Journal Adjustments—Deletions

Entries containing errors or that need to be changed may be accessed with Section 7.

### 8 File Maintenance/Record Sorting

Functions available are date-sorting all files, checking available space to add more accounting information, and reorganizing the files to speed the reading of data.

### 9 Back-up Files and End Program

This section is used when making a back-up copy of the accounting files and for signing out of the system.

### A note on data entry:

As you add information into the system, you will find the keyboard is "controlled." When numeric data is requested, the alphabetic keys on your computer are disabled. When descriptive information is requested, only some non-essential characters and graphic symbols do not function.

Date information is checked for accuracy automatically, as are all other fields. If you attempt to enter invalid information an error buzzer may sound, and the system will request that the data be input again.

Lastly, you may cancel a function at any time by entering three consecutive periods "...". This will end the input sequence and return you to the system's MAIN DIRECTORY.

## Open the first set of ledger files

---

This section is for the first time use of the financial system. A second use of this function could destroy records by erasing information on the Data Disk.

This sequence of tasks will be done only once. First, the system will format (organize) two blank diskettes to hold your financial records. Then you will be guided through a logical progression of building an accounting records storage and retrieval system.

### Step 1. Create a Data Disk

Follow the screen directions that are displayed, and remove the program disk from the disk drive unit.

Insert a blank, unformatted disk into the drive. This is now your Data Disk. When the diskette is in, press any key on the keyboard to continue.

The screen will clear to display the file and the disk drive will whirl while the blank diskette is being prepared. When the disk drive stops, remove the diskette and label it:

LEDGER DATA FILES

### Step 2. Creating a Back-up File

Continue to follow the screen directions and insert a second blank diskette into the drive unit. This second disk will later hold a duplicate copy of your financial records for security purposes.

The screen will clear to display the back-up file being formatted.

When the drive stops, remove the diskette and label it:

FILE BACK-UP DISK

Set the "BACK-UP" disk aside and place the "DATA DISK" back into the disk drive.

### Step 3. Create a Chart of Accounts

The Chart of Accounts sets up the system by which all financial entries are classified. It is also the system by which

many records are located to produce reports.

A proper understanding of Chart of Account Reference Numbers, within this financial system, is the essential key to maximum access of all accounting features.

Chart Numbers must be three digits, and conform to standard accounting practice formats for numbering.

A complete guide to building the Chart of Accounts appears on pages 8 and 9 of this user manual. Refer to it for assistance, if you are unfamiliar with this system, or if you need to review the information.

### Step 4. Deposit Revenue to Accounts

The Revenue Files hold all records of incoming revenue.

Follow the screen directions when adding information to the financial system. The data requests are self-explanatory.

If you have not used this system before, if you need assistance, or if you wish to review the input conventions for adding Revenue Records, refer to the complete guide to adding Revenue Records on page 12.

### Step 5. Open Journal and List Expenses

The Expense Records File contains a financial trail of all out-going funds. Here, all expenditures are listed in date-order and by their individual reference number. Follow the screen directions when listing expenses.

If you have not used this system before, if you need assistance, or if you need to review the input conventions for adding Expense Entries to the ledger, see pages 10 and 11.

---

#### HOW TO ACCESS SCREEN:

USE MAIN DIRECTORY

[Open The First Set of Ledger Files]

ENTER 0 — PRESS RETURN

## Building the Chart of Accounts

---

It is important to structure the Chart of Accounts to match your exact accounting needs.

Since all business and financial groups have many different accounts, it is necessary to create a system that allows each category to be quickly identified.

Every account, therefore, is given a number as well as a name. Similar accounts are grouped and assigned a certain block of numbers.

The standard accounting practice is to number your Chart of Accounts as follows:

Assets Accounts	from 100 to 199
Liability Accounts	from 200 to 299
Owner Equity	from 300 to 399
Revenue Accounts	from 400 to 499
Expense Accounts	from 500 to 599

Number gaps are ordinarily left in between the account numbers in each block so that new accounts may be added when needed.

An example of two typical Chart of Accounts appears on the following page.

This system will accept any three digit account number, from 100 to 999

For the purpose of producing reports, however, the following conventions **must** be observed when entering information

Revenue must be numbered from 400 to 499 to be listed on your print-outs as a Revenue Account. Also, owner equity accounts will conveniently display as revenue when numbered in the 300 range. This allows all funds coming into the business from all sources to be documented.

Expense Accounts must be numbered at 500 or greater, in order to appear on Income Statements and year-end accounting reports.

Liability Accounts, 200 to 299, may be entered into the system but do not appear on month end or year-to-date statements. Net liabilities will be reflected as net loss on statements and reports that are produced on demand.

When entering information, the first data requested by the system will be the number of accounts you wish to input. Then, the screen will clear to display the following:

ACCOUNT NUMBER (XXX)

Enter the three digit Account Reference Number, then press the RETURN key. (If you attempt to enter less than three digits, or more than 3 characters, you will be automatically returned to the ACCOUNT NUMBER (XXX) query.)

Next, the screen will display the following:

ACCOUNT TITLE

Here, you may enter up to fifteen characters for the Account Title. Press the RETURN key. If you attempted to enter a title greater than fifteen characters long, the following message will appear:

ACCOUNT TITLE TOO LONG

The screen will clear to re-request the Account Number and Title again, and you must enter the data a second time.

At the completion of data entry, all information will be recorded on the diskette in the Chart of Accounts File. You will be automatically returned to the MAIN DIRECTORY.

---

### HOW TO ACCESS SCREEN:

---

USE MAIN DIRECTORY

[Add New Account No. & Description]

ENTER 1 — PRESS RETURN

**HOME  
CHART OF ACCOUNTS**

**BUSINESS  
CHART OF ACCOUNTS**

<i>Account Ref. Number</i>	<i>Account Name</i>
110	House
120	Vehicles
130	Furniture
140	Rental Property
405	Primary Salary
415	Second Income
425	Interest & Dividends
430	Misc. Income
500	Entertainment
510	Food Expenses
520	Home Repairs
530	Cable T.V.
540	Utilities
550	Taxes
560	Insurance Costs
570	Water Utilities
580	Telephone
590	Personal Expenses
600	Professional Journals
610	Gas/Oil
620	Medical Expenses
630	Club Membership
640	Clothing
660	Misc. Expense

<i>Account Ref. Number</i>	<i>Account Name</i>
120	Office Equipment
140	Buildings
145	Land
150	Vehicles
160	Furniture
162	Fixtures
202	Accounts Payable
301	John Smith, Capital
405	Retail Sales
415	Consulting Fees
420	Commissions Earned
500	Equipment Rental Exp.
503	Telephone Expense
520	Utility Expense
522	Office Rental
530	Cleaning Fees
534	Maintenance Costs
550	Office Supplies
565	Advertising Expense
580	Salaries Paid
585	Payroll Tax Exp.

The examples illustrate two typical Charts of Accounts. Design your own Chart of Accounts before loading the software for the first time and refer to your notes when putting the data on-line.

Later, this information may be reviewed, printed, changed or updated. An example of a screen display of the Chart of Accounts is shown on page 19, and a sample print-out on page 20.

## Adding expense entries to the ledger

---

The Ledger Expense Account File is designed to contain a listing of all outgoing funds and money spent.

Expense Accounts must be numbered at 500 or greater in order to appear on Income Statements and year-end accounting reports.

Also, as a convenience to the user, Asset Accounts numbered 100 to 199 will appear on expense records. This will allow you to list the cost of purchasing Asset items such as cars, furniture, land, signs, etc., as an expense for reporting purposes.

When entering information, the first data requested by the system will be the number of Expense Ledger Entries you wish to make. Input that number and press the RETURN key.

The screen will then clear to display the following:

DATE OF EXPENDITURE (MMDDYY)

Enter a six digit representation of the date, two characters for the month, then the day, then year. Press the RETURN key.

If you attempted to enter more or less than six characters the error buzzer will sound.

The screen will then clear to request that the date information be re-entered. When the date is acceptable, the system will continue to the next required data item. The screen will display the following:

TYPE (CASH-CHECK-CARD-OTHER)

This information records the type or source of funds used in the expenditure. The system requires that you input the word CASH, or the word CARD, or the word CHECK, or the word OTHER. Responses different than these will produce the "INVALID INFORMATION — BEGIN AGAIN" error message.

Use the word CASH to represent cash purchases.

Use the word CARD to represent credit card expenditures.

Use the word CHECK for items paid by checks.

Use the word OTHER for payments or outgoing charges that do not fall into the above categories. An example might be bank charges that are automatically deducted from your accounts; notes, warrants or vouchers you may issue for goods or services received; or to denote special "payable" classifications.

If you entered the word CHECK, the system will require that the check number be entered, and display the following:

CHECK NUMBER

Here you may enter up to four digits for the check number. Greater than four characters or no digits will result in the "INVALID INFORMATION — BEGIN AGAIN" message.

The next piece of the Ledger Expense Record to be requested will be the dollar amount. The screen will display the following:

AMOUNT

Enter the dollar amount of the transaction as requested. The system will accept amounts up to one million dollars. Amounts of one million or over must be divided into multiple entries. Again, if you attempt to enter an amount over 999999.99 or less than .01, the screen will display the error message, then clear and require that all the data for this transaction be re-input.

When providing any dollar figures, do not use a dollar sign (\$) or a comma (,) as part of your entry.

The screen will next display the following:

ACCOUNT CODE (XXX)

Enter the three digit Account Reference Number as requested. Be sure that you have included this number on your previously established Chart of Accounts File. If the number is not part of the Chart File an error will be created. After you input the description of the expense, the system will check the Account Reference Number against the Chart of Accounts File. If no such number exists within the file, the following error message will display:

THE ACCOUNT NUMBER YOU HAVE INPUT  
IS NOT LISTED IN THE CHART OF  
ACCOUNTS  
INVALID INFORMATION — BEGIN AGAIN

The last data item to be requested is a description of the expense. This is meant to be an elaboration of the Chart Title, and give more detail of the expense itself. The screen will display the following:

DESCRIPTION

As stated, you have up to 24 characters to describe the expense. An example of use might be a description such as "TELEPHONE CHARGE FOR FEB," or "NEW OFFICE CHAIRS."

---

#### HOW TO ACCESS SCREEN:

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USE MAIN DIRECTORY  
[Post New Expenditures To Ledger]  
ENTER 2 — PRESS RETURN

---

*"If you are using a color monitor the screen displayed information will be color coded. All user prompts and commands, for example, will display brightly in yellow throughout the program. When the system is being used with a green screen or amber monitor, user prompts will display apart from the text for easy system control."*

---

## Posting revenue to the accounts

---

The Revenue Accounts track all cash, income, and funding coming into the system.

Revenue must have an Account Reference Number between 400 and 499 to be listed on your print-outs as a Revenue Account. Also, Owner Equity Accounts will conveniently display as revenue when numbered in the 300 range. This allows all incoming funds from all sources to be documented.

When entering information, the first data requested by the system will be the number of transactions you wish to put into the files. Enter the quantity and press the RETURN key.

The screen will clear to display the following:

DATE OF REVENUE RECEIPT (MMDDYY)

Enter a six digit representation of the date, two characters for the month, then the day, then year. Press the RETURN key. If you attempted to enter more or less than six characters, the screen will clear and you will have to re-enter the data. If the date you input was acceptable, the system will continue to the next question and display the following:

LEDGER ACCOUNT NUMBER (XXX)

Enter the three digit Account Reference Number as requested. Be sure that you have included this number on your previously established Chart of Accounts File. Again, if you attempt to enter more or less than three digits the screen will clear and you must re-enter all the data.

Lastly, the screen will display the following:

AMOUNT

Enter the dollar amount of the transaction. The system will accept amounts up to one million dollars. Amounts of one million or over must be divided into multiple entries. Again, if you attempt to enter amounts greater than 999999.99 or less than .01, the screen will clear and request that all data for this transaction be re-input.

When providing any dollar figures, do not use a dollar sign (\$) or a comma (,) as part of your entry.

When your transactions have been completed, you will be returned to the MAIN DIRECTORY.

---

### HOW TO ACCESS SCREEN:

---

USE MAIN DIRECTORY

[Deposit Revenue To The Accounts]

ENTER 3 — PRESS RETURN

## Single factor search for ledger expense records

The Ledger Expense information search function gathers records from the Expense File and combines common groupings into special reports.

These reports may be either screen displays of data, or formal print-outs listing the requested information.

The records are presented in date-order, with the earliest records appearing first and the most recent near the end of the report.

If there is no data in the file that matches the

report request, the screen will display the following:

ENTRY NOT FOUND

The following section lists the search factors and gives examples of typical results. Page 15 is an illustration of a sample screen display from a Single Factor Search. Page 16 illustrates the printed report feature.

After the report has been completed, you will be returned to the MAIN DIRECTORY.

---

### HOW TO ACCESS SCREEN:

---

- [1st] USE MAIN DIRECTORY  
[Research Information & Create Reports]  
ENTER 4 — PRESS RETURN
- [2nd] USE SECONDARY FUNCTION DIRECTORY  
[Ledger Expense Information]  
ENTER 1 — PRESS RETURN
- [3rd] USE TERTIARY FUNCTION SELECTION  
[Single Factor Search]  
ENTER A — PRESS RETURN

---

## Search criterion

---

**Entry 1 Search by Day of Expense**  
Finds all expense records entered with a given date. The screen will clear to display the following:  
DATE TO FIND (MMDDYY)  
Enter a six digit representation of the date; two characters for the month, then the day, then year. An input of "010185" will produce all records for January 1, 1985.

**Entry 2 Expenses of Entire Month**  
Finds all expense records for a given month. The screen will clear to display the following:  
MONTH (JAN=01, FEB=02, ETC.)  
Enter two digits for the month. An input of "06" will produce all records for June.

**Entry 3 Ledger Account Number Search**  
Finds all entries within a Chart of Accounts Reference Number grouping. The screen will clear to display the following:

ACCOUNT NUMBER TO FIND (XXX)  
Enter a three digit Chart Reference Number. An input of "520" would produce a report of all records with that Account Number.

**Entry 4 Amount Search**  
Finds all expense entries with a specific dollar amount. The screen will clear to display the following:  
AMOUNT TO FIND  
(DO NOT USE DOLLAR SIGN OR COMMA — USE DECIMAL POINT AND CENTS DIGITS)

Enter the amount you wish to find. As requested, use the decimal point and both decimal place digits. An input of "20.00" will locate all expense records of exactly twenty dollars.

**Entry 5 Type (Cash-Check-Card-Other)**

Finds all expense entries made with a given payment medium. The screen will clear to display the following:

SELECT: \$ CASH EXPENSE  
 K CHECK EXPENSE  
 R CREDIT CARD USE  
 O OTHER EXPENSE

As directed, enter one of the four

symbols representing the expense type. An input of "R" will produce a report of all expenses incurred by credit card use.

**Entry 6 Search by Check Number**

Finds a given expense record by locating the check number on the file records. The screen will clear to display the following:

CHECK NUMBER

Enter up to four digits for the check number. If there is a record in the Expense File containing that check number, it will be produced.

## Two criterion search for ledger expense records

---

A two factor search for expense records develops a report based on multiple pieces of information.

This function could be used, for example, to find all "credit card purchases in May," or "how many checks were written on January 1st," or "the number of banking expenses automatically deducted from your bank account."

Both screen displays and formal printed reports can be generated with this system feature. When utilizing this function, the system will clear to request the first criterion and display the following:

SELECT: 1 SEARCH BY DAY OF EXPENSE  
 2 EXPENSES OF ENTIRE MONTH  
 3 LEDGER ACCOUNT NUMBER SEARCH  
 4 AMOUNT SEARCH  
 5 TYPE (CASH-CHECK-CARD-OTHER)  
 6 SEARCH BY CHECK NUMBER

(A detailed explanation of each selection appears on the previous pages.)

Enter a number. The system will create a special Expense File of just those records that fall within the first category selected.

The screen will clear again to re-display the selection menu.

Enter a second choice. The system will search the special expense file to create your report. An example of the screen display report can be found on page 15. An illustration of the printed report on page 16.

If there are no records that satisfy both criterion, the screen will clear to display the following message:

NO RECORD FOUND

A two factor selection is a powerful search routine that can produce many valuable reports from information held in your data base.

At the conclusion of your report you will be returned to the MAIN DIRECTORY.

---

### HOW TO ACCESS SCREEN:

- [1st] USE MAIN DIRECTORY  
 [Research Information & Create Reports]  
 ENTER 4 — PRESS RETURN
- [2nd] USE SECONDARY FUNCTION DIRECTORY  
 [Ledger Expense Information]  
 ENTER 1 — PRESS RETURN
- [3rd] USE TERTIARY FUNCTION SELECTION  
 [Two Factor Search]  
 ENTER B — PRESS RETURN

**Ledger expense records search**  
**Sample screen display**

---

LEDGER INFORMATION SEARCH

---

052483	\$\$	565	ADVERTISING EXPENSE DISPLAY AD - LA TIMES	102.50
061283	\$\$	565	ADVERTISING EXPENSE PRODUCT DISPLAY - WALL ST. JOURNAL	2500.00
083083	\$\$	565	ADVERTISING EXPENSE EMPLOYMENT SEARCH AD - TIMES	640.12
091383	\$\$	565	ADVERTISING EXPENSE PHOTOGRAPH & FILM NEW PRODUCT	1400.00
				<hr/> 4642.62

PRESS ANY KEY TO CONTINUE

---

*"Back up your financial records by making copies of your data disk. This can be done automatically using MAIN DIRECTORY selection 9. As your accounting files become large, you may consider the possibility of making more than one back-up copy of your records."*

---

## Ledger expense records search

### Sample printed report

#### LEDGER ENTRY REPORT

070184	CHK.# 454	100	HOME (HOUSE PAYMENT FOR JULY)	1200.00
070184	CHK.# 440	530	PERSONAL EXP. (MAKE-UP)	57.80
070284	CHK.# 434	515	CABLE T.V. (CHARGE FOR JULY)	31.80
070284	CHK.# 442	580	TELEPHONE (BILL FOR JUNE)	35.44
070384	CASH	599	MISC. EXPENSES (JENNY'S ALLOWANCE)	15.00
070484	CASH	599	MISC. EXPENSES (FIREWORKS)	10.00
070484	CREDIT CARD	525	CAR REPAIRS (TIRES AND TUNE-UP)	600.00
070784	CASH	599	MISC. EXPENSES (FLOWERS FOR GARDEN)	5.92
071084	CASH	599	MISC. EXPENSES (MOM'S BIRTHDAY)	45.60
071284	CREDIT CARD	595	CLOTHING (SHOPPING SPREE IN N.Y.)	1800.00
071484	CHK.# 444	100	HOME (SECOND MORTGAGE)	1600.00
071984	CASH	510	FOOD/GROCERIES (-)	405.21
071984	CASH	510	FOOD/GROCERIES (DINNER PARTY)	36.11
072084	CHK.# 452	595	CLOTHING (PANTS FROM NEIMAN-MARCUS)	45.00
072184	CHK.# 460	585	MEDICAL EXPENSE (BRACES ON JENNY'S TEETH)	2100.00
072284	CASH	500	ENTERTAINMENT (MOVIES)	16.40
072384	CHK.# 463	545	WATER (-)	46.95
072384	CHK.# 464	599	MISC. EXPENSES (NEWSPAPER)	7.50
072684	CASH	599	MISC. EXPENSES (NEW KEY)	3.44
072884	CHK.# 465	510	FOOD/GROCERIES (-)	35.31
072984	CREDIT CARD	570	CLUB MEMBERSHIP (HEALTH SPA)	30.25
073084	CASH	599	MISC. EXPENSES (STAMPS)	2.30
				8130.03

## Display all expense records

---

A screen display of the entire Ledger Expense File may be obtained by using this selection

This function will only generate screen displays. (To produce a printed report use MAIN

DIRECTORY selection 6, [End of Period Accounting], LIST ALL TRANSACTIONS.)

At the end of the report, you will be returned to the MAIN DIRECTORY.

An example of the screen display report is illustrated on the following page.

---

### HOW TO ACCESS SCREEN:

- [1st] USE MAIN DIRECTORY  
[Research Information & Create Reports]  
ENTER 4 — PRESS RETURN
- [2nd] USE SECONDARY FUNCTION DIRECTORY  
[Ledger Expense Information]  
ENTER 1 — PRESS RETURN
- [3rd] USE TERTIARY FUNCTION SELECTION  
[Display All Expense Records]  
ENTER C — PRESS RETURN

## Chart of Accounts entry search

---

This section retrieves information about your Chart of Accounts. There are three functions available; one that finds an account number if you know the name, a second that displays the name if you input the number, and a third that prints the entire Chart of Accounts.

When using the first two functions, the screen will clear to display the following:

ACCOUNT TITLE TO FIND

or

ACCOUNT NUMBER TO FIND (XXX)

Enter the appropriate information. If matching

data resides within the system the complete record will display.

The third selection produces either a screen display or a printed listing of the entire Chart of Accounts.

The screen will clear to display the following:

SELECT: 1 SCREEN DISPLAY  
2 PRINTED REPORT

Enter your choice. At the end of the report you will be returned to the MAIN DIRECTORY.

Pages 19 and 20 illustrate the Chart of Accounts screen display and print-out.

---

### HOW TO ACCESS SCREEN:

- [1st] USE MAIN DIRECTORY  
[Research Information & Create Reports]  
ENTER 4 — PRESS RETURN
- [2nd] USE SECONDARY FUNCTION DIRECTORY  
[Chart of Accounts Information]  
ENTER 2 — PRESS RETURN
- [3rd] SELECT: 1 SEARCH BY ACCOUNT NUMBER  
2 SEARCH BY ACCOUNT TITLE  
3 DISPLAY THE CHART OF ACCOUNTS

## All expense records

### Sample screen display

---

#### LEDGER INFORMATION SEARCH

---

060183	✓	520	OFFICE RENTAL EXPENSE	845.00
		CK# 265	LEASE PAYMENT - 5TH AVE SPACE	
061283	✓	169	FURNITURE	1261.64
		CK# 266	NEW CHAIRS FOR RECEPTION AREA	
061283	O.	580	SALARIES PAID	4832.11
			JUNE PAYROLL	
062283	\$\$	534	MAINTENANCE	24.00
			TYPEWRITER REPAIR	
062983	✓	503	TELEPHONE EXPENSE	103.76
		CK# 267	CHARGE FOR MAY MCI	
070283		120	OFFICE EQUIPMENT	204.19
		CK# 268	TWO NEW FILE CABINETS	
070483	✓	520	OFFICE RENTAL EXPENSE	845.00
		CK# 269	JULY LEASE - 5TH AVE SPACE	
071883	\$\$	590	MISCELLANEOUS EXPENSE	3.50
			FLOWERS FOR OFFICE	
071983	✓	500	EQUIPMENT RENTAL EXPENSE	291.45
		CK# 270	COMPUTER RENTAL	
072383	□	590	MISCELLANEOUS EXPENSE	64.70
			LUNCH WITH STOCK HOLDERS	
				<hr/>
				8475.35

PRESS ANY KEY TO CONTINUE

**Chart of Accounts**  
**Sample screen display**

---

**CHART OF ACCOUNTS**

---

120	OFFICE
140	BUILDINGS
145	LAND
160	FURNITURE
162	FIXTURES
301	J. SMITH CAPITAL
405	RETAIL SALES
415	CONSULTING FEE
420	COMMISIONS
500	EQUIPMENT RENTAL
503	TELEPHONE EXP.
520	UTILITY EXPENSE
522	OFFICE RENTAL
530	CLEANING FEES
534	MAINTENANCE
550	OFFICE SUPPLIES
565	ADVERTISING EXPENSE
580	SALARIES PAID
585	PAYROLL TAXES

PRESS ANY KEY TO CONTINUE

## Chart of Accounts Sample printed report

---

### C H A R T   O F   A C C O U N T S

---

100	HOME
120	VEHICLES
130	FURNITURE
140	RENTAL PROPERTY
405	PRIMARY SALARY
415	SECOND INCOME
425	INTEREST INCOME
430	MISC. INCOME
500	ENTERTAINMENT
510	FOOD/GROCERIES
515	CABLE T.V.
520	HOME REPAIRS
525	CAR REPAIRS
530	PERSONAL EXP.
540	UTILITIES
545	WATER
550	TAXES
560	INSURANCE
570	CLUB MEMBERSHIP
580	TELEPHONE
585	MEDICAL EXPENSE
595	CLOTHING
599	MISC. EXPENSES

## Revenue information search

The first three functions locate a specific Revenue entry by either date, amount or account number classification.

The screen will clear and request your selection. All revenue records within your specified grouping will display.

If, however, there are no records that match the input parameters, the following message will display:

ENTRY NOT FOUND

The last selection provides a listing of all Revenue Records contained in the file. The system will read the file, then clear to display the following message:

SELECT: 1 SCREEN DISPLAY  
2 PRINTED REPORT

Sample screen displays and printed reports are shown below and on page 22.

### HOW TO ACCESS SCREEN:

- [1st] USE MAIN DIRECTORY  
[Research Information & Create Reports]  
ENTER 4 — PRESS RETURN
- [2nd] USE SECONDARY FUNCTION DIRECTORY  
[Revenue Records]  
ENTER 3 — PRESS RETURN
- [3rd] SELECT: 1 SEARCH BY DATE OF RECORD  
2 SEARCH BY AMOUNT OF REVENUE  
3 SEARCH BY ACCOUNT NUMBER  
4 DISPLAY ALL REVENUE INFO.

RECORD OF REVENUE		
020185	405	1600.00
020285	430	4600.00
020285	430	.34
020485	405	440.00
020585	405	300.32
020985	425	400.00
021085	430	2693.22
021285	415	3700.00
021385	425	2804.23
021385	425	35.00
021685	415	300.00
021785	430	1700.00
021785	415	670.32
021785	430	450.00
022085	405	76.50
022385	425	560.33

**Revenue records**  
**Sample screen display**

---

REVENUE RECORD

---

060383	420	1456.34
060583	420	6.93
062883	405	1976.00
070583	415	30.50
072183	405	1942.33
072183	405	6721.49
080484	420	400.00
081583	415	30.50
082183	415	30.50
082583	420	1983.71
082883	405	5821.32
091383	420	299.32
092783	420	108.42
100783	415	30.12
101683	415	212.33

REVENUE TOTAL           \$21049.81

PRESS ANY KEY TO CONTINUE

## Month-end income statement Screen display

---

This function summarizes the budget activity of any given month for which data has been entered into the system.

The screen will clear to request the data necessary to retrieve the proper financial records, and produce an on-screen Income Statement.

The screen will display the following:

MONTH (JAN=01 FEB=02, ETC.)

Enter a two digit representation of the month desired, then press the RETURN key.

The system will read the Ledger Expense File and the Cash & Revenue File to make the calculations necessary to produce the report.

The REVENUE portion of the statement will appear on the screen first. The total amount of revenue will display on the top portion of the screen, along with the month of record.

At the bottom of the screen, the system will display the following:

GRAPH DATA? (Y, N)

If you respond with an 'N', you will automatically proceed to the next page of information.

If you enter a 'Y', for yes, the total dollar amounts for all accounts displayed will be converted into a graphic display. This function changes the numerical figures into a diagram that plots the relative volume of each account.

After all REVENUE activity for the month has been displayed, the system will provide EXPENSE information in a similar manner. Again, graphs may be produced on the screen with a single key stroke if desired.

When all EXPENSE and REVENUE information has been displayed, a last summary page will appear. Expense totals will be subtracted from Revenue totals, and the month's NET INCOME will be calculated and shown.

You will be automatically advanced to the MAIN DIRECTORY at the conclusion of the report.

---

### HOW TO ACCESS SCREEN:

- [1st] USE MAIN DIRECTORY  
[Monthly Income Statement And Balances]  
ENTER 5 — PRESS RETURN
- [2nd] USE SECONDARY FUNCTION DIRECTORY  
[Month End Income Statement]  
ENTER 1 — PRESS RETURN
- [3rd] SELECT: SCREEN DISPLAY

---

*"Additional user information can be found on-line when running the program. Simply select the accounting function from the MAIN DIRECTORY, then press 'I' for Instruction."*

---

## Month-end income statement printed copy

---

This function produces a printed formal accounting report called an Income Statement (also known as a Profit & Loss Statement, or Statement of Income & Expenses.)

The Income Statement presents the results of business operations for any given month for which data has been entered.

A three-line heading at the top of the Statement gives the business name, the report title, and the month of coverage. The last line of the report provides the net income or net loss. This figure is the difference between the revenue from goods and services and the expenses incurred during that particular month.

When using this function, the screen will clear to re-request the data necessary to complete the tasks of building the Income Statement.

The screen will display the following:

MONTH (JAN=01, FEB=02, ETC.)

Enter a two digit representation of month as requested, then press the RETURN key.

Next, the screen will display the following:

YEAR

Enter four digits for the year (such as 1985). Press the RETURN key.

The screen will request the company name. You may enter up to 30 characters here. If you are doing home accounting enter the word "HOME" or other appropriate title for your report.

The system will read the Ledger Expense Files and the Cash & Revenue Files to make the calculations necessary to produce the report.

An example of the Income Statement appears on the following page.

---

### HOW TO ACCESS SCREEN:

- [1st] USE MAIN DIRECTORY  
[Monthly Income Statement And Balances]  
ENTER 5 — PRESS RETURN
- [2nd] USE SECONDARY FUNCTION DIRECTORY  
[Month End Income Statement]  
ENTER 1 — PRESS RETURN
- [3rd] SELECT: PRINTED REPORT

---

*"Be sure to sort your accounting files before producing reports or doing any detailed financial analysis. Sorting assures your data will appear in exact, logical sequence."*

---

**Income statement**  
**Sample printed report****OHIO ENGINEERING & DEVELOPMENT**  
**INCOME STATEMENT**  
**FOR END OF MONTH 10, 1984**-----  
**REVENUE**

RETAIL SALES	3390.00
CONSULTING FEES	8000.00
COMMISSIONS	4802.10
OTHER INCOME	2700.00
W/SALE ACCOUNTS	4100.00
INTEREST INCOME	1029.32
INVESTMENTS	3000.00
TOTAL REVENUE	27021.42

**EXPENSES**

OFFICE EQUIP.	6103.86
FURNITURE	4805.21
FIXTURES	2100.00
TELEPHONE EXP.	741.10
UTILITY EXP.	302.22
OFFICE RENTAL	2600.00
MAINTENANCE	305.00
OFFICE SUPPLIES	1200.00
ADVERTISING	3600.00
SALARIES	2900.00
PAYROLL TAXES	1600.00
MISC. EXPENSES	109.21
TOTAL EXPENSES	26366.60

NET INCOME	654.82
------------	--------

  
-----  
-----

## Printed bar graphs of account totals

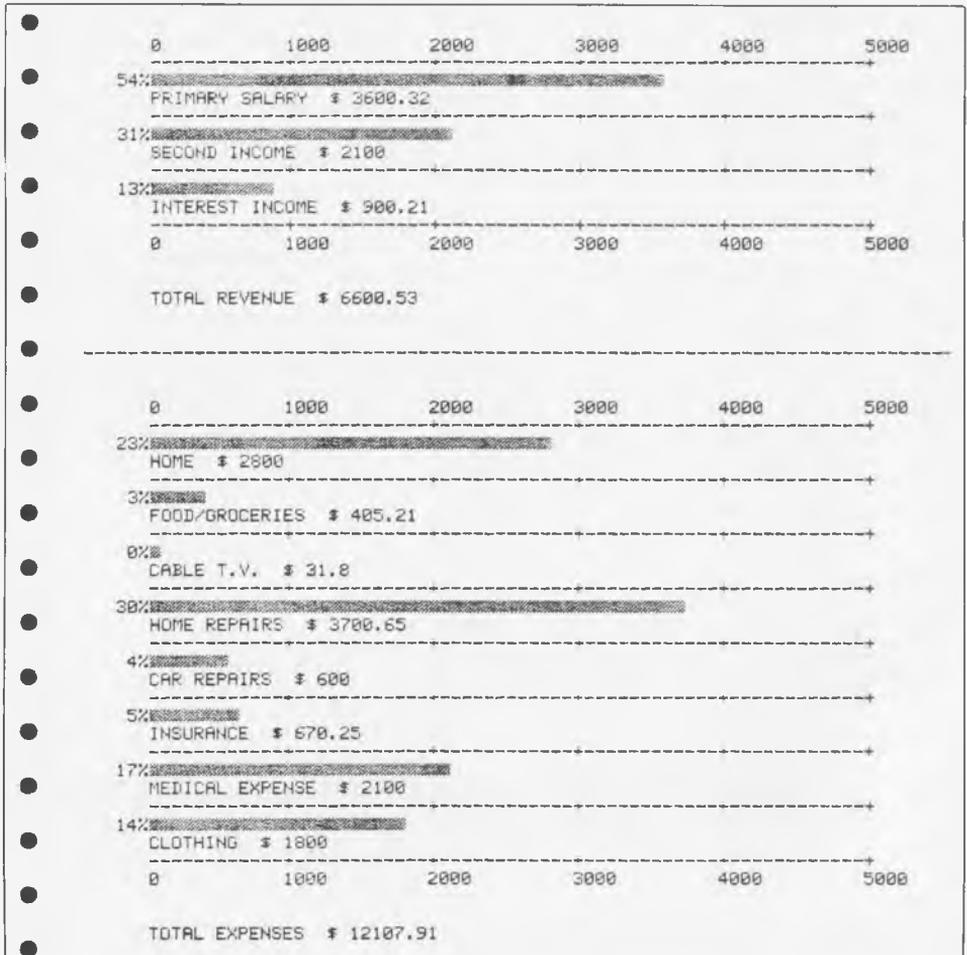
After the Income Statement has been printed, the system will provide the opportunity to graph the financial information. The screen will clear to display the following:

GRAPH DATA? (Y, N)

If you respond with an 'N', you will be automatically returned to the MAIN DIRECTORY. If you answer 'Y', the total dollar amounts for all account classifications will be converted into a diagram that plots the relative volume of each account.

Two graphs will be produced, one for revenue and the second for expense records. The scale and range of the bar graphs will be automatically calculated to accommodate the largest amounts recorded.

Each graph will also include the total dollar volume of either expense or revenue and the percentage each account classification contributes to the total. Percentage factors are rounded to the nearest whole figure.



## Monthly printouts of all transactions

---

A print-out of all records for any given month for which data has been entered is produced with this function. When performing this task, the screen will clear to request the data necessary to structure the report.

The screen will display the following:

MONTH (JAN=01, FEB=02, ETC.)

Enter a two digit representation of the month as requested. Then press the RETURN key.

Next, the screen will display the following:

YEAR

Enter four digits for the year (such as 1985).

Lastly, the screen will request the company name. You may enter up to 30 characters here.

A printed report is produced and there is no screen display associated with this function.

(Screen display may be obtained by using MAIN

DIRECTORY selection 4, "Research Information & Create Reports." Request a screen report for all transactions for the month.)

The printed entries are divided into two categories and provide a LEDGER ENTRY REPORT of all expense transactions and the REVENUE REPORT for all revenue of the month.

Each section lists all information stored in the data files associated with each entry of the given month. The data is listed in date order, with the earliest transactions appearing first and the most recent last. Total dollar amounts for each category (Revenue and Expense) are provided at the end of the report.

An example of this report appears on the following page.

After the report has been produced, you will be automatically returned to the MAIN DIRECTORY.

---

### HOW TO ACCESS SCREEN:

---

- [1st] USE MAIN DIRECTORY  
[Monthly Income Statement And Balances]  
ENTER 5 — PRESS RETURN
- [2nd] USE SECONDARY FUNCTION DIRECTORY  
[Print-Out All Transactions]  
ENTER 2 — PRESS RETURN

---

*"Use quality diskettes and handle them carefully. A flaw on the diskette can prevent the disk drive from addressing old records or storing new information."*

---

Month end listing of all transactions  
Sample printed report

HOME ACCOUNTS  
FOR END OF MONTH 03, 1984

LEDGER ENTRY REPORT

030184	CHK. # 624	595	CLOTHING (NEW BLUE SUIT)	432.34
030184	CHK. # 657	100	HOME (MORTGAGE PAYMENT-MARCH)	1200.00
030384	CREDIT CARD	500	ENTERTAINMENT (GREEN FEES-PEBBLE BEACH)	45.00
030384	CHK. # 658	525	CAR REPAIRS (NEW BRAKES FOR FORD)	210.30
031284	CASH	510	FOOD/GROCERIES (-)	132.32
031384	CREDIT CARD	599	MISC. EXPENSES (FLOWERS FOR THE HOUSE)	18.00
031484	CREDIT CARD	510	FOOD/GROCERIES (BIRTHDAY PARTY)	64.80
031684	CASH	525	MEDICAL EXPENSE (DENTAL WORK-DR. HOLTZ)	100.00
032184	OTHER	599	MISC. EXPENSES (BANK CHECKING CHARGE)	7.32
032384	CHK. # 659	540	UTILITIES (ELECTRIC AND GAS)	62.90
032484	CHK. # 670	580	TELEPHONE (MCI CHARGES)	90.82
032484	CHK. # 671	560	INSURANCE (HOME POLICY RENEWAL)	540.00
032584	CHK. # 672	570	CLUB MEMBERSHIP (HEALTH SPA)	30.00
032984	CREDIT CARD	500	ENTERTAINMENT (VISA-DINNER W/SECRETARY)	81.40
				<u>3015.20</u>

REVENUE ENTRY REPORT

030284	405	632.33
031284	425	45.21
031784	430	1700.00
030184	425	168.00
032784	425	3690.00
		<u>6235.54</u>

## End-of-period totals by accounting class screen displays

---

This function summarizes the year-to-date activity for all data that has been entered into the system.

The Ledger Expense File and the Cash & Revenue File will be read to make the calculations necessary to produce the report.

The Revenue portion of the statement will appear on the screen first. The total amount of revenue will display on the top portion of the screen, along with the title of this report.

At the bottom of the screen, the system will display the following:

GRAPH DATA? (Y, N)

If you respond with an 'N', you will automatically proceed to the next page of

information.

An entry of 'Y', for yes, will convert the dollar amounts for all accounts displayed into a graphic display. The bar graph diagrams plot the relative volume of each account.

After all REVENUE activity for the period has been displayed, the system will provide EXPENSE information in a similar manner. Again, graphs may be produced on the screen with a single key stroke.

When all EXPENSE and REVENUE information has been given, a last summary page will be displayed. Expense totals will be subtracted from Revenue totals, and the year's NET INCOME will be calculated and shown.

## End of period totals by account class printed report

---

This function provides a year-to-date or a period-to-date summary of all expenses and revenue.

The system totals all transactions, then categorizes each by its account reference title.

A printed report is produced. The report summarizes all activity in all account classes.

The format of the report is similar to the Monthly Income Statements, so easy comparisons can be made for detailed financial analysis.

An example of the END OF PERIOD EXPENSE ACCOUNTING REPORT appears on the following page.

After the end-of-period or year-to-date report has been printed, the system will provide the opportunity to graph the financial information. The screen will clear to display:

GRAPH DATA? (Y, N)

If you respond with an 'N', you will be automatically returned to the MAIN DIRECTORY. If you answer 'Y', the total dollar amounts for all the end-of-period accounts will be converted into two bar graph displays.

A sample bar graph appears on page 26.

---

### HOW TO ACCESS SCREEN:

---

- [1st] USE MAIN DIRECTORY  
[End Of Period Accounting Transactions]  
ENTER 6 — PRESS RETURN
- [2nd] USE SECONDARY FUNCTION DIRECTORY  
[Totals By Account Class]  
ENTER 1 — PRESS RETURN
- [3rd] SELECT: SCREEN DISPLAY  
OR PRINTED REPORT

**End of period totals by account class**  
**Sample printed report**

**END OF PERIOD  
EXPENSE ACCOUNTING**

**REVENUE**

PRIMARY SALARY	36319.12
SECOND INCOME	24670.32
INTEREST INCOME	3899.56
MISC. INCOME	12687.28
TOTAL REVENUE	77576.28

**EXPENSES**

HOME	16800.00
VEHICLES	12034.32
ENTERTAINMENT	516.40
FOOD/GROCERIES	5376.63
CABLE T.V.	181.80
CAR REPAIRS	600.00
PERSONAL EXP.	1457.80
WATER	346.95
CLUB MEMBERSHIP	230.25
TELEPHONE	635.44
MEDICAL EXPENSE	3023.33
CLOTHING	6845.00
MISC. EXPENSES	4389.76
TOTAL EXPENSES	<u>52437.68</u>
NET INCOME	<u>25138.60</u>

## Year-to-date listing of all transactions

A print-out of all records is produced with this function. It should be done at the end of the accounting period for your record-keeping purposes. It may be done at any time, however, to provide a year-to-date listing of all transactions.

A printed report is produced and there is no screen display activity associated with this function. (Screen displays may be obtained by using MAIN DIRECTORY selection 4, "Research Information & Create Reports." Request a screen report of all transactions in each category.)

The printed entries are divided into two

categories and produce a LEDGER ENTRY REPORT of all expense transactions and a RECORD OF REVENUE REPORT for all revenue transactions.

Each section lists all information stored in the data files associated with each entry. Data is listed in date order, with the earliest transactions appearing first and the most recent last. Total dollar amounts for each category (Revenue and Expense) is given at the end of the report.

An example of this report appears below.

### HOW TO ACCESS SCREEN:

- [1st] USE MAIN DIRECTORY  
[End Of Period Accounting Transactions]  
ENTER 6 — PRESS RETURN
- [2nd] USE SECONDARY FUNCTION DIRECTORY  
[List All Period Transactions]  
ENTER 2 — PRESS RETURN

END OF PERIOD EXPENSE ACCOUNTING					
LEDGER ENTRY REPORT					
090103	CHK.# 554	503	TELEPHONE EXP. (MCI CHARGE FOR AUGUST)		601.32
090103	CHK.# 543	522	OFFICE RENTAL (LEASE PAYMENT/SEPT)		2600.00
090103	OTHER	580	SALARIES (PAYROLL/AUGUST)		5602.29
090103	CHK.# 432	585	PAYROLL TAXES (-)		2600.00
090203	CHK.# 555	500	EQUIP. RENTAL (COMPUTER EQUIP/SEPTEMBER)		2600.00
090203	CREDIT CARD	640	MISC. EXPENSES (LUNCH FOR STAFF)		100.21
090903	OTHER				
091103	CHK.# 5				
091203	CHK.# 5				
091303	CHK.# 5				
091503	CHK.# 5				
091803	CREDIT				
092103	CREDIT				
092103	CREDIT				
092103	CHK.# 5				
092703	CASH				

RECORD OF REVE					
090103	415	500.00			
090903	430	199.00			
090903	430	.99			
091203	405	4002.10			
091203	415	1200.00			
091803	430	4600.00			
091803	450	279.00			

## Deleting and correcting information

---

This function is used to correct mis-entered Expense, Revenue, and Chart of Accounts information. The task is accomplished by removing the bad entry from the files.

You may then re-introduce the proper information to your financial system by using MAIN DIRECTORY selections 1, 2 or 3.

For Expenses and Revenue, the deletion procedure requires that you furnish the exact date as it appears on the record, as well as the dollar amount of the entry.

The screen will clear to display:

DATE TO FIND (MMDDYY)

Enter a six digit representation of the date; two characters for the month first, then the day, then the year. Press the RETURN key. The system will respond with the next necessary data question:

AMOUNT TO FIND

(DO NOT USE DOLLAR SIGN OR COMMA —  
USE DECIMAL POINT AND CENTS DIGITS)

As directed, enter the amount as it appeared on the original entry, and include the decimal point and both cent digit places. Then press the RETURN key.

The system will search the files to find an exact match. If one is found, the entry will be

deleted from your records. The screen will display a message that the transaction was successful, and display a copy of the now erased record, in a manner similar to the following:

```
DELETED ...
102783    520 UTILITY EXPENSES  67.83
CHK# 441  SEPTEMBER TELEPHONE BILL
```

If you are correcting Chart of Accounts information, the screen will request that the Account Reference Number be furnished.

The screen will clear to display:

ACCOUNT NUMBER TO FIND (XXX)

After the entry has been erased, proceed by entering the corrected information using the normal procedures as earlier described.

If the system could not match your deletion request with a corresponding records entry, the screen will display the following message:

NO ENTRY FOUND

This means you have mis-entered your deletion request. Continue by obtaining a screen display of your records and note the erroneous entry **exactly** as it appears on the screen.

Return to the DELETION function and successfully complete the procedure.

---

### HOW TO ACCESS SCREEN:

---

- [1st] USE MAIN DIRECTORY  
[Journal Adjustments — Deletions]  
ENTER 7 — PRESS RETURN
- [2nd] SELECT: 1 LEDGER EXPENSE INFORMATION  
2 CHART OF ACCOUNTS  
3 REVENUE RECORDS

## Record sorting

---

The record sorting functions organize your recorded data into logical sequences. This is helpful to you when reviewing your data. It is also necessary to produce meaningful printed reports.

Ledger Expense Records and Revenue Records are ordered by the date entered on each transaction. The earliest record will appear first, and the latest or most recent will display last. The Chart of Accounts is sorted in ascending chart number sequence. The lowest Chart Reference Number and Description will appear first, and the highest number last.

Record sorting uses a considerable amount of computing power and, therefore, may take some time to complete. This can range from a few seconds to sort a small file or to place a new record into an already ordered file — up to minutes to organize a jumbled expense file of three or four hundred detailed records.

Because of this time involved, record sorts are not done automatically after each entry. It is an "On Demand Function" for you to use as necessary. It should always be done before producing any printed reports, or before doing any financial analysis from displayed data.

Correct file organization makes your records quicker to comprehend and much easier to understand.

After all sorting has been finished, you will be returned to the MAIN DIRECTORY.

---

### HOW TO ACCESS SCREEN:

---

- [1st] USE MAIN DIRECTORY  
[File Maintenance/Record Sorting]  
ENTER 8 — PRESS RETURN
- [2nd] USE SECONDARY FUNCTION DIRECTORY  
[Sort Files]  
ENTER 1 — PRESS RETURN

## Reorganizing the data disk

---

The accounting information and expense records you have saved is organized into files on your diskette.

The Disk Drive Operating System (DOS) locates these records in each file by reading a Directory in the middle of the diskette, and then going to the disk "address" to read the information stored there.

The Directory can become disorganized when you have used the files for a long time,

adding records and canceling transactions. Deleting records leaves gaps on the disk which are too small to be useful.

By reorganizing the data disk you move the records together to maximize available storage space on the diskette, the Directory is updated, and your data can be accessed faster.

This function needs only occasional use, and only if some records have been deleted.

---

### HOW TO ACCESS SCREEN:

---

- [1st] USE MAIN DIRECTORY  
[File Maintenance/Record Sorting]  
ENTER 8 — PRESS RETURN
  - [2nd] USE SECONDARY FUNCTION DIRECTORY  
[Reorganize Data Disk]  
ENTER 2 — PRESS RETURN
- 

## Checking available ledger space

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Your personal computer has a finite amount of memory space. This function checks that space to find how many additional ledger records may be accommodated by the system.

This is accomplished by loading the account files into the computer and measuring the remaining available memory. After a few seconds, the screen will clear for a statement providing the approximate number of new records that can be added.

It is important that you do not add more accounting records than the computer can process. As the files become large, with three to four hundred entries, it is necessary to use this function frequently.

After the result has been displayed, you will be returned to the MAIN DIRECTORY.

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### HOW TO ACCESS SCREEN:

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- [1st] USE MAIN DIRECTORY  
[File Maintenance/Record Sorting]  
ENTER 8 — PRESS RETURN
- [2nd] USE SECONDARY FUNCTION DIRECTORY  
[Check Available Ledger Space]  
ENTER 3 — PRESS RETURN

## End program

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When data processing and data retrieval has been completed, sign out of the system using this function. The screen will clear to display the following:

LEDGER CLOSED  
READY

Remove any diskette in the disk-drive before turning the computer hardware off.

The exposed disk surfaces are sensitive and therefore must be returned to their protective envelopes. Be sure to manage your diskettes with careful handling and secure storage.

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### HOW TO ACCESS SCREEN:

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- [1st] USE MAIN DIRECTORY  
[Back-Up Files And End Program]  
ENTER 9 — PRESS RETURN
- [2nd] USE SECONDARY FUNCTION DIRECTORY  
[End Program]  
ENTER 1 — PRESS RETURN

## Back-up files

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Making a copy of your records is a matter of significant importance. This process eliminates the risk of losing all your accounting records, or having to spend a great deal of time rebuilding the accounting files from receipts and bank records.

This copying procedure reads the records from the "Data Disk," then instructs you to remove the diskette and insert the "Back-Up Disk." Your new accounting file is then duplicated exactly.

The new copy will replace any older version on the Back-Up Disk.

Follow the screen directions carefully, and insert each diskette as instructed. The disk files are copied one at a time; first the Chart of Accounts, then the Cash and Revenue File, and lastly the Ledger Expense File.

Store the Back-Up Disk in a safe place. This is your insurance of secure data.

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### HOW TO ACCESS SCREEN:

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- [1st] USE MAIN DIRECTORY  
[Back-Up Files And End Program]  
ENTER 9 — PRESS RETURN
- [2nd] USE SECONDARY FUNCTION DIRECTORY  
[Back-Up Files]  
ENTER 2 — PRESS RETURN



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MICROSCI MARKETING,  
2158 S. HATHAWAY STREET,  
SANTA ANA,  
CALIFORNIA 92705  
TELEX 910-346-6739