• CLOSE ACCOUNTING PERIOD Diskette: Posting

Select POSTING AND PERIOD PROCESSING
Enter Function(s) Into the Queue:
END-OF-MONTH 81
END-OF-QUARTER 82
END-OF-FOURTH QUARTER 83
END-OF-FISCAL YEAR 84

Check to see that:
1. All journals are printed.
2. POST has been executed.
3. Financial statements are printed.
4. A backup diskette has been made.

Run the Command Queue.

• CONVENTIONS

Entering Dates  Valid forms:
MM/DD/YY or MM DD YY
or:
MONTH:  DAY:  YEAR:

Entering Dollars and Cents  Valid form:
1000 $1000.00

Handling Errors  To correct program operation errors, review the condition, then press
RETURN to correct the information.

• COPY DISK Diskette: Data Entry

Select START-UP AND DISK COMMANDS
Select DUPLICATE DISK Function
Follow instructions on the screen.

• CREATE ACCOUNTS Diskette: Data Entry

Select ACCOUNT MAINTENANCE
Select CREATE ACCOUNTS
Enter New 6-Character Company Code
Enter Total Number of Accounts
Select EDIT GENERAL LEDGER
Select ADD
Follow procedures for adding other accounts (see EDIT procedures).

• DATA ENTRY Diskette: Data Entry

Select DATA ENTRY
Enter Function(s) into the Queue:
CASH DISBURSEMENTS 11
CASH RECEIPTS 12
INVOICE REGISTER 13
MERCHANDISE PURCHASED 14
CASH SALES 15
GENERAL JOURNAL 16
STANDARD CLOSING ENTRIES 17
Run the Queue.

• DISPLAY ACCOUNTS Diskette: Posting

Select DISPLAY ACCOUNTS
Enter G/L Account Number, Customer Number, or Vendor Number to be Displayed

[N]

• EDIT ACCOUNTS Diskette: Data Entry

ADD Function
Select ACCOUNT MAINTENANCE
Select EDIT ACCOUNTS
Select Account to Edit
Follow procedures for adding other accounts (see EDIT procedures).

CHANGE Function
Select ACCOUNT MAINTENANCE
Select EDIT ACCOUNTS
Select Account to Edit
Select CHANGE

DELETE Function
Select ACCOUNT MAINTENANCE
Select EDIT ACCOUNTS
Select ACCOUNT TO EDIT
Select DELETE
DISPLAY Function
Select ACCOUNT MAINTENANCE
Select EDIT ACCOUNTS
Select ACCOUNT TO EDIT
Select DISPLAY

SCROLL Function
Select ACCOUNT MAINTENANCE
Select EDIT ACCOUNTS
Select ACCOUNT TO EDIT
Select SCROLL

• EDIT COMPANY CONFIGURATION Diskette: Data entry
Select ACCOUNT MAINTENANCE
Select EDIT ACCOUNTS
Select ACCOUNT TO EDIT
Select COMPANY CONFIGURATION

• EDIT PROMPTS Diskette: Data Entry
Select ACCOUNT MAINTENANCE
Select EDIT ACCOUNTS
Select Prompt to Edit
To Add, Enter Account Number
To Change, First Delete
Then Enter New Account Number
To Delete, Press DELETE BACK

• EDIT STANDARD ENTRIES Diskette: Data Entry
Select ACCOUNT MAINTENANCE
Select EDIT ACCOUNTS
Select CREATE STANDARD ENTRIES
Enter CONTINUE

• FINANCIAL REPORTS Diskette: Posting
Activate printer (see "Start-Up Functions")
Select POSTING AND PERIOD
PROCESSING
Select financial statement to be printed
Run the Queue.

LIST REPORTS Diskette: Posting
List Journals
Select LIST JOURNALS
Enter Function(s) into the Queue:
CASH DISBURSEMENTS
CASH RECEIPTS
INVOICE REGISTER
MERCHANDISE PURCHASED
CASH SALES
GENERAL JOURNAL
MERCH. PURCHASED (Due-Date Sort)
Run the Queue.

List Schedules
Select LIST SCHEDULES
Enter Today's Date
Enter a Function
LIST GENERAL LEDGER ACCOUNTS
LIST CUSTOMERS (NUMERICAL)
LIST CUSTOMERS (ALPHABETICAL)
LIST VENDORS (NUMERICAL)
LIST VENDORS (ALPHABETICAL)
LIST EMPLOYEES (NUMERICAL)
LIST EMPLOYEES (ALPHABETICAL)
LIST PAYEES (NUMERICAL)
LIST PAYEES (ALPHABETICAL)
LIST STANDARD JOURNAL ENTRIES
Press RETURN at CAUTION screen

START-UP FUNCTIONS Diskette: Data Entry or Posting
Select START-UP AND DISK COMMAND
Select COMPANY CODE COMMAND
Enter 6-Character Code
Select AS-OF DATE
Enter in Form
Select PRINTER STATUS
Enter for ON
Enter for OFF

For customer support assistance in matters relating to this software's functions or performance, if your dealer is unavailable, call the ATARI Accountant Customer Support number.
Outside California use 800/538-8737. In California the number is 800/672-1431.
For questions relating to accounting or bookkeeping principles, please contact an accounting firm or individual.