CLOSE ACCOUNTING PERIOD

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

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
- MONTH: DAY: YEAR:

Entering Dollars and Cents
Valid form:
1000 RETURN for $100.00

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

COPY DISK

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

CREATE ACCOUNTS

Select ACCOUNT MAINTENANCE
Select CREATE ACCOUNTS
Enter Account Number
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

Select DATA ENTRY
Enter Function(s) into the Queue:
- CASH DISBURSEMENTS
- CASH RECEIPTS
- INVOICE REGISTER
- MERCHANDISE PURCHASED
- CASH SALES
- GENERAL JOURNAL
- STANDARD CLOSING ENTRIES
Run the Queue.

DISPLAY ACCOUNTS

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

EDIT ACCOUNTS

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

COPY DISK

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

CREATE ACCOUNTS

Select ACCOUNT MAINTENANCE
Select CREATE ACCOUNTS
Enter Account Number
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

Select DATA ENTRY
Enter Function(s) into the Queue:
- CASH DISBURSEMENTS
- CASH RECEIPTS
- INVOICE REGISTER
- MERCHANDISE PURCHASED
- CASH SALES
- GENERAL JOURNAL
- STANDARD CLOSING ENTRIES
Run the Queue.

DISPLAY ACCOUNTS

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

EDIT ACCOUNTS

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

COPY DISK

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

CREATE ACCOUNTS

Select ACCOUNT MAINTENANCE
Select CREATE ACCOUNTS
Enter Account Number
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).
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 EDIT COMPANY CONFIGURATION

EDIT PROMPTS Diskette: Data Entry
Select ACCOUNT MAINTENANCE
Select EDIT ACCOUNTS
Select Prompt to Edit

To Add, Enter Account Number [N]
To Change, First Delete
Then Enter New Account Number [N]
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.
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C016997 REV. 2

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 1
LIST CUSTOMERS (NUMERICAL) 2
LIST CUSTOMERS (ALPHABETICAL) 3
LIST VENDORS (NUMERICAL) 4
LIST VENDORS (ALPHABETICAL) 5
LIST EMPLOYEES (NUMERICAL) 6
LIST EMPLOYEES (ALPHABETICAL) 7
LIST PAYEES (NUMERICAL) 8
LIST PAYEES (ALPHABETICAL) 9
LIST STANDARD JOURNAL ENTRIES 10

START-UP FUNCTIONS Diskette: Data Entry or Posting
Select START-UP AND DISK COMMANDS
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.