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The ATARI® ACCOUNTANT™ General Accounting System User’s Manual provides easy-to-follow instructions and a complete reference guide. Whether or not you are familiar with computers and automated accounting, this manual enables you to take full advantage of this system’s capabilities.

For the first-time computer user, this manual provides a step-by-step guide to the ATARI General Accounting System. Section 1 describes the programs used in the system and shows how to unpack and set up the components. Section 2 demonstrates methods for entering and posting business transactions and obtaining printed reports, using data from a representative sample company. Section 3 explains how to set up and maintain your company books. By following these detailed training instructions, you receive immediate “hands-on” experience using the General Accounting System.

For the experienced user of computerized accounting systems, or for the user who has completed the training sections, Section 4 of this manual is a convenient Reference Guide for adding, changing, and deleting accounts; posting receipts and payments; printing reports; and performing system maintenance functions.
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INDEX
The ATARI® ACCOUNTANT™ is a set of self-contained, computerized accounting systems, each designed for specific applications. The ATARI ACCOUNTANT consists of the General Accounting System described in this manual, as well as the Accounts Receivable and Inventory Control Systems described in other manuals.

All businesses need to record, summarize, and communicate many financial facts. To ease this task, the ATARI ACCOUNTANT provides the speed and accuracy of a computer to help you perform routine accounting functions, enabling you to run your business more efficiently. The ATARI ACCOUNTANT is designed both for users who have little experience with computerized accounting, and for those who are well versed in it. The system reduces tedious data entry, minimizes the potential for error, and simplifies handling accounts.

Here are some of the features that make the ATARI ACCOUNTANT General Accounting System so convenient to use.

**Flexible Chart of Accounts.** You can develop customized account numbers for your chart of General Ledger accounts to expand your accounting system.

**Double Entry Accounting.** The General Accounting System automatically records the credit and debit sides of a transaction so that your company's books always balance.

**Streamlined Data Entry.** By simply entering dollar amounts to preassigned account number prompts, you reduce the amount of typing necessary for entering transactions, which speeds the accounting process.

**A Complete General Ledger.** Using the General Ledger, you can record all of the controlling and subsidiary accounts that constitute the chart of accounts for your own company.

**Accounts Receivable Ledger.** If you use an accounts receivable system, you can record the accounts containing monies owed to your company in the Accounts Receivable Ledger.

**Accounts Payable Ledger.** If you use an accounts payable system, you can record the accounts containing monies owed by your company in the Accounts Payable Ledger.

**Payroll Register.** The Payroll Register enables you to record the wages and withholding amounts for each of your employees and is a valuable timesaver in preparing government tax returns.
Cash Receipts Accounting. With the General Accounting System, you can keep a chronological record of cash received daily.

Invoice Register. You can record all credit sales and cash sales by invoice number.

Cash Disbursements. You receive a record by check number of all payments made.

Merchandise Purchased. You can use the Merchandise Purchased Journal as the basis for a formal accounts payable system.

Cash Sales. You can customize the Cash Sales Journal, designed for businesses that record all or part of their sales on cash registers, so that the account headings match the keys of any cash register.

General Journal. With this versatile journal, you can gain access to any account in the General Ledger or any account in the subsidiary ledgers.

Queue Processing. You can set up a series of accounting procedures which the system performs one after the other, thus saving time and eliminating the need to make repetitive entries.

Batch Controls. The system maintains a continuous total of all entries to validate the accuracy of your entries.

Display of Key Information. In addition to a complete set of printed reports, you can use the screen display to view specific accounts for detailed information at any time.

Typing Ahead. When you enter transactions, the system allows you to type ahead. This feature enables an operator to continue working while the system is processing prior instructions.

HOW TO USE THIS MANUAL

This manual has a dual purpose. It is a training tool to instruct you how to use the system, and it is a reference guide that summarizes specific information for your day-to-day use.

This manual is divided into five major sections:

• Section 1 describes how to set up the components of the ATARI General Accounting System. This section also explains the conventions for using the system, such as the formats to use when entering responses, and how to handle error messages. The section concludes with a preliminary “hands-on” session which shows you how to perform a validation sequence to check the computer’s programs and procedures.

• Section 2 provides a practice data entry and posting session, using data from a fictitious sample company, The Action Sales Co. This section illustrates how to enter transactions in various journals and how to obtain printed reports.

• Section 3 instructs you to set up your own company books, taking you step-by-step through creating, changing, and listing entries in the General Ledger. This section also shows you how to automatically identify frequently accessed accounts to reduce the number of keystrokes when entering transactions.
• Section 4, the *Reference Guide*, defines and briefly describes each system function for readers who have completed studying the first three sections. The functions are arranged in alphabetical order, so that you can quickly locate a specific function.

• The *Appendices* contain printouts of the sample company’s books (The Action Sales Co.) used in Section 2, a summary of the General Accounting System, explanations of error conditions and recovery procedures, and a troubleshooting guide.
The General Accounting System enables you to create and maintain accounts and enter transactions to a General Ledger and its subsidiary ledgers. After you set up your books on the system, you simply enter account transactions into the various journals. The General Accounting System posts this information to the appropriate accounts and ledgers and produces up-to-date period reports. (See Appendix A for a complete set of sample reports.) Bookkeeping that once took days or weeks now takes minutes.

In this first section, you will become acquainted with the operating conventions used for the ATARI ACCOUNTANT applications. You will learn how to set up the computer and its companion devices, and how to handle the diskettes which contain the system information and your accounting records. You will also learn how to test your equipment to ensure that it is functioning properly.

By following the instructions in this manual you will immediately realize the benefits of owning an automated accounting system.

CONVENTIONS OF THE GENERAL ACCOUNTING SYSTEM

The ATARI General Accounting System operates according to conventions that govern the way it processes information. These conventions establish standard ways for you to communicate with the system. They help you learn both how to supply the system the information it expects and how the system will respond.

For example, when the system asks you for a dollar amount, it expects to receive the information in an established format. When you enter transactions to the journals, the system always asks you to verify your entries before proceeding to another function. The General Accounting System conventions are explained below.

FUNCTIONS AND COMMANDS

At each step in using the General Accounting System where you must decide which accounting operation to perform, the system displays the available choices on the screen. The format consists of a list, each item of which has a number followed by a brief description of the operation. For consistency, this manual uses the word command to mean the actual item you type into the system; usually this command is a number. When you enter the command number, the system performs the associated operation, referred to in this manual as the function.

For example, the item 3 LIST JOURNALS consists of command 3, which performs the LIST JOURNALS function.
PROMPTS AND RESPONSES

When the system requires information, it displays an instruction at the bottom of the video screen which tells you what kind of information to enter. This instruction is called a prompt. For example, if you are entering a list of account numbers and names, the system may display a prompt like this:

ENTER ACCT NO

To respond, you type the account number and press the RETURN key. All responses require the use of the RETURN key.

MOVING THE CURSOR

The cursor is a blinking square that indicates the current typing position. As you type, the cursor advances one character-space to the right. When you press the DELETE BACK key, the cursor moves one place to the left and deletes any character there.

The cursor leads you through the steps for running the General Accounting System. If the system requires information, it places the cursor at the position for that input. The cursor remains there until you enter the information and press RETURN. The RETURN key moves the cursor down to the next entry position while the DELETE BACK key moves it backwards or up through previous entries displayed on the screen.

HANDLING ERROR CONDITIONS

You may occasionally make mistakes when operating the General Accounting System. If you make a mistake while entering information, the system emits a beeping tone and flashes a message at the bottom of the screen to identify the error. For example, if you enter a nonexistent account number, the system flashes:

ERROR: INVALID ACCOUNT NUMBER

To correct the condition, first press the RETURN key. The system removes the message and displays the blinking cursor at the position where the error occurred. Determine the cause of the error condition and correct the entry. (See Appendix C for more information about error conditions.)

ENTERING DATES

You can enter dates in two ways. The first method requires that you enter the date in the form:

MM/DD/YY

where MM is the month, DD is the day, and YY is the year. For single-digit numbers you must type an initial zero. (You may type any other character in
place of the slashes; for example, spaces. The system inserts the slashes in their proper place.)

In the second method, the system asks you to supply the month, day, and year separately. Here, you type each item and press the RETURN key (the system inserts the initial zeros if you do not type them), as follows:

MONTH: 06  DAY: 06  YEAR: 81

ENTERING DOLLARS AND CENTS

The General Accounting System automatically places a decimal point two digits from the right in any dollar amount entered. You may enter the decimal point or omit it, at your convenience. For example, to enter a $10 amount, simply type 1000 followed by RETURN. The system inserts the decimal point and advances to the next entry. For even dollar amounts, you can also type 10., which the system recognizes as 10.00.

To enter a negative dollar amount, type the amount followed by the minus sign (hyphen key). For example, type 1000- and press RETURN.

ENTERING DEBIT AND CREDIT AMOUNTS

Enter debit amounts as positive dollar amounts, for example:

1000 RETURN

Enter credit amounts as negative dollar amounts, for example:

1000 - RETURN

These apply except when entering amounts into the Cash Receipts Journal and the Invoice Register. In these cases, you enter credit amounts as positive numbers. The system treats dollar amounts entered against Accounts Receivable and revenue accounts as credit amounts.

VERIFYING ENTRIES

Before the General Accounting System adds or deletes information that you type, it requires you to verify your entries by displaying this message on the screen:

OK ? (Y/N)

Review what you have entered; if it is correct, type Y followed by RETURN. If the entry is incorrect, type N RETURN; the system returns you to that entry for correction.

INTERRUPTING A SYSTEM FUNCTION

Interrupt commands are especially helpful when you want to stop all processing to examine an item, or when you want to stop processing a lengthy report.
You can interrupt the system while it is performing a print or display function by using one of the following interrupt commands:

<table>
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<tr>
<th>Interrupt Command</th>
<th>Function</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>S</td>
<td>STOP</td>
<td>S(TOP) tells the system to halt whatever it is doing until you instruct it to continue. To issue the STOP command, press the S key. Do not press RETURN.</td>
</tr>
<tr>
<td>G</td>
<td>GO</td>
<td>G(O) tells the system to resume the function interrupted by the STOP command. To issue the GO command, press the G key.</td>
</tr>
<tr>
<td>Q</td>
<td>QUIT</td>
<td>Q(UIT) tells the system to stop current processing and go to the next specified command. If you have lined up a series of commands (for example, to print a series of journals), typing Q enables the system to move on to the next command without completing the present one.</td>
</tr>
<tr>
<td>F</td>
<td>FLUSH</td>
<td>F(LUSH) tells the system to stop processing the current command and to erase or clear any other commands lined up for processing. To issue the FLUSH command, press the F key.</td>
</tr>
</tbody>
</table>

**THE DISKETTES**

The General Accounting System uses two kinds of diskettes:
- Program Diskettes
- Data Diskettes

**PROGRAM DISKETTES**

The two program diskettes (Data Entry and Posting) contain all the computer instructions for the General Accounting System.

The Data Entry Program Diskette enables you to perform three kinds of accounting functions. First, it lets you enter transactions into the various journals. Second, it enables you to create or modify a set of accounts. Third, it maintains the diskettes containing your accounting data.

The Posting Program Diskette performs the accounting functions required after journal entries have been made: printing copies of all journals, printing ledgers, preparing trial balances and financial statements, and performing all required closing entries.

**DATA DISKETTES**

Data diskettes are used for storing all entries and for producing all reports. For example, the diskette labeled "The Action Sales Co." contains a complete set of books for a small business.
HANDLING THE DISKETTES

A diskette is a small magnetic recording disk on which you store information, as sound impulses are stored on magnetic tapes or phonograph records. The diskette comes in a removable protective envelope which covers the exposed recording surface. After each use, always insert the diskette into its envelope.

Note the side of the diskette on which the label is placed. When you insert a diskette into the disk drive, always insert it with the label facing up (Figure 1-1).

![Figure 1-1 Inserting Diskette Into Dual Disk Drive](image)

To read and “write” (record) information, the ATARI 815™ Dual Disk Drive presses a magnetic head against the surface of the diskette. To prevent diskettes from getting dirty or scratched, you must store and handle them carefully, as explained below. Damaged diskettes will cause you to lose data.

When diskettes are not being used, protect them as follows:

1. Never leave diskettes lying around when not in use. Always store them in their envelopes in a safe place.

2. Keep diskettes away from magnets and from magnetized articles like tape recorders and metal paper clips. You could erase important information.

3. Never fold or staple a diskette. Use the felt-tip pen included with this system to write on the label, rather than a ballpoint pen. In general, avoid causing physical stress to the diskette.

4. Keep liquids away from diskettes.

5. To protect yourself against accidentally recording over or erasing information from a diskette, you can “write-protect” it. To write-protect a diskette, cover the notch in the diskette jacket with one of the adhesive tabs included with this system or as supplied with each box of new diskettes. The tab prevents the system from writing anything on the diskettes. (In addition, you can also set the WRIT PROT switch on the ATARI 815 to prevent the system from writing on the diskette. You may wish to consult your ATARI 815™ Dual Disk Drive Operator’s Manual for instructions.)

To record on a diskette, be sure to remove any write-protect tab and to turn the WRIT PROT switch off.
The ATARI ACCOUNTANT General Accounting System consists of machine components that make up the system (hardware) and program diskettes that allow for operation of the system (software). Operator’s manuals pertinent to operation and care of the hardware are included in each package.

The following descriptions show you how to position the system hardware within your workspace and how to connect the components. The descriptions also explain how to turn on the system and load your first diskette.

**HARDWARE SYSTEM REQUIREMENTS**

Your General Accounting System requires five hardware components:

- **ATARI 800™ Personal Computer System.** You must have 48K RAM (Random Access Memory) to operate the General Accounting System. For instructions on inserting additional RAM Memory Modules™ into the ATARI 800 computer, refer to “Installing Memory Modules and the BASIC Cartridge” later in this section.
- **ATARI 850™ Interface Module**
- **ATARI 815™ Dual Disk Drive**
- **ATARI 825™ 80-Column Printer**
- A monitor or a standard television set, either color or black and white. If you use a standard set, you will then use the ATARI TV Switch Box (Part No. CA014746) included with the computer console. Instructions with the switch box show you how to connect it to the VHF antenna of your television set.

If you use a monitor, select one of the following cables for proper connection to the computer console:

   Model No. CX82 for black-and-white monitor
   Model No. CX89 for color monitor

- *(Optional Equipment.)* A five- or six-port, medium duty power outlet strip rated at 500 watts to organize the power plugs from your system components.

Carefully unpack the cartons containing the system hardware. Save all original packing materials for reuse in the event that you wish to ship your equipment or store it away for prolonged periods. You may find it convenient to put your hardware operating manuals in a three-ring binder. If you have made an initial purchase of your ATARI equipment, you may find it helpful to unpack your components in the order in which you will connect them.

**SET-UP PROCEDURES**

Before you set up, be sure to reserve enough area for all system components in your work space. You will need a sturdy cabinet or table.

Position your computer console, disk drive, printer, and interface module within your work area so that they are secure and not stacked upon each other. You should be able to see the television screen as you operate the computer keyboard. Check to see that there is an electrical power outlet near your work area. If you do not have a power strip, you will need enough wall outlet capacity to accommodate your system and an optional reading light.
To connect your system hardware (see Figure 1-2), you will have:

- Two I/O Data Cords (round cord with identical plugs on the ends) included with the ATARI 815 Dual Disk Drive and the ATARI 850 Interface Module
- Two Power Adapters
- One Printer Cable (included with the ATARI 825 Printer)

1. Arrange your system hardware so that the interface module is central to all connections. Place the disk drive within this configuration so that it is at least 12 inches away from your television set, and position the printer at least two feet away.

2. Verify that all switches of the hardware components and the power strip are OFF.

3. Connect the TV switch box to the VHF antenna of the television set. Set the switch position to GAME (or COMPUTER). Plug the television set into the power strip or wall outlet.

4. Connect the TV switch box cable attached to the back of the computer console to the TV switch box.

5. Connect a power adapter to the computer console. Insert the female plug into the POWER IN jack of the console. Plug the other end of the power adapter into a wall outlet or power strip.

6. Connect a power adapter to the interface module. Insert the power cord into the front of the interface module at the POWER IN jack and then plug the power adapter into the wall outlet or power strip.
7. Connect the computer console to the interface module. Plug one end of the I/O data cord into the I/O CONNECTOR port on the front of the interface module. Plug the other end into the PERIPHERAL port of the computer console.

8. Connect the disk drive unit to the interface module. Plug one end of the I/O data cord into the I/O CONNECTOR port on the front of the interface module. Plug the other end into the I/O CONNECTOR port on the back of the disk drive. Plug the disk drive power cord into a wall outlet or power strip.

9. Connect the printer to the interface module. Plug one end of the printer cable into the PARALLEL (8 BIT) PRINTER INTERFACE port of the interface module. Plug the other end into the printer port. **DO NOT** force the cable connector into the printer receptacle or you will bend the connecting pins. Plug the power cord on the printer into a wall outlet or power strip.

**SOFTWARE SYSTEM REQUIREMENTS**

All the materials you need to operate the General Accounting System are included in the software package, which is contained in an easel-back, three-ring binder. Verify that the binder contains the following materials.

<table>
<thead>
<tr>
<th>Software</th>
<th>Part No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two General Accounting System</td>
<td>CX8203</td>
</tr>
<tr>
<td>Data Entry Program Diskettes, Master and Backup</td>
<td></td>
</tr>
<tr>
<td>Two General Accounting System</td>
<td>CX8204</td>
</tr>
<tr>
<td>Posting Program Diskettes, Master and Backup</td>
<td></td>
</tr>
<tr>
<td>A Sample Master Data Diskette containing the books of “The Action Sales Co.”</td>
<td>CX8205</td>
</tr>
<tr>
<td>A Sample Training Data Diskette</td>
<td>CX8206</td>
</tr>
<tr>
<td>A blank diskette for creating your initial set of books</td>
<td>CX8202</td>
</tr>
</tbody>
</table>

**Note:** You will need an adequate supply of blank diskettes. Only high-quality, certified double-density diskettes for soft-sectored formatting should be used with the ATARI 815 Dual Disk Drive. Use ATARI blank diskettes (Model No. CX8202) or a suitable substitute.

In addition to the system software, the binder contains:

- A Warranty/Registration Card (**Note:** Complete this form and mail it immediately.)
- The General Accounting System User’s Manual
- One Business Manager’s Companion Guide for the ATARI ACCOUNTANT
- A Reference Card
- Twelve monthly diskette labels and write-protect tabs
- A felt-tip pen
INSTALLING MEMORY MODULES AND THE BASIC CARTRIDGE

To operate the ATARI ACCOUNTANT General Accounting System you must install 16K RAM modules and the BASIC Language cartridge. Use the following procedure:

1. To insert a cartridge, pull the lever marked PULL OPEN located on the computer console immediately above the keyboard. The compartment cover springs open.

2. Hold the BASIC Language cartridge with the label toward you so that you can read it. Push the cartridge firmly, straight down, into the slot labeled LEFT CARTRIDGE. After it snaps gently into place, be sure it is seated firmly.

3. To expand the memory capacity of your computer system to 48K, you must have three 16K RAM modules in the memory bank. Remove the compartment cover by rotating the two black clamps outward as far as they will go. Lift the front edge of the cover gently and slide the entire hinged door and ribbed top cover toward you.

4. Inside the memory bank, you will see four module sockets. One is already occupied with the Operating System 10K ROM, which must remain in the front socket. Three 16K RAM modules must be inserted in the other three sockets. When inserting modules, press firmly on both sides and push straight down.

5. To reassemble the computer console, slip the back of the cover into place first. The two metal tabs on the underside of the cover fit into two slots at the back edge of the console. Seat the front edge of the cover and replace the black plastic clamps by rotating them forward. Close the compartment cover.

TURNING ON THE SYSTEM

If you are using a power strip, make sure the power is turned on. (If you are not using a power strip with a separate ON/OFF switch, you will have to turn power on to each component.) When you are ready to operate the system, turn the switches on in the following order:

1. Television set or monitor (If you are using a television set, tune to Channel 2 or Channel 3, whichever is weaker in your area. Set the 2-CHANNEL-3 switch on the side of the computer console to the same number.)

2. Dual disk drive (After turning on the power to this unit, insert the diskettes as described in “Checking Out the System,” below.)

3. Printer

4. Interface module

5. Computer console
When you turn on all the components in the order described above, the following display appears on your video screen:

```
THE ATARI ACCOUNTANT
GENERAL ACCOUNTING SYSTEM
VERSION 3.8
8/27/81
DATA ENTRY DISKETTE
COPYRIGHT 1980
ATARI, INC.
LOADING PROGRAM -- PLEASE STAND BY
```

**Note:** For detailed instructions regarding these components, consult the respective operator’s manuals. If you have trouble with the system, refer to Appendix D, Troubleshooting.

**TURNING OFF THE SYSTEM**

To turn off the system, turn the power switch of each system component to OFF in the following order:

1. Printer
2. Interface module
3. Dual disk drive (**Caution:** Diskettes must be removed first.)
4. Computer console
5. Television set or monitor

If you are using a power strip to control the electricity, *be certain* that all diskettes are removed from the disk drive unit *before* turning the power strip on or off.

**CHECKING OUT THE SYSTEM**

Each time you begin the day’s activity, ensure that all components are properly connected. Follow the procedure shown in the subsection “Turning On the System.” Load the General Accounting System as follows.

**Note:** Make sure that the dual disk drive unit is turned on *before* you insert your diskettes.

Insert the Posting Program Diskette into Drive 1 and the Master Data Diskette into Drive 2. Turn the computer console POWER switch off, then back on. This
action activates the dual disk drive’s loading procedure and brings up the General Accounting System screen display. As an introduction to the system, run through the procedure as outlined in the table below.

<table>
<thead>
<tr>
<th>Screen Display</th>
<th>Command or Procedure</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>Select START-UP COMMANDS.</td>
<td>1 RETURN</td>
</tr>
<tr>
<td>G/A-START-UP AND DISK</td>
<td>Select COMPANY CODE Function.</td>
<td>31 RETURN</td>
</tr>
<tr>
<td></td>
<td>Type 6-character code.</td>
<td>ACTION RETURN</td>
</tr>
<tr>
<td></td>
<td>Select PRINTER STATUS Function.</td>
<td>33 RETURN</td>
</tr>
<tr>
<td>G/A-CHANGE PRINTER STATUS</td>
<td>Select the PRINTER STATUS command.</td>
<td>1 RETURN</td>
</tr>
<tr>
<td></td>
<td>Select ON-LINE option.</td>
<td>1 RETURN</td>
</tr>
<tr>
<td></td>
<td>Return to GENERAL ACCOUNTING SYSTEM</td>
<td>ESC ESC</td>
</tr>
<tr>
<td></td>
<td>screen display.</td>
<td></td>
</tr>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>Select POSTING AND PERIOD PROCESSING.</td>
<td>4 RETURN</td>
</tr>
<tr>
<td>G/A-POSTING/PERIOD PROCESS</td>
<td>Enter BALANCE SHEET into</td>
<td>73 RETURN</td>
</tr>
<tr>
<td></td>
<td>processing queue.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Run queue.</td>
<td>1 RETURN</td>
</tr>
<tr>
<td>CAUTION</td>
<td>Verify the printer is ON.</td>
<td>RETURN</td>
</tr>
</tbody>
</table>

The system prints a balance sheet from the Action Sales Co.

**UNDERSTANDING THE KEYBOARD**

The keyboard of your ATARI 800 Personal Computer system is arranged much the same as a typewriter keyboard.

*Figure 1-3  ATARI 800 Keyboard*
Some keys serve a function specific to the General Accounting System. Also for your operating convenience, some keys have been disabled. Study the keyboard for a moment. Familiarize yourself with the positions of the keys discussed in the following paragraphs.

**SHIFT** Use the **SHIFT** key to type punctuation and special symbols that are shown on the upper portions of the key caps. All other text entered into the General Accounting System appears in uppercase automatically.

**RETURN** This key is used to enter your data or to start a system function. The system does not accept what you type until you press the **RETURN** key.

**DELETE BACK S** The **DELETE BACK S** key controls two correcting functions. First, it operates as a backspace key for correcting a group of characters you are currently typing. When you press **DELETE BACK S**, the square cursor (which marks your present typing position) backs up one character position and deletes the character occupying it; to correct the character, simply type the new one. Second, the **DELETE BACK S** key moves the cursor back to the previous entry on the video screen. After you move to the line requiring a change, you can type the change and press the **RETURN** key to continue.

**ESC** Use this key to “escape” or leave the current display and to return to a previous display. If you press **ESC** repeatedly, you eventually return to the GENERAL ACCOUNTING SYSTEM screen, which is the first screen presented by both the Data Entry and Posting Diskettes. You also can use the **ESC** key to conclude such data entry functions as entering a collection of invoices, checks, payroll transactions, and so on.

The following keys are partially disconnected:

**CLEAR** The CLEAR function is disconnected. However, you can type the less-than character (<) by pressing the key.

**INSERT** The INSERT function is disconnected. However, you can type the greater-than character (>) by pressing the key.

The following keys are completely disconnected and cannot be used while you are running the General Accounting System:
Ordinary business accounting requires you to enter and transfer a lot of information each month. Day-to-day activities consist of logging transactions, updating and balancing the books, and preparing end-of-period financial reports.

In this section, you will learn how to make the General Accounting System do most of that work for you. Using the books of a demonstration company (The Action Sales Co.), you will enter transactions into journals, post entries to accounts, and prepare financial reports.

For the practice session, you will not be using all of the commands listed. For information about the commands not discussed, consult the Reference Guide.

Each time you go through this section, you must create a new Training Data Diskette. To do this, you will “copy” The Action Sales Co. books onto the Training Data Diskette from the Master Data Diskette on which they are stored.

To begin, turn on the system as described in Section 1. Insert the Data Entry Diskette into Drive 1 and the Master Data Diskette into Drive 2. Turn power to the ATARI 800 computer OFF and then ON to display the GENERAL ACCOUNTING SYSTEM screen. To copy the Master Data Diskette onto the Training Data Diskette, follow the steps shown in the table below.

<table>
<thead>
<tr>
<th>Screen Display</th>
<th>Command or Procedure</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>Select START-UP COMMANDS.</td>
<td>1 RETURN</td>
</tr>
<tr>
<td>G/A-START-UP AND DISK</td>
<td>Select DUPLICATE G/A-DATA DISK.</td>
<td>41 RETURN</td>
</tr>
<tr>
<td>G/A-DUPLICATE DISK</td>
<td>Remove DATA ENTRY program diskette from DRIVE 1.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Install Training Data Diskette (CX8206) into DRIVE 1.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enter CONTINUE.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>When duplication is finished, remove the Training Data Diskette from DRIVE 1.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Insert the DATA ENTRY program diskette into DRIVE 1.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Press ESC.</td>
<td>ESC</td>
</tr>
</tbody>
</table>
DATA ENTRY FUNCTIONS

Screen Display  Command or Procedure  You Type

GENERAL ACCOUNTING SYSTEM

Remove Master Data Diskette from DRIVE 2. (Store this diskette in the General Accounting System binder or in a safe place.)

Insert the Training Data Diskette into DRIVE 2.

Caution: Before writing to the Training Data Diskette, be sure to remove any write-protect tab from the diskette and turn the WRIT PROT switch off.

DATA ENTRY FUNCTIONS

This section explains how to enter accounting transactions into various journals and ledgers. Please follow the instructions carefully, noting the appearance of each video display.

SELECTING A DATA ENTRY COMMAND

After the system finishes loading the program instructions and tables, it displays the following:

Viewing the GENERAL ACCOUNTING SYSTEM Screen Display

At the top of the video screen, notice the heading of the display, particularly the highlighted (dark-on-light) GENERAL ACCOUNTING SYSTEM title line. The title line of each screen display indicates the kind of functions you are performing. Notice also:

• The COMPANY CODE uniquely identifies your company’s books. Six X’s indicate that you have not yet entered a designated code.

• The START-UP AND DISK COMMANDS function defines your company code and “as-of date,” prepares the printer for operation, and performs routine diskette operations.

• The CHANGE PROGRAM DISK function enables you to change either from the Data Entry Diskette to the Posting Diskette or vice versa.
The **DATA ENTRY** function permits entries to the General Ledger and all journals and subsidiary ledgers.

The **ACCOUNT MAINTENANCE** function creates accounts, edits accounts by changing or deleting them, and displays accounts.

### Entering a Command Number

To select any function, simply type the corresponding command number and press **RETURN**.

When you start operating the General Accounting System or change the data diskette, you should always enter the START-UP AND DISK COMMANDS function first. You must identify the data diskette you are using before you can make any journal entries.

Select the START-UP AND DISK COMMANDS function by typing:

```
1  RETURN
```

### PERFORMING START-UP FUNCTIONS

After you select the START-UP AND DISK COMMANDS function, the system displays:

Viewing the G/A-START-UP AND DISK Screen Display

The screen displays two lists of commands. You will use only three of the START-UP commands during this practice session.

### Entering the Company Code

Before the system accepts any commands to operate on the contents of the Training Data Diskette, it requires you to identify the diskette by entering a company code. For practice, you are adding information to the books of The Action Sales Co., and so must enter its company code as follows.
First, select the COMPANY CODE function by entering its command number:

31 [RETURN]

Next, enter the company code, by typing:

ACTION [RETURN]

**Entering the As-Of Date**

To cause printed reports to display a report date, you must enter an as-of date. Select the AS-OF DATE function by typing:

32 [RETURN]

Enter the last day of the sample month as the as-of date. Type:

02/28/81 [RETURN]

**Defining Printer Status**

The PRINTER STATUS line currently reads OFF. Set it to ON by typing:

33 [RETURN]

The system now displays:

![Image of the printer status screen](image)

To change the PRINTER STATUS, enter 1 [RETURN]. When you enter that command number, the system additionally displays:

1. ON-LINE
2. OFF-LINE

ENTER PRINTER STATUS OR [ESC]

Select the ON status by again entering:

1 [RETURN]

Verify your entry by noting that the PRINTER STATUS is now ON. Press [ESC] to return to the G/A-START-UP AND DISK screen. The screen should look like this:
Now return to the GENERAL ACCOUNTING SYSTEM screen by pressing \texttt{ESC} once more.

**SELECTING THE DATA ENTRY FUNCTION**

At the GENERAL ACCOUNTING SYSTEM screen, select the DATA ENTRY function by typing the following:

3 \texttt{RETURN}

The system now displays:

**Viewing the G/A-DATA ENTRY Screen Display**

The screen lists two Queue commands and seven Data Entry commands. It also displays a command queue line and the prompt line for command entry.

**Queue Commands.** A queue is a lineup; in this case, a lineup of Data Entry commands. There are two Queue commands: RUN QUEUE instructs the system to execute in succession each queued command; ERASE QUEUE instructs the system to clear the queue.
Data Entry Commands. To process a Data Entry command, you must first put it in the Command Queue.

Command Queue. The COMMAND QUEUE: line displays all of the commands in the queue. When no commands are listed, the Command Queue is EMPTY.

Queuing Data Entry Commands

Placing several commands into the queue saves you considerable processing time, because you can proceed directly from one function to the next without returning to the G/A-DATA ENTRY screen each time to enter a new command.

To queue the first command, type the number of the function you want to enter, and press RETURN. For example, type:

```
11 RETURN
```

Notice that the command queue line indicates that Command 11 has been entered.

Continue queuing Data Entry commands, as follows:

```
12 RETURN
13 RETURN
14 RETURN
15 RETURN
16 RETURN
```

Running Queued Commands

After all commands are in the command queue, enter the RUN QUEUE function by typing:

```
1 RETURN
```

ENTERING CASH DISBURSEMENTS (COMMAND 11)

When the system finishes loading all the instructions and tables, it displays:
In this section, you will practice all of the different Cash Disbursements transactions of the General Accounting System.

**Viewing the G/A-CASH DISBURSEMENTS Screen Display**

Initially, the screen looks like a blank form. Here is what you see:

**Entry Number.** Currently, the screen reads ENTRY 1 OF 1. The system keeps track of the number of entries, so that you can review earlier entries.

**Check Number.** After you enter the first check number in a series, the system increases the check number by one for each entry. It also remembers the last check number entered from the previous session, and begins the current session with the next number.

**Date Line.** For your first entry, the cursor blinks at the MONTH location. After you fill in the month, day, and year, the system assumes that subsequent entries have the same date unless you change it.

**Payee.** You can use two methods to enter the names of those to whom funds are disbursed. One method is to type the complete payee name. The other is to enter a predefined payee number. (Section 3 describes in detail how to define payees by number.) In the latter case, the system displays both the payee name and up to two preassigned accounts normally distributed for that payee.

Predefined payee numbers contain a letter prefix indicating the kind of payee, and up to four numbers. In this system:

- **C** = CUSTOMER in the Accounts Receivable Ledger.
- **V** = VENDOR in the Accounts Payable Ledger.
- **E** = EMPLOYEE listed in Payroll Register.
- **P** = PAYEE/PAYOR defined to the system as a regular payee or payor.

**Batch Total.** The BATCH TOTAL is a cumulative total of all entries made in the batch. A batch is simply a collection of entries.

**Entering Checks into the Cash Disbursements Journal**

For this practice session, enter the date as follows:

```
02 RETURN 01 RETURN 81 RETURN
```

(To correct an error, press the DELETE BACKSPACE key repeatedly until the cursor reaches the point of the mistake, and retype the number.)

After you enter the date, the cursor blinks at the PAYEE: line. The following instructions explain how to enter various kinds of Cash Disbursements.
1. Check Distribution to One Account

This check is paid to a regular vendor, Vendor 2. At the PAYEE: line, enter:

V2  RETURN

The system searches for the name of Vendor 2 and displays NATIONAL SUPPLY. On the next line, the system lists the account number and name: 2010-ACCOUNTS PAYABLE.

To enter a dollar amount, you may type the amount with or without a decimal point. Type:

17838  RETURN

The system now displays $178.38 in the column at the right.

Notice that the system now displays a TOTAL line in addition to the BATCH TOTAL line, and that both total lines read $178.38. The TOTAL line displays the total of all amounts you enter for the current payee. The BATCH TOTAL line displays the cumulative total amounts entered for all payees, until you “close the batch.”

Now the system prompts you to enter another account number by displaying the ENTER ACCT NO prompt. Because there are no additional accounts for this vendor, press RETURN.
The system now asks you to verify the entry by displaying the OK? (Y/N) prompt.

If you enter N, the system returns you to the ENTER ACCT NO prompt. Use the DELETE BACK key to make any necessary changes. The TOTAL and BATCH TOTAL lines immediately reflect any change you make.

Enter Y at the OK? (Y/N) prompt. The system records the entry and displays the G/A-CASH DISBURSEMENTS screen again for another entry.

The system has increased both the ENTRY and CHECK NO: amounts by one. It also displays the same date you entered previously, but blinks the cursor at the DAY: position so that you can change the day if necessary. Press RETURN to advance to the PAYEE: position.
2. Check Distribution to Two Accounts

Check 137 is made out to Payee 9. You may enter payee numbers in any numerical sequence. Enter:

P9  RETURN

The system lists the payee name and two accounts, the maximum number of accounts which can be preassigned for display. The cursor blinks at the data entry position, prompting you to enter a dollar amount. Type the following amounts:

11252  RETURN
2857  RETURN

The system lists both amounts and increases both the TOTAL and BATCH TOTAL amounts accordingly. Press RETURN.
The system now asks you to verify the entry for this payee. If it is correct, enter Y at the OK? (Y/N) prompt. Now the system sets you at ENTRY 3 OF 3 for the next entry.

3. Check Distribution to Three Accounts

![Check Distribution to Three Accounts](image)

Change the date to February 2 and enter Payee 8:

2 [RETURN]
P8 [RETURN]

The system displays the payee name. It also lists two accounts: 2610-NOTES PAYABLE and 1180-PREPAID INSURANCE. To complete the entry, type:

107469 [RETURN]

The cursor now blinks at the second amount position. Because you are decreasing prepaid insurance, enter it as a negative amount by typing the number and a minus sign (hyphen key) after the amount:

24130- [RETURN]

The system displays the amount in the column, adjusts both totals, and displays the ENTER ACCT NO prompt.
The system automatically displays only two accounts. Because there is a third account distribution to enter, you must type the next account number:

6641

The system searches for account 6641 and displays the name INTEREST EXPENSE. Type the amount:

24130

At the ENTER ACCT NO prompt, press RETURN again to advance to the OK?(Y/N) prompt. Verify the entry by responding:

Y
4. Bypassing Preassigned Accounts

Press **RETURN** at the DAY: position. Now enter **P16** at the PAYEE: prompt.

The system displays the payee name ALL STATES OUTLETS and the account number and name normally charged for this payee.

Because the account listed here will not be charged, press **RETURN** to advance to the ENTER ACCT NO prompt. Enter the account number:

1520 **RETURN**

The system displays the account name MACHINERY AND EQUIPM. Enter the amount:

3500 **RETURN**

The system displays the amount and prompts for the next account number. Press **RETURN**.
Verify the entry and press [RETURN] again. Throughout the remainder of this section, when you are instructed to “verify the entry,” type a Y at the OK?(Y/N) prompt and press [RETURN].

5. Employee Disbursements

Change the date to February 5. Throughout the remainder of this discussion, this manual assumes that you know how to change the date. To enter a check written to an employee, enter the employee number:

   E101  [RETURN]

The system lists the employee name. It also displays the three account numbers and names assigned for employee payroll accounts. To enter the employee’s gross wages, FICA Payable, and Withholding Tax Payable, type:

   100000  [RETURN]
   6133-  [RETURN]
   25000-  [RETURN]
The system prompts for another account number. You may enter as many employee disbursement accounts as you regularly charge, or, in this example, press RETURN to advance to the OK? (Y/N) prompt and verify these entries.

6. Voided Checks

To record a voided check in the Cash Disbursements Journal, type VOID at the PAYEE: line and press RETURN.
The system does not prompt for an account number or dollar amount. Instead, it displays the OK?(Y/N) prompt and asks you to verify. Verify this entry.

7. Irregular (Unassigned) Payee

Begin by changing the date to February 6.

To write a check to a payee not identified by a regular payee number, enter a name of up to 20 characters at the PAYEE: line. For practice, type the following:

ACE PLUMBING

The system now displays the ENTER ACCT NO prompt. Type the following account number:

6601
The system displays the account name. At the cursor, enter a $45.00 amount and press [RETURN]. At the ENTER ACCT NO prompt, press [RETURN] to advance to the OK? (Y/N) prompt.

Verify this entry.

8. Check Distribution to Multiple Ledger Accounts

In the following example, the check is written to petty cash, and is drawn from 9 different accounts. You may distribute funds from up to 12 accounts. First, enter the payee name as follows:

PETTY CASH  [RETURN]
The system displays the ENTER ACCT NO prompt. Type each of the following account numbers and amounts, noting how the system displays the account names when you enter the numbers (remember to press \texttt{RETURN} after entering each amount):

<table>
<thead>
<tr>
<th>Account No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6541</td>
<td>1150</td>
</tr>
<tr>
<td>6601</td>
<td>1020</td>
</tr>
<tr>
<td>6631</td>
<td>581</td>
</tr>
<tr>
<td>6681</td>
<td>1329</td>
</tr>
<tr>
<td>6711</td>
<td>622</td>
</tr>
<tr>
<td>6721</td>
<td>2000</td>
</tr>
<tr>
<td>6661</td>
<td>1500</td>
</tr>
<tr>
<td>5011</td>
<td>1150</td>
</tr>
<tr>
<td>6551</td>
<td>50</td>
</tr>
</tbody>
</table>

When you finish entering the list, press \texttt{RETURN} at the ENTER ACCT NO prompt and verify these entries.

**Reviewing Cash Disbursements Journal Entries**

The system now displays ENTRY 9 OF 9 at the top left of your screen, and the cumulated BATCH TOTAL amount at the bottom right. The cursor blinks at the DAY: line, as before.

You may review and change any entry in the batch simply by backspacing (using the \texttt{DELETE} key) to the ENTRY position and inserting the number of the entry you want to see. For example, to review the fifth entry, type \texttt{5} at the ENTRY position and press \texttt{RETURN}. The system displays ENTRY 5 OF 8. Notice that the BATCH TOTAL is the same as that of your last entry (entry 8).

For practice, assume that the first amount on the screen is incorrect. The cursor blinks at the OK? (Y/N) prompt and displays the Y response. To correct this amount, simply type:

\texttt{DELETE BACK 5} \texttt{N RETURN}
The system now displays the ENTER ACCT NO prompt. Backspace to the amount displayed on the screen (using the DELETE BACKS key) and change the amount by typing:

110000 RETURN

Notice that the TOTAL and BATCH TOTAL lines change too. Press RETURN until the system again displays the OK?(Y/N) prompt.

Verify the entry. The system now advances to ENTRY 6 OF 8 and prompts you to verify it. To return to your present data entry position (ENTRY 9 OF 9) without reviewing all the entries in between, backspace to the ENTRY position and enter 9 at the entry number.

**Ending Cash Disbursements Journal Entries**

To stop entering transactions to the Cash Disbursements Journal, you must first terminate or close the batch. To do this, press RETURN at the PAYEE: position. The system now asks you to verify the batch total by displaying the OK?(Y/N) prompt at the BATCH TOTAL line.

Now enter Y to record this information onto the Training Data Diskette. The system returns you to ENTRY 1 OF 1 for another Cash Disbursements batch. You may begin another collection of entries now, or you can proceed to the next function in the queue. Press the ESC key to proceed to the next function.
ENTERING CASH RECEIPTS (COMMAND 12)

The system displays:

The Cash Receipts Journal is a chronological record of cash received each day.

Viewing the G/A-CASH RECEIPTS Screen Display

Notice that the screen looks like previous CASH DISBURSEMENTS screens. The screen asks you to identify the Payor (one who pays The Action Sales Co.) rather than the Payee (the one whom The Action Sales Co. pays).

Making Cash Receipts Journal Entries

In this exercise, you are recording the entries in two batches. For the first batch, enter the date as follows:

Next, enter C4 for Customer 4:

The system displays the customer name. It also displays the number and name of the account to which this customer’s payment is credited: 1110-ACCOUNTS RECEIVABLE.

Type the following amount:

The system displays the dollar amount, increments both the TOTAL and BATCH TOTAL accordingly, and prompts ENTER ACCT NO. Press RETURN to advance to the OK?(Y/N) prompt. Verify the entry.
Now the system sets you at ENTRY 2 OF 2. Enter the customer number and amount for the next three customers, following the procedure above.

<table>
<thead>
<tr>
<th>Payor No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>C8</td>
<td>7454</td>
</tr>
<tr>
<td>C12</td>
<td>10485</td>
</tr>
<tr>
<td>C9</td>
<td>3420</td>
</tr>
</tbody>
</table>

At this point, you are at ENTRY 5 OF 5. To close the batch, advance to the PAYOR: position and press [RETURN]. Now verify the BATCH TOTAL amount of $415.07. The system records all the entries in that batch, and displays the first screen for the next batch.

To enter the second batch for this date, press [RETURN] at the DAY: position. Now enter the following, again making each line a separate entry:

<table>
<thead>
<tr>
<th>Payor No.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>C17</td>
<td>18663</td>
</tr>
<tr>
<td>C20</td>
<td>1740</td>
</tr>
<tr>
<td>P1</td>
<td>4222</td>
</tr>
<tr>
<td>C10</td>
<td>15690</td>
</tr>
<tr>
<td>P3</td>
<td>16868</td>
</tr>
</tbody>
</table>

When the system prompts for the next payor, press [RETURN] and verify the BATCH TOTAL amount of $571.83. If your amount does not match this one, follow the procedures for reviewing and correcting entries described earlier in “Reviewing Cash Disbursements Journal Entries.” Although not shown in this example, cash received could have been from vendors or employees who have been defined as payees or payors.

You have now finished making Cash Receipts Journal entries. To proceed to the next function in the queue, press the ESC key.

To proceed from any batched function to another General Accounting System function, you must first close the present batch as described, then press ESC at the next batch entry screen.
ENTERING INVOICES TO AN INVOICE REGISTER (COMMAND 13)

The system now displays:

```
Entries to Invoice Register: ACTION
Entry 1 of 1  Invoice No: 629
Month:  Day:  Year:
Customer No:
```

The Invoice Register maintains a record of all invoiced credit or cash sales. The system separates credit from cash sales, and posts amounts to the designated bank account, to the accounts receivable controlling account, and to the subsidiary ledger accounts.

Viewing the G/A-INVOICE REGISTER Screen Display

The screen looks like previous screens. In the exercise to follow, the number displayed at the INVOICE NO: position increments automatically beginning at number 629.

Making Invoice Register Entries

As before, enter the date as follows:

```
02  RETURN  09  RETURN  81  RETURN
```

The system now advances the cursor to the CUSTOMER NO: position. You can use the Invoice Register in three ways: to enter a credit sales invoice, a credit memo, or a cash sale.

1. Entering an Invoice for a Credit Sale

To enter the number of a customer regularly invoiced by The Action Sales Co. for credit sales, type the letter C and the customer number. For example, type:

```
C4  RETURN
```

The system displays the customer name and lists the account numbers and names to which amounts are to be credited from each invoice. Enter the following sales amount:

```
4599  RETURN
```
Enter the sales tax:

276 \(\text{RETURN}\)

Press \(\text{RETURN}\) again to advance to the OK?(Y/N) prompt and verify the entry.

2. Entering a Credit Memo

At ENTRY 2 OF 2, advance the cursor to the CUSTOMER NO: line. Enter Customer 18, as follows:

\(\text{C18} \text{RETURN}\)

To record a credit memo, enter the dollar amount followed by the minus sign:

\(\text{8852} - \text{RETURN}\)
\(\text{531} - \text{RETURN}\)

Press \(\text{RETURN}\) and verify the entry. After you verify, the system displays the screen for ENTRY 3 OF 3.

3. Entering an Invoiced Cash Sale

To record a cash sale in the Invoice Register, enter the word \text{CASH} at the CUSTOMER NO: line:

\(\text{CASH} \text{RETURN}\)

The system now prompts for two amounts. Enter these amounts as follows:

\(\text{3920} \text{RETURN}\)
\(\text{185} \text{RETURN}\)

When the system asks for the next account number, press \(\text{RETURN}\) and verify at the OK?(Y/N) prompt.
Ending Invoice Register Entries

To end Invoice Register entries, you must first close the batch as before by pressing RETURN at the CUSTOMER NO: prompt. The system displays the OK?(Y/N) prompt at the BATCH TOTAL line. Verify the batch total amount of $4.03-. If your total does not match this one, follow the procedure for reviewing and correcting entries.

The system now records the batch and returns you to ENTRY 1 OF 1 for another batch of Invoice Register entries. To stop performing the Invoice Register function, press the ESC key.

ENTERING MERCHANDISE PURCHASED (COMMAND 14)

The system displays:

A Merchandise Purchased Journal records invoice numbers, amounts, and due dates for merchandise purchased. This journal accesses up to 10 different Cost of Sales accounts, plus up to three other General Ledger accounts which may be designated, to produce various departmental Profit and Loss Statements.

Viewing the G/A-MERCHANDISE PURCHASED Screen Display

The system accepts invoice numbers up to eight characters (numbers or letters). Also, it prompts you for a date at each new entry.

Entering Merchandise Purchased

At the INVOICE NO: position, enter the following number:

36215  RETURN

Next, enter the invoice date:

02  RETURN  01  RETURN  81  RETURN

At the VENDOR NO: position, type the following vendor number:

V10  RETURN
The system displays the vendor name, and the number and name of the account to be charged. Type the following amount:

238950

The system records $2,389.50 and then prompts you to enter the SUPPLIES amount. Because there is no SUPPLIES amount to enter, press RETURN. Press RETURN again to advance to the DATE DUE line. Enter this due date:

03/10/81

Verify the entry.

**Ending Merchandise Purchased Entries**

To leave the Merchandise Purchased entry function, press RETURN at the VENDOR NO: position. The system asks you to verify the batch total by displaying the OK?(Y/N) prompt. Enter Y RETURN. The system records the entries in the batch and prompts you to begin another batch. Press the ESC key to continue to the next queued function.

**ENTERING CASH SALES (COMMAND 15)**

The system now displays:
The Cash Sales Journal records sales that take place using a cash register. It is not the same as a Cash Receipts Journal, which records all other types of cash received.

When you edit your General Accounting System accounts, you can assign the Cash Sales prompts to match the keys of your cash register. These prompts record both incoming cash (credits) and cash paid out or deposited (debits).

The system requires credit amounts, such as opening cash and other income, to be entered as negative numbers, with the minus sign. Debit amounts, such as closing cash and other amounts paid out, are entered as positive numbers. Cash short is a debit item (positive amount); cash over is a credit item (negative amount).

The system also requires that the total of each day’s entries equal $0.00; otherwise, it does not permit you to continue.

**Viewing the G/A-CASH SALES Screen Display**

The screen shows the date line and two sections for various income and cash pay-out accounts.

**Date Line.** Because you record cash sales totals in this journal daily, the system automatically increments the date after you complete the totals for each day.

**Incoming Cash.** The Action Sales Co. uses INCOMING CASH as a general heading for various kinds of income amounts. It uses the remaining subheadings to correspond to the cash register keys which track the income from sales. These headings represent accounts in the General Ledger income accounts.

**Cash Pay-Outs and Deposits.** The Action Sales Co. likewise uses CASH PAY OUTS AND DEP (Deposits) as a general heading for various kinds of distribution accounts. These headings represent accounts in the General Ledger expense accounts.

**Entering Cash Sales Totals**

Notice that the first heading (here, SALES TAX) is highlighted and that the cursor blinks at the position for the first amount. Enter the following income amounts as negative numbers and the following cash pay-outs as positive numbers.

<table>
<thead>
<tr>
<th>Incoming Cash</th>
<th>Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Tax</td>
<td>3384-</td>
</tr>
<tr>
<td>Sales Dept 1</td>
<td>2690-</td>
</tr>
<tr>
<td>Sales Dept 2</td>
<td>123776-</td>
</tr>
<tr>
<td>Other Income</td>
<td>0</td>
</tr>
<tr>
<td>Opening Cash</td>
<td>38707-</td>
</tr>
</tbody>
</table>
After you enter the last amount, the TOTAL line shows the balance. If it is not zero, the system flashes ERROR: TOTAL NOT ZERO. Press DELETE BACK to move back to the last entry position; then press DELETE BACK again to back up to your error and correct it.

If the total is zero, the system displays the OK?(Y/N) prompt.

Responding Y causes the system to record all of the information onto the data diskette and display the screen for the next Cash Sales Journal entry.

At the next entry, notice that DAY: has increased by one. If that is an incorrect date, use the DELETE BACK key to change it. Again the system prompts you to enter the first income amount. At this point, enter the following amounts for February 12 and verify the total. Then repeat the procedure for the February 13 amounts.

**Entries for:**

<table>
<thead>
<tr>
<th>Description</th>
<th>02/12/81</th>
<th>02/13/81</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Tax</td>
<td>3507-</td>
<td>3638-</td>
</tr>
<tr>
<td>Sales Dept 1</td>
<td>2255-</td>
<td>2305-</td>
</tr>
<tr>
<td>Sales Dept 2</td>
<td>13080-</td>
<td>115264-</td>
</tr>
<tr>
<td>Other Income</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Opening Cash</td>
<td>36819-</td>
<td>38600-</td>
</tr>
<tr>
<td>Merch. Purchased</td>
<td>2550-</td>
<td>2480-</td>
</tr>
<tr>
<td>Misc. Expense</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>Cash Deposited</td>
<td>132280-</td>
<td>124151-</td>
</tr>
<tr>
<td>Closing Cash</td>
<td>38600-</td>
<td>33607-</td>
</tr>
<tr>
<td>Cash Over/Short</td>
<td>72-</td>
<td>431-</td>
</tr>
</tbody>
</table>

**Ending Cash Sales Journal Entries**

After you complete all entries, press ESC to proceed to the next function in the queue. The program responds by loading the instructions for the next queued function.
ENTERING DATA TO A GENERAL JOURNAL (COMMAND 16)

The system now displays:

The General Journal is the most versatile journal in the General Accounting System. It can gain access to any account in the General Ledger or any subsidiary ledger. You use the General Journal to enter original balances in a new set of books, to correct or adjust entries in any account, and to make entries for accrued and deferred items at the close of an accounting period.

The General Journal operates according to a double-entry system. When you debit one account, you must credit another account so that the balance of the transaction equals zero.

Viewing the G/A-GENERAL JOURNAL Screen Display

The G/A-GENERAL JOURNAL screen differs in appearance from previous screens.

Date Line. The system does not automatically increment the date for the General Journal. Instead, the system sets the cursor at the MONTH: position at the beginning of each entry.

General Journal Number. The system gives each entry a unique General Journal number (GJ#). Each time you enter a transaction, the system increases the entry number by one. Each General Journal entry number is posted in the General Ledger for reference.

Making General Journal Entries

Enter the following date and account number:

02 6781
28 81

The system displays the name of the DEPRECIATION account. Now enter the depreciation amount:

47956
To complete the other side of the transaction, type the following account number at the ENTER ACCT NO prompt:

1550 RETURN

The system displays the account name, and prompts you for the amount. Enter the accumulated depreciation as a negative number, as follows:

47956– RETURN

Because you have no more transactions to enter, press RETURN at the ENTER ACCT NO prompt. At this point, the system asks you to enter an explanation. If you do not want to enter an explanation, press RETURN to advance to the OK?(Y/N) prompt.

To enter an explanation, you may enter one or more lines of text. Each line may consist of 38 characters. For practice, type the following explanation:

DEPRECIATION ACCRUED FOR ALL MACHINERY AND EQUIPMENT FOR FEB, 1981 RETURN

The cursor now blinks at the beginning of the third line. To advance to the OK?(Y/N) prompt, press RETURN.

At the OK?(Y/N) prompt, you can correct information by responding N, then backspacing to the item you wish to correct. Each time you backspace, the system removes the last account name and number entered, and positions the cursor in the amount column of the account above it. To reinsert the account name, enter the account number again.

To proceed to the next journal entry screen, enter Y at the OK?(Y/N) prompt. The system stores the entry on the diskette and displays the next entry screen.

**Ending General Journal Entries**

To end General Journal entries, simply press ESC at the next entry screen.

**SUMMARY**

You have completed the practice session for data entry. In the next section, you will learn how to obtain The Action Sales Co. financial reports.
After entering all the available data to the books of The Action Sales Co., you may prepare reports, post accounts, and perform regular period processing. You must use the Posting Diskette to perform these functions.

**CHANGING TO THE POSTING DISKETTE (COMMAND 2)**

To change diskettes without reloading all the system instructions into the computer, return to the GENERAL ACCOUNTING SYSTEM screen by pressing <ESC>. (If you have just completed the last queued function, the system returns you to the GENERAL ACCOUNTING SYSTEM screen automatically.)

Select the CHANGE PROGRAM DISK function by entering the command number:

```
2  RETURN
```

The system displays:

Remove the Data Entry Diskette from Drive 1 and place it in its envelope. Then insert the Posting Diskette (label up) into Drive 1 and press the door shut. Now press RETURN. The system displays the GENERAL ACCOUNTING SYSTEM screen of the Posting Diskette.

**Viewing the GENERAL ACCOUNTING SYSTEM Screen Display**

Note the following items on your screen display:

- **Start-Up Commands.** Consult the Reference Guide for a complete explanation of these functions.

- **Change Program Disk.** This function was described in "Changing to the Posting Diskette" above.

- **List Journals Function.** The LIST JOURNALS function enables you to print the contents of the various journals in the General Accounting System.
Posting and Period Processing Function. The POSTING AND PERIOD PROCESSING function enables you to post accounts, issue period reports, and perform period closings.

Display Accounts Function. The DISPLAY ACCOUNTS function enables you to examine the contents of a specific account in a journal or ledger.

List Schedules Function. The LIST SCHEDULES function lets you print a listing of all General Ledger, payee/payor, vendor, customer, and employee accounts in numerical or alphabetical order.

The cursor blinks at the ENTER COMMAND NUMBER: prompt. To select a function, enter the corresponding command number.

USING THE LIST JOURNALS FUNCTION (COMMAND 3)

Select the LIST JOURNALS function by entering the number:

3  RETURN

The system now displays:

This function prints the various journals to which you have just entered data. Before you issue any List Journals commands, you may check your printer status by entering the PRINTER STATUS command, as described in "Defining Printer Status" (Command 33, under START-UP functions) earlier in this section. To print, your printer status must be ON. Also the As-Of Date must be set.

Viewing the G/A-LIST JOURNALS Screen Display

The screen lists two Queue commands and seven Report commands.

Queue Commands. You may queue List Journals commands, just as you did Data Entry commands. The queue accepts up to eight commands.

Report Processing Commands. These commands print the contents of the various journals.
Printing Journals

The cursor blinks at the ENTER COMMAND NUMBER OR ESC: prompt. For practice, enter each command in the queue:

```
$1
$2
$3
$4
$5
$6
$7
```

Now enter the RUN QUEUE command:

```
1
```

Before processing the first command, the system displays the following caution:

```
THE ATARI ACCOUNTANT

CAUTION

A PRINTING FUNCTION
HAS BEEN REQUESTED.
THE PRINTER IS CURRENTLY
ON.

TO CONTINUE, PRESS RETURN.
OTHERWIZE, PRESS ESC.
```

The CAUTION screen indicates that your printer is ON. Press RETURN to continue. The system now loads all report data. Next, it begins printing the reports, beginning with the first report in the queue and continuing until the last report is finished. Printing these reports takes several minutes.

As explained in Section 1, you may interrupt the report processing at any point by entering one of the Interrupt commands:

<table>
<thead>
<tr>
<th>Interrupt Command</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>STOP</td>
</tr>
<tr>
<td>G</td>
<td>GO</td>
</tr>
<tr>
<td>Q</td>
<td>QUIT</td>
</tr>
<tr>
<td>F</td>
<td>FLUSH</td>
</tr>
</tbody>
</table>

**POSTING AND PERIOD PROCESSING FUNCTIONS (COMMAND 4)**

To select the POSTING AND PERIOD PROCESSING function, enter the command number by typing:

```
4
```
The system now displays:

```
THE ATARI ACCOUNTANT
G/A-POST/PERIOD PROCESS
COMPANY CODE: ACTION

QUEUE COMMANDS:
1  RUN QUEUE
2  ERASE QUEUE

POSTING COMMAND:
61  POST

PERIOD REPORT COMMANDS:
71  PROFIT AND LOSS
72  TRIAL BALANCE
73  BALANCE SHEET

PERIOD CLOSING COMMANDS:
01  END-OF-MONTH
02  END-OF-QUARTER
03  END-OF-FOURTH-QUARTER
04  END-OF-FISCAL-YEAR

COMMAND QUEUE: EMPTY
ENTER COMMAND NUMBER OR ESC:
```

Viewing the G/A-POST/PERIOD PROCESS Screen Display

The screen displays four sets of functions and their command numbers:

- **Queue Commands.** As before, you can enter the commands on the screen into the queue. However, you must perform the posting and period reporting functions before the period closing functions.

- **Posting.** The POST function sorts journal entries by account number and places them in the various General Ledger accounts. It then prints all the ledgers.

- **Period Reporting.** The period reporting functions direct the system to print Profit and Loss Statements, Trial Balances, and Balance Sheets.

- **Period Closings.** The period closing functions perform month-end, end-of-quarter, and year-end closings.

**Posting Accounts**

The POST function sorts all journal entries on the data diskette by account number, and then arranges them into chronological order. After sorting, the system posts all journal entries to their respective General Ledger accounts and prints the ledgers.

You may execute the POST function any number of times before the END-OF-MONTH function. Thus, you may enter additional transactions in the various journals or make adjusting entries in the General Journal. (Note that the END-OF-MONTH function erases all journal entries for the current month.)

To post accounts, enter the POST command number into the queue and initiate processing by typing:

```
61
1
```

The system displays a screen reminding you of your printer status. To proceed, press RETURN. Next, the system notifies you that it is sorting the entries to be posted.
The system displays a STATUS line at the bottom left of your screen. The larger number on the right indicates how many journal entries have been made. The smaller number on the left indicates which entry the system is currently sorting. The “sort phase” of the posting process ends when the number on the left increases to equal the number on the right.

Now the system begins to print the General Ledger. After completing the General Ledger, the system prints all the subsidiary ledgers, including the payroll ledger. When the system finishes printing all the ledgers (allow a few minutes), it returns you to the GENERAL ACCOUNTING SYSTEM screen for another function. To return to the G/A-POST/PERIOD PROCESS screen, type:

```
4 RETURN
```

### Period Report Functions

You can print Profit and Loss Statements, Trial Balances, and Balance Sheets at any time. If you print these financial statements *before* executing the POST function, the system produces reports from the previous month. If you print them *after* executing the POST function, the system produces reports for the current month. To print period reports, enter the report commands into the queue and initiate processing by typing:

```
71 RETURN
72 RETURN
73 RETURN
1 RETURN
```

At the CAUTION screen, press [RETURN] to continue. The system begins printing the various reports. The system prints the period reports in the order in which you entered the commands in the queue. (These reports should match The Action Sales Co. reports in Appendix A.)

### Profit and Loss Statement (Command 71)

First, the system prints the Profit and Loss Statement.

<table>
<thead>
<tr>
<th>THE ACTION SALES CO</th>
<th>PROFIT AND LOSS STATEMENT</th>
<th>FEBRUARY 20, 1981</th>
</tr>
</thead>
<tbody>
<tr>
<td>INCOME</td>
<td>CURRENT %</td>
<td>YEAR-TO-DATE %</td>
</tr>
<tr>
<td>SALES</td>
<td>58,502.90</td>
<td>100.0</td>
</tr>
<tr>
<td>COST OF SALES</td>
<td>35,766.69</td>
<td>61.1</td>
</tr>
<tr>
<td>GROSS PROFIT</td>
<td>22,736.21</td>
<td>38.9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>CURRENT %</th>
<th>YEAR-TO-DATE %</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES AND WAGES</td>
<td>16,242.55</td>
<td>27.7</td>
</tr>
<tr>
<td>FRANCHISE FEES</td>
<td>0.00</td>
<td>0.0</td>
</tr>
<tr>
<td>LAUNDRY AND UNIFORMS</td>
<td>44.20</td>
<td>0.0</td>
</tr>
<tr>
<td>CASH OVER/SHORT</td>
<td>1.37</td>
<td>0.0</td>
</tr>
<tr>
<td>RENT</td>
<td>758.99</td>
<td>1.3</td>
</tr>
<tr>
<td>UTILITIES</td>
<td>495.08</td>
<td>0.8</td>
</tr>
<tr>
<td>TELEPHONE</td>
<td>83.90</td>
<td>0.0</td>
</tr>
<tr>
<td>CARRIAGE SERVICE</td>
<td>33.98</td>
<td>0.0</td>
</tr>
<tr>
<td>REPAIRS AND MAINTENANCE</td>
<td>82.79</td>
<td>0.1</td>
</tr>
<tr>
<td>PAYROLL TAxER</td>
<td>302.28</td>
<td>0.5</td>
</tr>
</tbody>
</table>
Trial Balance (Command 72). After completing the Profit and Loss Statement, the system prints a Trial Balance.
### 2-36 Operating with the Sample Company

#### THE ACTION SALES CO

**TRIAL BALANCE**

**FEBRUARY 28, 1981**

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>6651</td>
<td>INSURANCE</td>
<td>500.61</td>
<td></td>
</tr>
<tr>
<td>6661</td>
<td>TRAVEL</td>
<td>39.65</td>
<td></td>
</tr>
<tr>
<td>6681</td>
<td>AUTO EXPENSE</td>
<td>125.58</td>
<td></td>
</tr>
<tr>
<td>6761</td>
<td>LEGAL AND PROFESSIONAL</td>
<td>125.00</td>
<td></td>
</tr>
<tr>
<td>6711</td>
<td>POSTAGE AND OFFICE SUPPLIES</td>
<td>14.02</td>
<td></td>
</tr>
<tr>
<td>6721</td>
<td>LICENSES AND FEES</td>
<td>46.08</td>
<td></td>
</tr>
<tr>
<td>6731</td>
<td>MACH, AND EQUIP. RENTALS</td>
<td>46.84</td>
<td></td>
</tr>
<tr>
<td>6741</td>
<td>HOSPITALIZATION INSURANCE</td>
<td>428.92</td>
<td></td>
</tr>
<tr>
<td>6751</td>
<td>LOSSES ON Paid CHECKS</td>
<td>129.31</td>
<td></td>
</tr>
<tr>
<td>6771</td>
<td>SECURITY EXPENSE</td>
<td>162.00</td>
<td></td>
</tr>
<tr>
<td>6781</td>
<td>DEPRECIATION</td>
<td>3,397.88</td>
<td></td>
</tr>
<tr>
<td>6791</td>
<td>MISCELLANEOUS EXPENSE</td>
<td>160.24</td>
<td></td>
</tr>
<tr>
<td><strong>OTHER INCOME</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8011</td>
<td>OFFICE RENTAL</td>
<td>1,991.46</td>
<td></td>
</tr>
<tr>
<td>8021</td>
<td>OTHER INCOME</td>
<td>174.00</td>
<td></td>
</tr>
<tr>
<td>8031</td>
<td>INVENTORY OVERAGE</td>
<td>.60</td>
<td></td>
</tr>
<tr>
<td><strong>OTHER EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8511</td>
<td>FEDERAL INCOME TAX</td>
<td>4,550.00</td>
<td></td>
</tr>
<tr>
<td>8531</td>
<td>INVENTORY SHRINK</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>8541</td>
<td>SALES DISCOUNT</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>9999</td>
<td>INCOME TRANSFER</td>
<td>17,978.76</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>17,978.76</td>
</tr>
</tbody>
</table>

---

**CAPITAL**

- 3010 CAPITAL STOCK: $41,286.69-
- 3050 RETAINED EARNINGS: $5,027.33

**INCOME**

- 4011 SALES: $191,541.19-

**COST OF SALES**

- 5011 COST OF SALES: $117,215.06

**EXPENSES**

- 6521 SALARIES AND WAGES: $31,385.10
- 6531 FRANCHISE FEES: $2,400.00
- 6541 LAUNDRY AND UNIFORMS: $86.18
- 6551 CASH OVER/SHORT: $92.29
- 6561 RENT: $4,750.00
- 6571 UTILITIES: $2,110.05
- 6581 TELEPHONE: $290.57
- 6591 GARAGE SERVICE: $196.50
- 6601 REPAIRS AND MAINTENANCE: $40.23
- 6611 PAYROLL TAXES: $1,517.07
- 6631 SUPPLIES: $946.79
- 6641 INTEREST EXPENSE: $2,562.03

---

**THE ATARI ACCOUNTANT**
Balance Sheet (Command 73). The system now prints a Balance Sheet of the activities of the month. If the General Ledger contains more than 22 accounts, the system divides the Balance Sheet into two pages, with assets on the first page and liabilities on the second.

<table>
<thead>
<tr>
<th>ASSETS</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash on hand</td>
<td>631.21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash on deposit</td>
<td>23,612.41</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>National bank</td>
<td>7,225.34</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>42,407.34</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee advances</td>
<td>574.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inventory</td>
<td>20,235.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid rent</td>
<td>1,759.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid insurance</td>
<td>3,995.48</td>
<td></td>
<td></td>
<td>95,431.20</td>
</tr>
<tr>
<td>TOTAL CURRENT ASSETS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIXED ASSETS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Machinery and equipment</td>
<td>26,754.49</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accumulated depreciation</td>
<td>(5,275.03)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL FIXED ASSETS</td>
<td></td>
<td></td>
<td></td>
<td>21,479.46</td>
</tr>
<tr>
<td>OTHER ASSETS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits</td>
<td>6,946.58</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Franchise fees</td>
<td>18,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL OTHER ASSETS</td>
<td></td>
<td></td>
<td></td>
<td>16,946.58</td>
</tr>
<tr>
<td>TOTAL ASSETS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>133,977.24</td>
</tr>
</tbody>
</table>

| LIABILITIES      |                  |                  |                  |                  |
| CURRENT LIABILITIES |               |                  |                  |                  |
| Accounts payable | 30,311.00        |                  |                  |                  |
| Sales tax payable | 4,535.20       |                  |                  |                  |
| FICA payable     | 968.17           |                  |                  |                  |
| Withholding tax payable | 1,111.60   |                  |                  |                  |
| Income tax payable | 612.84        |                  |                  |                  |
| Notes payable    | 5,000.00         |                  |                  |                  |
| TOTAL CURRENT LIABILITIES |    |                  |                  | 42,554.97        |
| LONG TERM LIABILITIES |            |                  |                  |                  |
| Notes payable    | 45,000.00        |                  |                  |                  |
| TOTAL LIABILITIES |            |                  |                  | 87,563.22        |
| CAPITAL          |                  |                  |                  |                  |
| Capital stock    | 61,286.49        |                  |                  |                  |
| Retained earnings | 5,077.33       |                  |                  |                  |
| TOTAL CAPITAL    |                  |                  |                  | 66,314.82        |
| TOTAL LIABILITIES & CAPITAL |    |                  |                  | 133,877.24       |

After printing all period reports, the system returns to the GENERAL ACCOUNTING SYSTEM screen. To proceed to the Period Closing commands, reenter Command 4. The system now displays the G/A-POST/PERIOD PROCESS screen again.
Period Closing Functions

Before you can open the accounts for the next accounting period, you must close the accounts for the current period. There are four period closing functions in the General Accounting System: End-of-Month, End-of-Quarter, End-of-Fourth-Quarter, and End-of-Fiscal-Year.

Queuing Period Closing Functions. Because period closing functions affect all your journal entries, the system queues them differently from other functions. When you enter a period closing command number, the system first displays a list of functions which must be performed before the function you are queuing is executed. If you have not performed the listed functions, press the `ESC` key to return to the G/A-POST/PERIOD PROCESS screen. If you have performed the required functions, type:

```
CONTINUE
```

The system queues the command number.

End-of-Month Closing (Command 81). Execute this command only after you are satisfied that all of your journal entries, including final General Journal adjusting entries for the month, are complete and correct. The END-OF-MONTH command erases all journal entries. Enter the END-OF-MONTH command by typing:

```
81 RETURN
```

Before queuing the command, the system displays:

```
THE ATARI ACCOUNTANT
G/A-POST/PERIOD PROCESS
COMPANY CODE: ACTION

THE END-OF-MONTH COMMAND HAS BEEN REQUESTED BEFORE THIS COMMAND IS EXECUTED, THE FOLLOWING MUST HAVE BEEN PERFORMED:
1. 'STANDARD' ENTRIES ARE MADE.
2. ALL JOURNALS ARE PRINTED.
3. 'POST' HAS BEEN EXECUTED.
4. FINANCIAL STATEMENTS ARE PRINTED.
5. A BACKUP DISK HAS BEEN MADE.

TO ENQUEUE THIS COMMAND, ENTER 'CONTINUE'.
OTHERWISE, PRESS ESC.
```

Note that in the sample company, you do not need to be concerned with "Standard" entries. Also, because this is only a training exercise, it is not necessary to back up The Action Sales Co. diskette.

Proceed by typing:

```
CONTINUE
```

The system returns to the G/A-POST PERIOD PROCESS screen, showing Command 81 in the queue. Now enter the RUN QUEUE command:

```
1 RETURN
```

The system now begins the monthly closing function, and displays a screen telling you which ledger it is currently processing. After the system has pro-
cessed all four ledgers, it returns to the GENERAL ACCOUNTING SYSTEM screen. (For information on other period closing functions, consult the Reference Guide.)

**DISPLAYING ACCOUNTS (COMMAND 5)**

To display the balances for each account, enter the DISPLAY ACCOUNTS command number at the GENERAL ACCOUNTING SYSTEM screen:

5  RETURN

The system sorts the accounts in numerical order, and then displays the G/A-DISPLAY ACCOUNTS screen.

![G/A-DISPLAY ACCOUNTS Screen](image)

The screen displays the screen title and a set of instructions at the lower left corner of your display screen.

To display an account, enter a General Ledger account number or a customer or vendor number at the cursor position. To enter a General Ledger account number, simply type the number; to enter a customer or vendor number, use the prefix C or V before the number. For example, to view the account of Customer 1, type:

C1  RETURN

The system displays the Balance Forward and Current Balance amounts for that account. In the case of General Ledger account numbers, the system itemizes the Balance Forward amounts and indicates the type of entry, such as Cash Disbursements or Merchandise Purchased.

You may display as many individual accounts as you wish, using this procedure. (To view all of your accounts at once, use the LIST JOURNALS function discussed earlier in this section.) To return to the GENERAL ACCOUNTING SYSTEM screen, press ESC.

**LISTING ACCOUNT SCHEDULES (COMMAND 6)**

To list your company schedule of accounts, enter the LIST SCHEDULES command number at the GENERAL ACCOUNTING SYSTEM screen:

6  RETURN
The system reminds you of your printer status by displaying a cautionary screen. If necessary, use the START-UP COMMANDS to turn the printer ON-LINE. Otherwise, press to continue. The system now displays the G/A-LIST SCHEDULES screen.

The screen displays a list of commands which enable you to print your schedule of accounts numerically or alphabetically. You can also print your list of General Ledger accounts and your standard entries.

At the G/A-LIST SCHEDULES screen, enter today's date at the blinking cursor position. For example:

02/28/81

The system prompts you to select a command number. For example, to list the accounts in your General Ledger, type:

1

The system prints the General Ledger Accounts schedule, and returns to the G/A-LIST SCHEDULES screen. Select another LIST SCHEDULES command or press to return to the GENERAL ACCOUNTING SYSTEM screen.

You have now finished making practice entries to the books of The Action Sales Co. At this point, you may repeat all or part of the practice session, go on to Section 3 ("Creating and Editing Your Company Books"), or end the session.

To end the session, press the key to return to the GENERAL ACCOUNTING SYSTEM screen. This enables the system to record all transactions being entered and to complete functions without losing any data. To turn off the system, press the POWER switch on the ATARI 800 computer to the OFF position.

Remove the diskettes from both disk drives, and insert them in their protective envelopes. If you do not wish to use your ATARI 800 Personal Computer System for another application, be sure to turn off the power to all other components.
Section 2 showed you how to use the General Accounting System to automate the normal routines of business accounting. There, you entered transactions in the books of a demonstration company. You updated its journals, posted its accounts, printed its reports, and performed its period closings.

In this section you will create a set of books for your own company. That is, you will learn to transfer your existing account structure to the General Accounting System.

Normally, you create a set of books only once, unless you start another company. However, you may occasionally need to add or delete accounts or change account names. You may accumulate new customers, change vendors, insert or remove employee payroll accounts, and so forth. In this section, you will also learn to perform the occasional task of editing your company's books.

The accounting concepts and procedures used in this section are explained fully in the Business Manager's Companion Guide which accompanies this manual. The examples used in this section are taken from the chart of accounts and the books of The Action Sales Co.

### ASSIGNING ACCOUNT NUMBERS

After you have a chart of accounts prepared, you must assign to each account a unique number. The General Accounting System requires that certain types of accounts be assigned certain ranges of numbers, in accord with standard accounting practices.

**Applying the General Numbering Rules**

Accounts fall into different categories or types. For example, a “Repairs and Maintenance” account is an expense account, whereas a “Sales-Merchandise” account is an income account.

Each category of accounts has a range of numbers which can be assigned to the accounts within it. For example, you can assign a Current Asset account any number from 1000 to 1499.
Because the General Accounting System lists accounts on the Balance Sheet in ascending numerical order, you should assign accounts in the order in which you want them printed on the Balance Sheet. For example, account 1010-CASH ON HAND would appear on the Balance Sheet before account 1050-ACCOUNTS RECEIVABLE.

Number your accounts as follows:

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Range of Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets</td>
<td>1000 - 1499</td>
</tr>
<tr>
<td>Fixed Assets</td>
<td>1500 - 1799</td>
</tr>
<tr>
<td>Other Assets</td>
<td>1800 - 1999</td>
</tr>
<tr>
<td>Current Liabilities</td>
<td>2000 - 2599</td>
</tr>
<tr>
<td>Long-Term Liabilities</td>
<td>2600 - 2999</td>
</tr>
<tr>
<td>Capital</td>
<td>3000 - 3999</td>
</tr>
<tr>
<td>Income</td>
<td>4000 - 4999</td>
</tr>
<tr>
<td>Cost of Sales</td>
<td>5000 - 5999</td>
</tr>
<tr>
<td>Expense</td>
<td>6000 - 7999</td>
</tr>
<tr>
<td>Other Income</td>
<td>8000 - 8499</td>
</tr>
<tr>
<td>Other Expense</td>
<td>8500 - 8999</td>
</tr>
</tbody>
</table>

**Applying Special-Purpose Numbering Rules**

The General Accounting System enables you to modify the above numbering system to achieve particular results, such as consolidated and departmentalized Profit and Loss Statements.

**Consolidating Accounts.** In the General Accounting System, all balance sheet accounts beginning with the same three digits consolidate to the lowest numbered account.

For example, suppose you wish to consolidate the funds deposited at three banks into a single Cash on Deposit controlling account:

<table>
<thead>
<tr>
<th>G/L Acct. No.</th>
<th>Account Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1020</td>
<td>CASH ON DEPOSIT</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>1021</td>
<td>FIRST NATIONAL BANK</td>
<td>10,000.00</td>
</tr>
<tr>
<td>1022</td>
<td>CITY NATIONAL BANK</td>
<td>5,000.00</td>
</tr>
<tr>
<td>1023</td>
<td>AMERICAN NATIONAL BANK</td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

When printing the Balance Sheet, the system consolidates all these accounts into the Cash on Deposit account number 1020, showing the total of $20,000.

**Obtaining Multiple Profit and Loss (Operating) Statements.** To obtain only one Profit and Loss Statement for the entire company, end every Income and Expense account number with the same digit. You may use any digit from 0 through 9. For example:

<table>
<thead>
<tr>
<th>Account Name</th>
<th>G/L Acct. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALES</td>
<td>4011</td>
</tr>
<tr>
<td>COST OF SALES</td>
<td>5011</td>
</tr>
<tr>
<td>SALARIES AND WAGES</td>
<td>6521</td>
</tr>
<tr>
<td>INTEREST EXPENSE</td>
<td>6641</td>
</tr>
<tr>
<td>OTHER INCOME</td>
<td>8021</td>
</tr>
<tr>
<td>FED INCOME TAX</td>
<td>8501</td>
</tr>
</tbody>
</table>
To obtain separate Profit and Loss Statements for each store or department, end the Income and Expense account numbers with the same digit for each store or department. For example:

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Home Office</th>
<th>Store No. 1</th>
<th>Store No. 2</th>
<th>Store No. 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALES</td>
<td>4010</td>
<td>4011</td>
<td>4012</td>
<td>4013</td>
</tr>
<tr>
<td>COST OF SALES</td>
<td>5010</td>
<td>5011</td>
<td>5012</td>
<td>5013</td>
</tr>
<tr>
<td>SALARIES AND WAGES</td>
<td>6520</td>
<td>6521</td>
<td>6522</td>
<td>6523</td>
</tr>
<tr>
<td>INTEREST EXPENSE</td>
<td>6640</td>
<td>6641</td>
<td>6642</td>
<td>6643</td>
</tr>
<tr>
<td>OTHER INCOME</td>
<td>8000</td>
<td>8001</td>
<td>8002</td>
<td>8003</td>
</tr>
<tr>
<td>OTHER EXPENSE</td>
<td>8500</td>
<td>8501</td>
<td>8502</td>
<td>8503</td>
</tr>
</tbody>
</table>

The last digit is the same for each group. You can use this numbering convention for 10 stores or departments (0 through 9). This numbering system produces up to 10 separate Profit and Loss Statements, plus a summary Profit and Loss Statement covering all the stores or departments.

The Income Transfer Account

One exception to the above numbering system is account 9999-INCOME TRANSFER, a system feature which cannot be changed or deleted. The INCOME TRANSFER account moves the amount of profit or loss for the current period to the CURRENT EARNINGS account in the Capital section of the Balance Sheet.

CREATING GENERAL LEDGER ACCOUNTS

Use the Data Entry Program Diskette to create General Ledger accounts. Insert the Data Entry Diskette into Drive 1 and turn on the system. At the GENERAL ACCOUNTING SYSTEM screen, enter the ACCOUNT MAINTENANCE function by typing:

```
4  RETURN
```

The system displays:
The G/A-ACCOUNT MAINTENANCE screen displays two functions:

- The CREATE ACCOUNTS function (Command 21) enables the system to allocate the proper amount of diskette space for your accounts.
- The EDIT ACCOUNTS function (Command 22) enables you to add, change, delete, and display accounts and account prompts.

At the G/A-ACCOUNT MAINTENANCE screen, enter the CREATE ACCOUNTS command by typing:

```
21 RETURN
```

The system displays:

```
THE ATARI ACCOUNTANT
G/A- CREATE ACCOUNTS
INSTALL IN DRIVE 2, THE DISK THAT WILL CONTAIN THE NEW GENERAL LEDGER DATA.
THIS FUNCTION WILL DESTROY ALL DATA THAT IS CURRENTLY ON THIS DISK.
THEORETICALLY, USE CAUTION AND INSERT THE CORRECT DISK.
TO CONTINUE, ENTER THE 6-CHARACTER COMPANY CODE WHICH WILL IDENTIFY THIS DATA DISK.
-OR-
PRESS ESC.
```

The CREATE ACCOUNTS function formats the data diskette to record both the General Ledger accounts and the transactions made to them, and names the files to be contained there.

**Caution:** Because this function erases all data on the diskette, be careful to select either a blank diskette or one whose contents you do not wish to keep. Insert the new data diskette into Drive 2 and press the door shut. (If the diskette is write-protected, be sure to remove the write-protect tab.)

Now type the six-character company code by which you intend to identify this diskette, and press RETURN. You may use either letters or numbers for your company code; however, the first character must be a letter. Throughout this section, The Action Sales Co. is used for examples. The system now displays these instructions.
The APPROXIMATE JOURNAL ENTRY CAPACITY line at the bottom of the screen indicates the approximate number of journal entries (transactions) your data diskette can hold. As you enter the account maximum numbers which the system requests, the resulting journal entry capacity number may decrease.

The cursor blinks at the ENTER...G/L ACCOUNTS line. Before typing a number, add the total number of General Ledger accounts, customers, vendors, payees/payers, and employees you have. Increase that total by roughly 15 percent to ensure adequate growth space for each category. Next, enter the result. For example, if you have a total of 42 accounts, a 15-percent increase gives you a round number of 50. Type:

50 RETURN

The system prompts you to specify how many of these are employee accounts. Add about 15 percent to the total number of employees, and enter the number. (The system handles employee accounts separately, reducing the total number of accounts receiving standard transaction space). For example, if you have 13 employees, enter a number such as:

15 RETURN

At the PAYROLL ACCOUNTS line, enter the maximum number of payroll accounts which apply to all employees; for example, gross wages, FICA payable, federal income tax withheld, state tax, and any insurance and savings accounts used for employee deductions (maximum of 9). For example:

3 RETURN

After you enter the number of payroll accounts, a prompt asks you to verify your entries. If you respond N at the OK?(Y/N) prompt, the system moves the cursor back to the PAYROLL ACCOUNTS line. From there, you can backspace to any entry position on the screen and change a number. Press the RETURN key repeatedly until you return to the OK?(Y/N) prompt.

When you respond Y to the prompt, the system first formats the data diskette in Drive 2, and then allocates space for all accounts and entries. During the allocation procedure, the system displays a STATUS line which indicates the percentage of diskette formatting completed. When formatting is completed, the system advances to the G/A-EDIT ACCOUNTS screen.
The EDIT function of the General Accounting System enables you to modify all or part of your accounting records. After you create your accounts, you can ADD new accounts, CHANGE existing accounts, DELETE, DISPLAY, or SCROLL any account.

You can arrive at the screen shown here either through the CREATE ACCOUNTS function described above, or by entering 4 on the GENERAL ACCOUNTING SYSTEM screen and then entering 22 on the G/A-ACCOUNT MAINTENANCE SCREEN.

Creating the General Ledger (Edit Command 1)

At the G/A-EDIT ACCOUNTS screen, enter the command to edit the General Ledger:

1  RETURN

The system displays the G/A-EDITING G/L ACCOUNTS screen.

To create your General Ledger, you should have on hand your complete list of General Ledger account names and the numbers you have assigned to them.

The title lines contain your new company code. Beneath the title is a blank area which serves as a "window" where the system displays entries and editing functions.
The lower half of the screen displays a list of five commands: the DISPLAY, CHANGE, ADD, DELETE, and SCROLL commands. To create the various ledgers and prompts, you must use command 3, the ADD command. (The other commands are discussed later under “Editing Accounts.”)

To add General Ledger accounts, select the ADD command by typing:

3 RETURN

In the window, the system displays the following:

ADDI NG NE W G/L ACCOUNTS
NO:
NAME:

The prompt line at the bottom of the screen reads ENTER NEW G/L ACCOUNT NUMBER OR [ESC].

The cursor blinks at the NO: position. Enter the four-digit number of your first General Ledger account. For example:

1010 RETURN

The prompt line at the bottom of the screen now reads ENTER NEW G/L ACCOUNT NAME. The cursor blinks at the NAME: position. Type the account name. For example:

CASH ON HAND RETURN

Now the system displays the OK?(Y/N) prompt. Verify the entry.

At the next NO: position, enter the second General Ledger account number. Then follow the procedure just described for entering the name. Continue in this manner until you finish adding all your General Ledger accounts.

If you enter the same account number twice, the system flashes the message ERROR: G/L ACCOUNT ALREADY EXISTS. To correct the situation, press RETURN and enter the proper account number. You do not have to enter account numbers in numerical sequence. The system automatically arranges accounts in numerical order. After you enter all your General Ledger accounts, press ESC until you return to the G/A-EDIT ACCOUNTS screen.

If you exceed the space allocated on your diskette for accounts and still have accounts to enter, you may reallocate the space by using the REALLOCATE DISK SPACE function described in Section 4.

CREATING THE COMPANY CONFIGURATION
(EDIT COMMAND 2)

The Company Configuration ties together the whole accounting system for the computer. The configuration integrates all ledgers and allows the General Accounting System to automate the process of entering transactions and posting accounts to the proper books.

At the G/A-EDIT ACCOUNTS screen, enter the command to edit the Company Configuration:

2 RETURN
The system displays the G/A-EDIT COMPANY CONFIGURATION screen.

This screen displays a list of account types which correspond to the various journals and registers:

**Printed Company Name.** Although you have assigned a company code which identifies the data diskette, you must now specify a full company name which you want printed on all reports and financial statements.

**Capital Income Account.** The system uses the General Ledger Capital Income account number to produce the Balance Sheet and the Profit and Loss Statement. The particular number and name of this account depend on your own accounting requirements.

**Invoice Register Accounts Receivable Account.** The system charges credit sales from the Invoice Register to a designated Accounts Receivable account.

**Invoice Register Cursor Method.** The system lets you select one of three methods of numbering invoices: automatic numerical sequencing, where the system increases the number of each invoice by one; required alphanumeric numbering, where you must enter an invoice number consisting of numbers or letters; or optional alphanumeric numbering, where you may omit the invoice number.

**Merchandise Purchased Journal Accounts Payable Account.** The system credits a designated Accounts Payable account for sales from the Merchandise Purchased Journal.

**Cash Sales Journal Indicator.** By entering Y (for Yes) or N (for No), you tell the system whether your accounting system uses a Cash Sales Journal or not. Currently, the indicator is set to N.

**Cash Disbursements Journal Cash Credit Account.** The system credits the designated bank account for entries to the Cash Disbursements Journal.

**Cash Receipts Journal and Invoice Register Debit Account.** The system debits the designated account for cash sales from the Invoice Register and cash receipts from the Cash Receipts Journal.

**Number of Payroll Accounts.** The system charges only one controlling account for gross salaries and wages. If, during the CREATE ACCOUNTS functions, you indicated the use of more than one payroll account (that is, a con-
trolling account and one or more subsidiary accounts), the system here displays
the number of accounts you specified, and asks for the account numbers and
names when you add the payroll information.

When the cursor blinks below the PRINTED COMPANY NAME: prompt, enter a
name of up to 70 characters. For example:

**THE ACTION SALES CO.**

Now the cursor blinks in front of the zero in the CAPITAL INCOME ACCOUNT
line, and the prompt at the bottom of the screen tells you to ENTER APPROPRI-
ATE ACCT NO. From your chart of accounts, select the General Ledger account
number you are using for Capital Income, and enter it. For example:

3050

The system searches your newly created General Ledger for that number and
displays the account name at the bottom of the screen; for example, 3050:
RETAI NED EARN INGS. Then it displays the OK?(Y/N) prompt to ask you to
verify the entry.

If your present accounts have an Accounts Receivable section, enter the
appropriate number at the INVOICE REGISTER A/R ACCOUNT line, and verify
it as before. If you do not have an Accounts Receivable section, enter the num­
ber 0 (for ‘‘no entry’’).

At the INVOICE REGISTER CURSOR METHOD line, select the numbering
method you wish for your Invoice Register entries. Type 1 for automatic
sequencing, 2 for required alphanumeric numbering, or 3 for optional al­
phanumeric numbering.

To respond to the MERCH. PURCH. JNL A/P ACCOUNT prompt, enter the
appropriate Accounts Payable account number (or the number 0 if you have no
such account), and verify the entry, as before.

At the CASH SALES JOURNAL INDICATOR line, the cursor blinks next to
the letter N, indicating that the system you are configuring does not use a
Cash Sales Journal. If you do not want a Cash Sales Journal, simply press the
RETURN key to proceed to the next entry position. If you do want a Cash
Sales Journal, enter Y.

At the C-D JNL CASH CREDIT ACCOUNT line, enter the number of the account
to which Cash Disbursements Journal entries are credited, for example:

1020

As before, the system displays the account name and asks you to verify.

At the C-R JNL & INV REG CASH DB ACCT line, if your present accounts use an
Invoice Register and a Cash Receipts Journal, enter the account number to
which these are debited (for example, 1020 for CASH ON DEPOSIT). If your
accounts do not use these journals, enter the number 0. The system now dis­
plays PAYROLL ACCOUNT once for each payroll account you are using. The
cursor blinks at the first entry position, prompting you for a payroll account
number. Enter the number; for example:

6521
The system displays the name as listed in the General Ledger and asks for a Y/N response. At a Y response, it blinks the cursor at that account name and, at the bottom of the screen, displays the prompt ENTER PRINTED REPORT HEADING. Type the name of the payroll account, up to 20 characters long, as you want it to read on printed reports; for example:

**GROSS WAGES**

Next to the account number, the system displays the name you typed and advances to the next PAYROLL ACCOUNT line. Proceed as for the previous account.

After you enter the last payroll account heading, the system asks you to verify the entire Company Configuration by displaying the ALL OK?(Y/N) prompt. To correct an error, enter N and backspace to the error, correct it, and return to the ALL OK?(Y/N) prompt. To verify, enter Y. The system now returns to the G/A-EDIT ACCOUNTS screen.

**CREATING THE ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE LEDGERS (EDIT COMMANDS 3 AND 4)**

**Note:** Because these two commands function similarly, they are described here together. Also, note that you need to use these commands only if your accounting requires formal Accounts Receivable and Accounts Payable records.

At the G/A-EDIT ACCOUNTS screen, enter command number 3 for Accounts Receivable, or 4 for Accounts Payable. Depending on the command entered, the system displays either the G/A-EDITING CUSTOMERS or the G/A-EDITING VENDORS screen. This discussion uses examples from the EDITING CUSTOMERS screen.

To create either of these ledgers, you should have a complete list of your customers and vendors in front of you.

Both screens look similar to the G/A-EDITING G/L ACCOUNTS screen described earlier. For either ledger, select the ADD command by typing:
The system indicates that it is adding new customers and automatically sequences customer numbers. However, you may start a numbering sequence at any point by backspacing to the NO: position and entering a number. To assign the number, enter a customer number up to four digits long.

101 RETURN

The prompt line at the bottom now reads ENTER NEW CUSTOMER NAME. Enter the customer name as you wish it to appear in an alphabetical listing; for example, ACME CO. You may enter a name up to 30 characters long. For example:

JONES TRANSPORT CO. RETURN

The system now prompts you to verify the entry. When you verify, the system records the customer number and name, and prompts you for the next entry. Proceed as before.

To return to the G/A-EDITING CUSTOMERS screen, press ESC at the NO: position.

To return to the G/A-EDIT ACCOUNTS screen, press ESC.

CREATING THE PAYROLL REGISTER (EDIT COMMAND 5)

At the G/A-EDIT ACCOUNTS screen, enter the command to edit the Payroll Register:

5 RETURN

The system now displays the G/A-EDITING EMPLOYEES screen.

When you add new employees, their numbers are assigned automatically by the system. You can override this number by backspacing to the NO: position and entering another employee number.
Select the ADD command. The system now asks for the employee name. Enter the employee’s name as you wish it to appear in an alphabetical listing; for example, THOMPSON, MARY. You may enter a name up to 30 characters in length. Now verify the entry, and proceed to the next employee number.

To return to the G/A-EDIT ACCOUNTS screen, backspace to the NO: position and press [ESC] twice.

**CREATING THE PAYEE/PAYOR LIST (EDIT COMMAND 6)**

At the G/A-EDIT ACCOUNTS screen, enter the command to edit payees/payors by typing:

```
6   RETURN
```

The system now displays the G/A-EDITING PAYEES/PAYORS screen.

This command enables you to compile a list of regular or frequent payees and payors, and assign up to two General Ledger distribution accounts for each. This feature lets you save countless keystrokes and eliminate errors when entering transactions. (For infrequent payees and payors, see Section 4 under “Enter Cash Disbursements” and “Enter Cash Receipts.”)

As in previous screens, the system displays the edit command list on the lower half and the data entry “window” on the upper half of the screen.

Before adding payees or payors, review your records for the previous several months. From them, make a list of regular payees and payors, along with the accounts normally debited or credited for each. (Do not include on this list employees or companies for which you use a formal Accounts Payable subsidiary ledger.)

Enter the ADD command, as before. The system automatically sequences payee/payor numbers. However, you may start a new numbering sequence by backspacing to the NO: prompt and entering a number of up to four digits.

The system now asks for the payee/payor name. Enter a name up to 30 characters long in the form you wish it to appear on an alphabetized listing. For example:

```
JONES REALTY CO.   RETURN
```
The system displays an account distribution prompt:

1. 0   N/A
2. 0   N/A

You may preassign up to two General Ledger distribution accounts for each payee or payor. The prompt line at the bottom of the screen instructs you to ENTER 1ST G/L ACCOUNT NUMBER OR '0'. If no General Ledger account regularly applies to this payee or payor, type 0 and press RETURN. If there is a General Ledger account number, enter it at the cursor position. For example:

1020 RETURN

The system searches the General Ledger for that number, and displays the account name. Next, the system prompts for the second General Ledger distribution account number. Enter the number, or 0 if not applicable. After you enter both accounts, the system displays the OK?(Y/N) prompt. If they are correct, enter Y.

The system now records all the information, then prompts you to add a second payee or payor. Proceed as before.

To return to the G/A-EDIT ACCOUNTS screen, backspace to the NO: position and press ESC twice.

CREATING INVOICE REGISTER PROMPTS (EDIT COMMAND 7)

At the G/A-EDIT ACCOUNTS screen, enter the command to edit Invoice Register prompts by typing:

7 RETURN

The system displays the G/A-EDIT INV. REG. PROMPTS screen.

Creating prompts means that you instruct the system to prompt you with certain sales accounts automatically when you enter customer transactions to the Invoice Register. With this capability, you do not have to retype the account numbers for each customer when you record sales.
This command assigns all sales accounts, sales tax accounts, and other accounts for entering sales invoices. You may assign up to 13 accounts. If your company has several branches, stores, or departments, you may assign up to 10 of the 13 accounts for their invoices. This feature assists in producing multiple Profit and Loss Statements.

The screen simply displays the number 1 and below it the prompt ENTER A G/L SALES ACCOUNT NUMBER, OR RETURN.

You can add the Invoice Register prompts when the cursor blinks at the number. As prompted, enter the number of a General Ledger sales account (or any General Ledger account used for the Invoice Register). For example:

4011 RETURN

The system searches for that account number, and displays the account name. The system now displays the number 2, and prompts you for the second entry. Enter an account number, as before. Proceed in this manner until all of your entries are made.

To leave this function, press the RETURN key and verify the entries. The system returns you to the G/A-EDIT ACCOUNTS screen.

CREATING MERCHANDISE PURCHASED PROMPTS
(EDIT COMMAND 8)

At the G/A-EDIT ACCOUNTS screen, enter the command to edit Merchandise Purchased prompts by typing:

8 RETURN

The system displays the G/A-EDIT MDSE PRCH JNL PROMPTS screen. Now enter the ADD command. The system next displays:

Creating prompts means that you instruct the system to prompt you with specific expense accounts automatically when you enter vendor transactions to the Merchandise Purchased Journal.
Use this command to display Cost of Sales, Inventory, Purchases, or other accounts with vendor transactions. You may wish to use only one account, or to match the accounts used here with those used for the Invoice Register. You may enter up to 13 accounts. This feature assists in producing multiple Profit and Loss Statements.

As with the Invoice Register prompts, the system displays the number 1 and the ENTER A G/L COST OF MERCH. NUMBER, OR RETURN prompt.

Follow the procedure just described for adding Invoice Register prompts.

**CREATING CASH SALES PROMPTS (EDIT COMMAND 9)**

At the G/A-EDIT ACCOUNTS screen, enter the command to edit Cash Sales prompts by typing:

9 RETURN

The system displays the G/A-EDIT CASH SALES PROMPTS screen.

Creating prompts means that you customize your Cash Sales Journal by instructing the system to prompt with the accounts you use to record cash register sales.

As an aid to yourself when making Cash Sales Journal entries, you can create "headings" which separate income (credit) from expense (debit) accounts; for example, INCOMING CASH or CASH PAID OUT. You can also assign names to the General Ledger accounts to match the keys of your cash register; for example, the General Ledger account called SALES might be called SALES-DEPT. 1. You can add up to 18 such "headings" and account names.

The screen displays the number 1 and the ENTER G/L ACCT NO OR ‘0’ OR RETURN prompt.

To add Cash Sales prompts, make a list of your cash register keys used for recording income and expense items. Then determine which General Ledger account number is used with each key.
Note the cursor position. At the extreme left of the screen, the first five character positions are for General Ledger account numbers. The remaining spaces on the line are for account names. To create a heading such as INCOMING CASH, first enter a zero:

```
0 RETURN
```

Notice that the zero does not display on the screen. Instead, the cursor moves five spaces to the right. At the same time, the system displays ENTER PRINTED PROMPT. Now type the prompt heading; for example:

```
INCOMING CASH RETURN
```

If you do not wish to create a heading, enter the account number where the cursor blinks at the left screen margin; for example:

```
2030 RETURN
```

The system now displays the General Ledger account name. At the same time, the cursor blinks at the first character-position in the name, and the system requests ENTER PRINTED PROMPT. Enter the name of your cash register key. For example:

```
SALES TAX RETURN
```

(If the name of the key is identical to the account name, or you do not want to change the name displayed, press RETURN. The system accepts the account name as your Cash Sales Journal prompt.)

The cursor now blinks at the number 3. Proceed in the same manner.

To change a printed prompt, account number, or heading, backspace to that position and enter the change. To finish entering Cash Sales prompts, press RETURN. The system first states the number of prompt lines, then asks you to verify.

After you verify the entries, the system returns you to the G/A-EDIT ACCOUNTS screen.

CREATING STANDARD CLOSING ENTRIES (EDIT COMMAND 11)

At the G/A-EDIT ACCOUNTS screen, enter the command to create standard closing entries by typing:

```
11 RETURN
```
The system displays the G/A-GENERAL JOURNAL screen:

Standard closing entries are regular General Journal entries made once a month just before you close the monthly accounts. The amounts entered almost never change; for example, a Depreciation amount of $120 remains the same from month to month.

The ATARI General Accounting System enables you to establish a list of account numbers and dollar amounts, which you can enter to the General Journal by means of a single Data Entry command.

The system displays the date line and a General Journal number at the top of the screen.

To create standard entries, enter the date on which you are creating the entries. When the system prompts you for an account number, enter the General Ledger account that you wish to debit each month. For example:

```
6781   RETURN
```

The system displays the account name: DEPRECIATION. (If you enter the number of a General Ledger controlling account such as Accounts Payable, the system also prompts you for a specific payee number.)

The cursor now blinks next to the dollar sign, prompting you for the standard amount. If this is a debit account, enter the amount as a positive number. For example:

```
12000  RETURN
```

At the next ENTER ACCT NO prompt, enter the corresponding General Ledger account that you wish to credit each month, and the negative (credit) dollar amount:

```
Account Number  Amount
1550          12000-  RETURN
```

You may enter up to 10 accounts, either debit or credit, for each standard entry.
To end the CREATE STANDARD ENTRIES function, first be sure that the TOTAL line at the bottom of the screen reads $0.00. Then press RETURN at the ENTER ACCT NO prompt. The system now prompts you for an explanation. You may enter up to three lines of text, consisting of 38 characters per line. Press RETURN upon completion of each line. To end the explanation, press RETURN at the beginning of the fourth line.

At the OK? (Y/N) prompt, verify the entries. The system records them on the data diskette and returns for the next standard entry. To return to the GENERAL ACCOUNTING SYSTEM screen, press ESC.

EDITING ACCOUNTS

You can perform certain editing functions only after End-of-Month processing. For example, to edit the Company Configuration or the Cash Sales Journal prompts, you must first close the books at the end of the month. Likewise, to delete any General Ledger, customer, vendor, payee, or employee accounts, you must first complete the End-of-Month procedure. Refer to Section 2 for explanations of how to use the End-of-Month function.

You can edit the General Ledger, Accounts Receivable Ledger, Accounts Payable Ledger, Payroll Ledger, or the list of payees/payors by entering the command number for the kind of ledger you want to edit (numbers, 1, 3, 4, 5, or 6, respectively) at the G/A-EDIT ACCOUNTS screen. For example, to edit the General Ledger, type:

1 RETURN

The system now displays the EDIT command list for that type of account; for example:

Displaying an Account

At the screen, select the command you wish to perform. Then follow the procedures described in each of the following sections.

The DISPLAY command displays the number and name of the account you specify. To display the account, enter the DISPLAY command number at the ENTER COMMAND NUMBER OR ESC: prompt. For example:
In a prompt at the bottom of the screen, the system asks which account you want to see. Enter the account number. For example, to display General Ledger account 1010, type:

```
1010 RETURN
```

The system displays the corresponding account name at the top of the screen and returns you to the ENTER COMMAND NO OR ESC: prompt. You may now enter another EDIT command, or press `ESC` to return to the G/A-EDIT ACCOUNTS screen.

### Changing an Account

The CHANGE function enables you to change an account name, and, when appropriate, to change the subsidiary accounts accessed by it. To change an account name, enter the CHANGE command number:

```
2 RETURN
```

The system prompts for the account you want to change. For example, to change the name of a General Ledger account, type the account number:

```
1010 RETURN
```

The system displays the current account number and name at the top of the screen; for example, 1010-CASH ON HAND. The prompt at the bottom of the screen directs you to change the account name. To change the name, simply type in the new one; for example:

```
PETTY CASH RETURN
```

If the system displays subsidiary accounts (as in the case of payees), the cursor now blinks at the General Ledger account number of the first subsidiary account. You can change the account that the system accesses for this payee by typing the new General Ledger account number you want to change to; for example:

```
2010 RETURN
```

The system displays the account name. Then the cursor blinks at the next subsidiary account number for you to make another change.

After you enter all the changes, the system asks you to verify them by displaying the OK?(Y/N) prompt. If you respond N, the system returns you to the last entry position. If you respond Y, the system returns to the EDIT command list.

You may now enter another EDIT command, or press `ESC` to return to the G/A-EDIT ACCOUNTS screen.

### Adding an Account

The ADD function enables you to add a new account to your existing ledger. For a description of the ADD function, consult the material on creating the General Ledger, earlier in this section.
Deleting an Account

The DELETE function removes an account number and name from the existing ledger. Before you can delete accounts, the system requires that you perform End-of-Month period processing. If journal entries exist in the book containing the account you wish to delete, the system flashes the message ERROR: JOURNAL ENTRIES HAVE BEEN MADE. To continue, perform the End-of-Month procedure or erase the entries.

After you perform End-of-Month processing, you can delete accounts by typing the DELETE command number, as follows:

4 \text{RETURN} \text{\textbackslash n}

The system prompts you to enter an account number or press the \text{\textbackslash RETURN} key to return to the EDIT command list. To delete an account, enter the number of the account you want to delete. For example, to delete account 1010 from the General Ledger, type:

1010 \text{RETURN} \text{\textbackslash n}

The system displays the account number and name (and the numbers and names of any subsidiary accounts accessed by this account), and asks you to verify the deletion. If you enter \text{\textbackslash N}, the system returns to the EDIT command list without deleting the account. If you enter \text{\textbackslash Y}, the system displays G/L ACCOUNT 1010 DELETED, and then returns to the command list.

Scrolling Accounts

The SCROLL function enables you to view, in numerical order, the entire list of accounts in the ledger. The system displays each account, beginning from the account you specify, until it reaches the end of the list. (To obtain a printed list of accounts, use the LIST SCHEDULES command, described in Section 2.)

To view the list of accounts on your video screen, enter the SCROLL command number:

5 \text{RETURN} \text{\textbackslash n}

The system now displays a screen requesting you to enter the account number at which scrolling is to begin, or to press the \text{\textbackslash RETURN} key to begin at the first account. To begin scrolling the account list, enter the number of the account you want to see first; for example:

1010 \text{RETURN} \text{\textbackslash n}

The system now begins to display the accounts. When it reaches the end of the list, it returns you to the Edit command list.

To return to the G/A-EDIT ACCOUNTS screen, press \text{\text ESC}.

Editing the Company Configuration

If journal entries exist, the system lets you edit the Company Configuration only if you have first completed End-of-Month processing. To edit the Company Configuration after End-of-Month processing, enter the EDIT COMPANY CONFIGURATION command number at the G/A-EDIT ACCOUNTS screen:
The system displays the present configuration and blinks the cursor at the first character of the company's full name. To change the name, simply type the new name; to advance to the first General Ledger account number, press RETURN.

The first account on the list is a capital income account. You may enter a new account number here or press RETURN again to advance to the OK?(Y/N) prompt. For example, to change the capital income account your company uses, type the new number:

3050 RETURN

The system displays the account name and asks you to verify it. If you answer N at the OK?(Y/N) prompt, the cursor remains at that number until you enter a new one or press RETURN. If you answer Y at the prompt, the system enters the account number and advances to the next number.

At the INVOICE REGISTER CURSOR METHOD line, enter 1 if you want automatic invoice numbering, 2 if you want the system to prompt you for an invoice number, and 3 if you want optional (not required) invoice numbering.

At the CASH SALES JOURNAL INDICATOR, enter N if you do not wish to use a Cash Sales Journal, or Y if you do.

When the cursor reaches the PAYROLL ACCOUNTS line, the system displays the account numbers and asks you to edit each one, as before. When you enter a new number, the system displays the General Ledger account name and asks you to verify it. The system also lets you change the printed heading of the account to what you want to appear on all printed payroll reports. Type in the new heading, or press RETURN to advance to the next payroll account.

After you edit all of the items in the Company Configuration, the system displays ALL OK?(Y/N). If you wish to make an additional change, enter N. If you enter Y, the system returns you to the G/A-EDIT ACCOUNTS screen.

EDITING PROMPTS

The procedures for editing prompts for the Invoice Register and for the Merchandise Purchased Journal are identical. The prompts for the Cash Sales Journal require a slightly different procedure. Both are described in this section.

Editing Invoice Register and Merchandise Purchased Prompts

The EDIT function for these two journals enables you to display, add, change, or delete the preassigned prompts used for allocating transactions to certain accounts.

At the G/A-EDIT ACCOUNTS screen, enter command 7 to edit prompts for the Invoice Register. Enter command 8 to edit prompts for the Merchandise Purchased Journal. When you enter the command, the system displays all of the prompts currently preassigned; for example:

1. 4011 SALES
2. 2030 SALES TAX PAYABLE
Below the display, the system asks you to enter either a General Ledger Sales account number (for the Invoice Register) or a General Ledger Cost of Merchandise account number (for Merchandise Purchased). To preassign a new prompt, enter the General Ledger account number at the position where the cursor is blinking. For example, assuming the cursor is at item 3, you might type:

```
2020 RETURN
```

The system searches for the account name, displays it, and prompts for a fourth item.

To change or delete an existing prompt, press the `DELETE BACK $` key. The system deletes the line above the present cursor position and blinks the cursor on the line deleted. Now enter a new account number if desired.

To leave the EDIT function, press the `RETURN` key. The system first asks you to verify the accounts now displayed. Respond Y to return to the G/A-EDIT ACCOUNTS screen.

** Editing Cash Sales Prompts **

If journal entries exist, the system lets you edit existing Cash Sales prompts only if you have first completed End-of-Month processing. To edit Cash Sales Journal prompts after End-of-Month processing, enter the command number for that function at the G/A-EDIT ACCOUNTS screen:

```
9 RETURN
```

The system displays the present list of prompts. If the list is less than 18 items long, the system displays the cursor on the line beneath the last account number for you to add another number. If the list is 18 lines long, the system blinks the cursor at the last account number position.

**To add a new prompt,** first type the General Ledger account number you wish to use for your Cash Sales Journal. For example:

```
1010 RETURN
```

The system displays the General Ledger account name, and prompts you to change it to the desired Cash Sales Journal heading. Type the new heading, or press `RETURN` to advance to the next entry position.

To insert an explanatory heading (without an account number), type 0 (zero) at the account number position. The character 0 does not display on the screen; instead, the cursor moves five spaces to the right and prompts you to enter the printed heading. Type the heading and press `RETURN`.

To **change an existing prompt,** press the `DELETE BACK $` key to move the cursor to the position of the desired change.

If you backspace to a heading position, the system asks you to enter the printed heading. Type the heading, as before. If you backspace to an account number position, the system asks you to enter a General Ledger account number. Enter a number, as before. Now the system asks you to enter a printed heading. Type a new heading, or press `RETURN` to advance to the next account number position.

---

3-22 Creating and Editing Your Company Books
To delete a prompt, backspace to the account number position of the prompt you wish to delete, and enter 0 (zero). At the PRINTED PROMPT position, press RETURN; then continue to press RETURN until the system displays the OK?(Y/N) prompt. Enter Y.

After you edit all your Cash Sales Journal prompts, press the RETURN key until the cursor reaches the account number position below the last entry. Now press the RETURN key to leave the EDIT function. The system displays a message telling you how many prompt lines you have entered and asks you to verify the entries. When you respond Y, the system returns you to the G/A-EDIT ACCOUNTS screen.

ERASING JOURNAL ENTRIES (EDIT COMMAND 10)

The ERASE JOURNAL ENTRIES function is useful for eliminating incorrect entries without having to make adjusting entries in the General Journal. The function erases all transactions or activities entered during the month; it does not affect the books themselves or the Company Configuration.

It should be noted that in normal accounting practice this function would not be used. Instead, adjustments should be made through journal entries to ensure a complete audit trail.

To erase all journal entries, enter the ERASE JOURNAL ENTRIES command at the G/A-EDIT ACCOUNTS screen:

```
10 RETURN
```

The system now displays:

```
THE ATARI ACCOUNTANT
G/A- ERASE JOURNAL ENTRIES: ACTION

THIS FUNCTION WILL ERASE ALL JOURNAL ENTRIES OF ALL KINDS THAT ARE CURRENTLY ON THIS DISK.
TO ERASE JOURNAL ENTRIES, ENTER 'CONTINUE'.
PRESS ESC. -OR-

CONTINUE RETURN
```

To return to the G/A-EDIT ACCOUNTS screen without deleting journal entries, press the ESC key. To erase the entries, type:

```
CONTINUE RETURN
```

The system now erases all journal entries on the diskette, and returns you to the G/A-EDIT ACCOUNTS screen.
EDITING STANDARD ENTRIES (EDIT COMMAND 11)

This function deletes all of the standard entries currently being used. To edit the standard entries, you must create a new list of General Journal entries. At the G/A-EDIT ACCOUNTS screen, enter the command number for the CREATE STANDARD ENTRIES function by typing:

11 RETURN

The system displays a warning screen cautioning you that this command will erase any standard entries currently on your data diskette. This command requires that you reenter all standard entries whenever there is a change to be made.

To continue, type: CONTINUE RETURN

The system displays:

Follow the procedure described earlier in the subsection, "Creating Standard Closing Entries." To return to the G/A-EDIT ACCOUNTS screen, press ESC.
The Reference Guide explains the purpose of and lists the steps required to perform each function in the General Accounting System.

The functions in the Reference Guide are grouped according to the accounts, devices, or special procedures that they control, such as Accounts Payable and Balance Sheet. See Appendix B for a summary of screens you will view to make your command selections.

Each function description provides an explanation of the operation of that function and identifies which program diskette to use for that function. The “Screen Path” information lists which command you enter and which screen titles appear as you move from the beginning of the system to a specific function. Finally, the step-by-step procedure explains the sequence of operations required to complete the function. (For an explanation of error conditions, consult Appendix C.)

The following conventions are used throughout the Reference Guide:

1. The word “type” means press the key(s) shown after the word “type.”

2. The word “enter” means to type data as described and then press the \texttt{RETURN} key.

3. The title shown in the “Screen Path” column is the screen title as it appears when the screen is ready for input. The phrase (RUN QUEUE) always appears within parentheses, as shown. (RUN QUEUE) is not a screen title but a function which begins the operation of queued commands.

4. The column labeled “You Type” describes what you must enter to move through the Screen Path to arrive at the desired function.

5. The procedure section gives specific details on the operation of the function.

To list your company schedule of accounts, use the LIST SCHEDULES function.

\textbf{Diskette:} \hspace{1cm} \textbf{Posting}

\textbf{Screen Path:}

\textbf{Title} \hspace{1cm} \textbf{You Type}

\textit{GENERAL ACCOUNTING SYSTEM} \hspace{1cm} 6 \texttt{RETURN}
Accounts Payable

Procedure:
1. Enter the current date.
2. Select the schedule you want to print and enter the command number. Wait for the printer to finish. You can interrupt the printing operation before it is complete by using one of the following characters: S(TOP), G(O), Q(UIT), and F(LUSH).
3. Press ESC to return to the GENERAL ACCOUNTING SYSTEM screen.

Add Accounts Payable Vendor Accounts

Diskette: Data Entry

Screen Path:

Title | You Type
--- | ---
GENERAL ACCOUNTING SYSTEM | 4 RETURN
G/A-ACCOUNT MAINTENANCE | 22 RETURN
G/A-EDIT ACCOUNTS | 4 RETURN
G/A-EDITING VENDORS | 3 RETURN

Procedure:
1. Enter the new unique vendor number (4 digits maximum).
2. Enter the new vendor name (38 characters maximum).
3. Verify the addition.
4. Repeat steps 1 through 3 until all new vendors are added.
5. Press ESC to return to the G/A-EDITING VENDORS screen.

Change an Accounts Payable Vendor Account

Diskette: Data Entry

Screen Path:

Title | You Type
--- | ---
GENERAL ACCOUNTING SYSTEM | 4 RETURN
G/A-ACCOUNT MAINTENANCE | 22 RETURN
G/A-EDIT ACCOUNTS | 4 RETURN
G/A-EDITING VENDORS | 2 RETURN

Procedure:
1. Enter the number of the vendor name to be changed.
2. Enter the new vendor name.
3. Verify the change.
4. Press ESC to return to the G/A-EDIT ACCOUNTS screen.
DELETE AN ACCOUNTS PAYABLE VENDOR ACCOUNT

Diskette: Data Entry

Screen Path:

Title You Type
GENERAL ACCOUNTING SYSTEM 4 RETURN
G/A-ACCOUNT MAINTENANCE 22 RETURN
G/A-EDIT ACCOUNTS 4 RETURN
G/A-EDITING VENDORS 4 RETURN

Procedure:
1. Enter the number of the vendor to be deleted.
2. Verify the deletion.
3. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

DISPLAY AN ACCOUNTS PAYABLE VENDOR ACCOUNT

Diskette: Data Entry

Screen Path:

Title You Type
GENERAL ACCOUNTING SYSTEM 4 RETURN
G/A-ACCOUNT MAINTENANCE 22 RETURN
G/A-EDIT ACCOUNTS 4 RETURN
G/A-EDITING VENDORS 4 RETURN

Procedure:
1. Enter a vendor number.
2. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

EDIT THE ACCOUNTS PAYABLE LEDGER

To edit the Accounts Payable information on vendors, perform the appropriate functions on the G/A-EDITING VENDORS screen. These functions are DISPLAY, CHANGE, ADD, DELETE, and SCROLL. Each function is described separately in this section.

Diskette: Data Entry

Screen Path:

Title You Type
GENERAL ACCOUNTING SYSTEM 4 RETURN
G/A-ACCOUNT MAINTENANCE 22 RETURN
G/A-EDIT ACCOUNTS 4 RETURN
Procedure:
1. At the G/A-EDITING VENDORS screen, select one of the following functions by entering the appropriate number:
   1. DISPLAY VENDOR
   2. CHANGE VENDOR
   3. ADD VENDORS
   4. DELETE VENDOR
   5. SCROLL VENDORS
2. Press Esc to return to the G/A-EDIT ACCOUNTS screen.

SCROLL ACCOUNTS PAYABLE VENDOR ACCOUNTS

Diskette: Data Entry

Screen Path:
Title You Type
GENERAL ACCOUNTING SYSTEM 4 RETURN
G/A-ACCOUNT MAINTENANCE 22 RETURN
G/A-EDIT ACCOUNTS 4 RETURN
G/A-EDITING VENDORS 5 RETURN

Procedure:
1. Enter the customer number at which you want scrolling to begin, or press RETURN to start scrolling at the first vendor number.
2. You can interrupt the system while it is performing the SCROLL function by using one of the following characters: S(TOP), G(O), Q(UIT), and F(LUSH).
3. Press Esc to return to the G/A-EDIT ACCOUNTS screen.

ADD ACCOUNTS RECEIVABLE CUSTOMER ACCOUNTS

Diskette: Data Entry

Screen Path:
Title You Type
GENERAL ACCOUNTING SYSTEM 4 RETURN
G/A-ACCOUNT MAINTENANCE 22 RETURN
G/A-EDIT ACCOUNTS 3 RETURN
G/A-EDITING CUSTOMERS 3 RETURN

Procedure:
1. Enter the new customer number (4 digits maximum).
2. Enter the new customer name (38 characters maximum).
3. Verify the addition.
4. Repeat steps 1 through 3 until all customers are added.
5. Press Esc to return to the G/A-EDITING CUSTOMERS screen.
CHANGE AN ACCOUNTS RECEIVABLE CUSTOMER ACCOUNT

Diskette: Data Entry

Screen Path:
Title You Type
GENERAL ACCOUNTING SYSTEM 4 RETURN
G/A-ACCOUNT MAINTENANCE 22 RETURN
G/A-EDIT ACCOUNTS 3 RETURN
G/A-EDITING CUSTOMERS 2 RETURN

Procedure:
1. Enter the customer number corresponding to the customer name you want to change.
2. Enter the new customer name.
3. Verify the change.
4. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

DELETE AN ACCOUNTS RECEIVABLE CUSTOMER ACCOUNT

Diskette: Data Entry

Screen Path:
Title You Type
GENERAL ACCOUNTING SYSTEM 4 RETURN
G/A-ACCOUNT MAINTENANCE 22 RETURN
G/A-EDIT ACCOUNTS 3 RETURN
G/A-EDITING CUSTOMERS 4 RETURN

Procedure:
1. Enter the number of the Accounts Receivable Customer account to be deleted.
2. Verify the deletion.
3. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

DISPLAY AN ACCOUNTS RECEIVABLE CUSTOMER ACCOUNT

Diskette: Data Entry

Screen Path:
Title You Type
GENERAL ACCOUNTING SYSTEM 4 RETURN
G/A-ACCOUNT MAINTENANCE 22 RETURN
G/A-EDIT ACCOUNTS 3 RETURN
G/A-EDITING CUSTOMERS 1 RETURN
Procedure:
1. Enter the number of the customer you want to display.
2. Press \texttt{ESC} to return to the G/A-EDIT ACCOUNTS screen.

EDIT ACCOUNTS RECEIVABLE CUSTOMER ACCOUNTS

To edit Accounts Receivable Customer accounts, perform the functions on the G/A-EDITING CUSTOMERS screen. These functions are DISPLAY, CHANGE, ADD, DELETE, and SCROLL. Each function is described separately in this section.

Diskette: Data Entry

Screen Path:

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>4 RETURN</td>
</tr>
<tr>
<td>G/A-ACCOUNT MAINTENANCE</td>
<td>22 RETURN</td>
</tr>
<tr>
<td>G/A-EDIT ACCOUNTS</td>
<td>3 RETURN</td>
</tr>
</tbody>
</table>

Procedure:
1. The G/A-EDITING CUSTOMERS screen displays the following functions for your selection:
   1. DISPLAY CUSTOMER
   2. CHANGE CUSTOMER
   3. ADD CUSTOMERS
   4. DELETE CUSTOMER
   5. SCROLL CUSTOMERS
2. Press \texttt{ESC} to return to the G/A-EDIT ACCOUNTS screen.

SCROLL ACCOUNTS RECEIVABLE CUSTOMER ACCOUNTS

Diskette: Data Entry

Screen Path:

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>4 RETURN</td>
</tr>
<tr>
<td>G/A-ACCOUNT MAINTENANCE</td>
<td>22 RETURN</td>
</tr>
<tr>
<td>G/A-EDIT ACCOUNTS</td>
<td>3 RETURN</td>
</tr>
<tr>
<td>G/A-EDITING CUSTOMERS</td>
<td>5 RETURN</td>
</tr>
</tbody>
</table>

Procedure:
1. Enter the customer number at which you want scrolling to begin or press \texttt{RETURN} to start scrolling at the first customer number.
2. You can interrupt the system while it is performing the SCROLL function by using one of the following characters: S(TOP), G(O), Q(UIT), and F(LUSH).
3. Press \texttt{ESC} to return to the G/A-EDIT ACCOUNTS screen.
BALANCE SHEET

The Balance Sheet details a company's assets, liabilities, and capital. To print the Balance Sheet, use the following procedure:

**Diskette: Posting**

**Screen Path:**

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>4 RETURN</td>
</tr>
<tr>
<td>G/A-POST/PERIOD PROCESS</td>
<td>73 RETURN</td>
</tr>
<tr>
<td>(RUN QUEUE)</td>
<td>1 RETURN</td>
</tr>
</tbody>
</table>

**Procedure:**

1. Check to be sure the printer is on and switched to ON-LINE.
3. Wait for the printer to finish. You can interrupt the printing operation before it is complete by using one of the following characters: S(TOP), G(O), Q(UIT), and F(LUSH).

BATCHING

Several data entry functions of the ATARI General Accounting System accept information in collections of entries called **batches**. A batch can hold up to 99 entries, so it is seldom necessary to enter more than one batch per day for each data entry function. The system numbers each entry in a batch. (For example, it displays ENTRY 4 OF 4 when you verify your third entry and prepare to enter the fourth.)

When you finish entering all the information in a batch, press [RETURN]. The system asks you to verify the number of entries and the total dollar amount for that batch with the OK?(Y/N) prompt. If you answer by typing Y followed by [RETURN], the batch is recorded on the diskette and a new batch can be entered or another function selected. If you answer by typing N, the batch is not recorded and you can use the [DELETE BACK] key to move back to the entry requiring modification.

To review any entry in the batch (such as ENTRY 1 OF 4), type at the ENTRY position the number of the entry you want to see, and press [RETURN]. The system returns to that entry; you may now use the [DELETE BACK] key to move the cursor to an item on the screen, or press [RETURN] at the OK?(Y/N) prompt to proceed to ENTRY 2 OF 4. (To return immediately to ENTRY 4 OF 4, backspace to the ENTRY position and enter the number 4.)

CASH DISBURSEMENTS JOURNAL

The Cash Disbursements Journal lists by number all checks written against the company account. Each entry in the Cash Disbursements Journal includes the date the check was written and to whom the check was issued. The net amount of the check may be distributed to more than one account.

Four prompt prefixes (V, E, P, and C) enable you to minimize keystrokes and speed entries to the Cash Disbursements Journal. Preassigned accounts may be entered simply by typing the appropriate prefix followed by the account...
number: \textbf{V} indicates a vendor account from the Accounts Payable Ledger; \textbf{E} indicates an employee; \textbf{P} indicates all regular payees; and \textbf{C} indicates customers. The names of payees who do not have a preassigned account number may be entered directly. (See “Enter Cash Disbursements.”)

**ENTER CASH DISBURSEMENTS**

Diskette: Data Entry

Screen Path:

Title | You Type
---|---
GENERAL ACCOUNTING SYSTEM | 3 RETURN
G/A-DATA ENTRY | 11 RETURN
(RUN QUEUE) | 1 RETURN

Procedure:

1. At the G/A-CASH DISBURSEMENTS screen, press the DELETE key to move the cursor up to the check number to make a change if necessary.
2. Enter the date the check was written.
3. Enter the account number for that payee (the prefix \textbf{V}, \textbf{E}, \textbf{C}, or \textbf{P} followed by a vendor, employee, customer, or payee number, respectively). If no account exists for that payee, enter the name at the PAYEE: line. Enter \textbf{VOID} to indicate a void check.
4. Enter the dollar amounts for each General Ledger account until the entire amount of the check is distributed.
5. Press \textbf{RETURN} to end the account entries for that check and verify the entries.
6. Repeat steps 2 through 5 until all checks issued on that date are entered.
7. When all check entries are complete, press \textbf{RETURN} at the PAYEE: line to proceed to the BATCH TOTAL line. Verify the batch.
8. If there are no other checks to be entered, press \textbf{ESC} at the DAY: position to return to the GENERAL ACCOUNTING SYSTEM screen.

**LIST CASH DISBURSEMENTS JOURNAL**

Diskette: Posting

Screen Path:

Title | You Type
---|---
GENERAL ACCOUNTING SYSTEM | 3 RETURN
G/A-LIST JOURNALS | 51 RETURN
(RUN QUEUE) | 1 RETURN

Procedure:

1. Verify that the printer switches are ON and ON-LINE.
2. Wait for the printer to finish. You can interrupt the printing operation before it is complete by using one of the following characters: \textbf{S(TOP)}, \textbf{G(O)}, \textbf{Q(UIT)}, and \textbf{F(LUSH)}.
The Cash Receipts Journal is a daily record of customer payments on their open account balances. Four prompt prefixes (V, E, P, and C) enable you to minimize keystrokes and speed entries to the Cash Disbursements Journal. Preassigned accounts may be entered simply by typing the appropriate prefix followed by the account number: V indicates a vendor account from the Accounts Payable Ledger; E indicates an employee; P indicates all regular payors; and C indicates customers. The names of payors who do not have a preassigned account number may be entered directly. (See “Enter Cash Receipts.”)

**ENTER CASH RECEIPTS**

**Diskette:** Data Entry

**Screen Path:**

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td></td>
</tr>
<tr>
<td>G/A-DATA ENTRY</td>
<td></td>
</tr>
<tr>
<td>(RUN QUEUE)</td>
<td></td>
</tr>
</tbody>
</table>

**Procedure:**

1. At the G/A-CASH RECEIPTS screen, enter the date the payment is received.
2. Enter the payor number (prefix C or P followed by a number). If no number exists for that payor, enter the name up to 20 characters long.
3. If a General Ledger account number (usually the Accounts Receivable account) is displayed with the payor name, enter the amount paid to that account. Press [RETURN] if that account does not apply. Perform this step again if other accounts are displayed.
4. If no account number is displayed, enter the appropriate General Ledger account number and then enter the amount.
5. Repeat step 4 until the entire amount of the payment is distributed.
6. Press [RETURN] to end the account entries for that payment.
7. Verify the entries for that payment.
8. Repeat steps 1 through 7 until all payments for that date are entered.
9. When all payment entries are complete, press [RETURN] at the PAYOR: line to proceed to the BATCH TOTAL line.
10. Verify the batch.
11. If no other payments remain to be entered, press [ESC] to return to the GENERAL ACCOUNTING SYSTEM screen.
LIST CASH RECEIPTS

Diskette: Posting

Screen Path:
Title

GENERAL ACCOUNTING SYSTEM
G/A-LIST JOURNALS
(RUN QUEUE)

You Type
3
52
1

Procedure:
1. Verify that the printer is on and switched to ON-LINE.
2. Wait for the printer to finish. You can interrupt the printing operation before it is complete by using one of the following characters: S(TOP), G(O), Q(UIT), and F(LUSH).

CASH SALES JOURNAL

The Cash Sales Journal is a daily record of the sales recorded by cash registers. Each category found on the keys of the cash register is assigned a corresponding Cash Sales prompt.

EDIT CASH SALES PROMPTS

Editing the Cash Sales prompts enables you to match the sales categories from a cash register with the corresponding General Ledger accounts. However, you cannot edit the Cash Sales prompts if there are any current journal entries. After you perform End-of-Month closing, you can change the existing General Ledger account numbers or add new ones. You can also define headings for the Cash Sales Journal with this function. (Note: The system automatically deletes headings with no account numbers.)

Diskette: Data Entry

Screen Path:
Title

GENERAL ACCOUNTING SYSTEM
G/A-ACCOUNT MAINTENANCE
G/A-EDIT ACCOUNTS

You Type
4
22
9

Procedure:
1. Use the [DELETE BACK S] key to step back through and change the existing prompts.
2. Enter the General Ledger account number (or zero if you only wish to create a heading).
3. Enter the sales category (or the heading).
4. Repeat steps 2 and 3 until all categories are added.
5. Press [RETURN] when editing the Cash Sales prompts is complete.
6. Verify the Cash Sales prompts displayed to return to the G/A-EDIT ACCOUNTS screen.
ENTER CASH SALES

Cash Sales are recorded by entering the daily totals from cash register tapes into the Cash Sales Journal. Each set of entries must total zero, but the system does not accept entries with all zeroes.

Diskette: Data Entry

Screen Path:
Title
GENERAL ACCOUNTING SYSTEM
G/A-DATA ENTRY
(RUN QUEUE)

Procedure:
1. If the date at the top of the screen is incorrect, press the DELETE BACK key to move the cursor up to the part of the date needing modification. Enter the correct date.
2. Enter each total according to the highlighted sales category; include a minus sign (−) for all credit cash amounts.
3. When all applicable categories have been entered, press RETURN.
4. Verify the entries for that date.
5. The system automatically advances the date. Repeat steps 1 through 4 until all sales are entered.
6. Press ESC to return to the GENERAL ACCOUNTING SYSTEM screen.

LIST CASH SALES

Listing the Cash Sales Journal prints the contents of this journal. The LIST CASH SALES function may be placed in a queue to save time. (For more information, see "Queue" in this Reference Guide.)

Diskette: Posting

Screen Path:
Title
GENERAL ACCOUNTING SYSTEM
G/A-LIST JOURNALS
(RUN QUEUE)

Procedure:
1. Verify that the printer is on and switched to ON-LINE.
2. Wait for the printer to finish. You can interrupt the printing operation before it is complete by using one of the following characters: S(TOP), G(O), Q(UIT), and F(LUSH).
The CHANGE PROGRAM DISK function is used to switch from one program diskette to another.

**Note:** Do not remove diskettes from a disk drive while its BUSY light is lit.

**Diskette:** Data Entry or Posting

**Screen Path:**

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>2 RETURN</td>
</tr>
</tbody>
</table>

**Procedure:**

1. At the G/A-CHANGE PROGRAM DISK screen, remove one program diskette and install the other program diskette.
2. Press RETURN to return to the GENERAL ACCOUNTING SYSTEM screen.

The Company Configuration defines how the different ledgers in the system report to the General Ledger. The process of editing a Company Configuration involves associating a journal to the proper General Ledger account for that activity (for example, Retained Earnings is a valid account name for the General Ledger Capital Income Account). All accounts must already exist before they can be assigned to a journal.

**Diskette:** Data Entry

**Screen Path:**

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>4 RETURN</td>
</tr>
<tr>
<td>G/A-ACCOUNT MAINTENANCE</td>
<td>22 RETURN</td>
</tr>
<tr>
<td>G/A-EDIT ACCOUNTS</td>
<td>2 RETURN</td>
</tr>
</tbody>
</table>

**Procedure:**

1. At the G/A-EDIT COMPANY CONFIGURATION screen, enter the company name as it should be printed on reports.
2. Enter and verify the account number to be used for the Capital Income account.
3. Enter the account number to be used for the Invoice Register Accounts Receivable account. A zero may be entered if the Invoice Register is not required.
4. At the INVOICE REGISTER CURSOR METHOD prompt, enter the number (1, 2, or 3) to indicate the method desired. Enter 1 if you want the system to increment the invoice number automatically; 2 if you want the system to prompt you for a required alphanumeric invoice number; or 3 if you want optional alphanumeric invoice numbering.
5. Enter the account number for the Merchandise Purchased Accounts Payable account. A zero may be entered if the Merchandise Purchased account is not required. Verify the account if required.
6. Enter Y if the Cash Sales Journal will be used to enter sales from cash registers. Enter N if Cash Sales are not required.

7. Enter the number of the Cash Disbursements Journal/Cash Credit account. A zero may be entered if this option is not required.

8. Enter the number of the Cash Receipts Journal and Invoice Register Cash Disbursements accounts. Zero may be entered if these accounts are not required.

9. Enter each Payroll account number and the printed report heading for each Payroll account.

10. At the ALL OK?(Y/N) prompt, verify all entries.

**Warning:** CREATE erases all data previously entered on the company data diskette. This function is only for creating a new set of accounts for a company. Use EDIT ACCOUNTS functions to add new account information without erasing all previous entries.

Creating accounts allocates diskette storage for each group of accounts.

**Diskette:** Data Entry

**Screen Path:**

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td></td>
</tr>
<tr>
<td>G/A-ACCOUNT MAINTENANCE</td>
<td></td>
</tr>
</tbody>
</table>

**Procedure:**

1. Enter your six-character Company Code.

2. Estimate the maximum number of accounts you expect to use for each of the following categories:
   * General Ledger Accounts
   * Customer Accounts Receivable Accounts
   * Vendor Accounts Payable Accounts
   * Other Payee or Payor Accounts
   * Employee Accounts

   (To anticipate future growth in the number of accounts, you may want to increase this number by 15%.)

3. Enter the maximum number of employees you expect to have.

4. Enter the total of the number of Payroll accounts you expect to use.

5. Verify the totals entered above.

6. At this point, formatting begins. During formatting, a status number showing percent complete is displayed at the bottom of the screen.

7. Use the EDIT ACCOUNTS function to enter the accounts for the new Company. Press [ESC] to return to the GENERAL ACCOUNTING SYSTEM screen.
Disk commands enable you to perform various operations on your data diskette. You can duplicate the diskette, rename it, check the amount of recording space left, and reallocate space.

DUPLICATE DATA DISK

Diskette: Data Entry

Screen Path:

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>1 RETURN</td>
</tr>
<tr>
<td>G/A-START-UP AND DISK</td>
<td>41 RETURN</td>
</tr>
</tbody>
</table>

Procedure:
1. At the G/A-DUPLICATE DISK screen, place your current company data diskette in Drive 2.
2. Place a blank or outdated diskette in Drive 1.
3. Enter CONTINUE to copy the data from Drive 2 to Drive 1.
4. Formatting begins. The status number on the bottom of the screen indicates the percentage of duplication completed.
5. Install a program diskette in Drive 1 and press RETURN to return to the GENERAL ACCOUNTING SYSTEM screen.

CHECK DISK SPACE

The CHECK DISK SPACE command indicates how much space remains on your company data diskette.

Diskette: Data Entry

Screen Path:

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>1 RETURN</td>
</tr>
<tr>
<td>G/A-START-UP AND DISK</td>
<td>42 RETURN</td>
</tr>
</tbody>
</table>

Procedure:
1. The CHECK DISK SPACE screen is on the display. Place your company data diskette in Drive 2.
2. Press RETURN.
3. The screen displays your original allocation. Below each allocation number is the percentage currently in use.
4. Press ESC to return to the GENERAL ACCOUNTING SYSTEM screen.

REALLOCATE DISK SPACE

The REALLOCATE DISK SPACE command enables you to change the diskette space as originally allocated.
Diskette: Data Entry

Screen Path:

Title You Type
GENERAL ACCOUNTING SYSTEM 1 RETURN
G/A-START-UP AND DISK 43 RETURN

Procedure:
1. The G/A-REALLOCATE DISK SPACE screen is on the display. Place your current company data diskette in Drive 2.
2. Place a blank or outdated diskette in Drive 1.
3. Enter CONTINUE.
4. The screen displays your previous allocation and prompts you to enter a new value.
5. Enter new values where you wish to change the allocation.
6. Verify the new values to begin reallocation. The status number at the bottom of the screen indicates the percentage of allocation completed.
7. Install a program diskette in Drive 1 and the new reallocated data diskette in Drive 2.
8. Press ESC to return to the GENERAL ACCOUNTING SYSTEM screen.

RENAME DATA DISKETTE (CHANGE COMPANY CODE)

You can change the Company Code on the data diskette using the RENAME DATA DISK function.

Diskette: Data Entry

Screen Path:

Title You Type
GENERAL ACCOUNTING SYSTEM 1 RETURN
G/A-START-UP AND DISK 44 RETURN

Procedure:
1. The G/A-RENAME DATA DISK screen is on the display. Place the company data diskette in Drive 2. Press RETURN.
2. Enter the new company code.
3. Verify the change.
4. Press ESC to return to the GENERAL ACCOUNTING SYSTEM screen.

DISPLAY ACCOUNTS

The DISPLAY ACCOUNTS function allows you to display the detail in a General Ledger account, a customer account, or a vendor account.
END-OF-PERIOD REPORTING

**END-OF-FISCAL-YEAR FUNCTION**

The END-OF-FISCAL-YEAR function resets to zero the fiscal year-to-date amounts in all income and expense accounts, to prepare for the next fiscal year.

**Diskette:** Posting

**Screen Path:**

**Title**

GENERAL ACCOUNTING SYSTEM

**You Type**

5

**Procedure:**

1. When the G/A-DISPLAY ACCOUNTS screen appears, enter a General Ledger number, a customer number (with the prefix C), or a vendor number (with the prefix V) for display.

2. Press ESC to return to the GENERAL ACCOUNTING SYSTEM screen.

**END-OF-FOURTH-QUARTER FUNCTION**

The END-OF-FOURTH-QUARTER function resets to zero the Payroll Register calendar year-to-date totals for each employee, to prepare for the next calendar year.

**Diskette:** Posting

**Screen Path:**

**Title**

GENERAL ACCOUNTING SYSTEM

**You Type**

4

**Procedure:**

1. Provided the END-OF-MONTH and END-OF-FOURTH-QUARTER commands have been processed, enter CONTINUE at the cautionary screen to add the END-OF-FISCAL-YEAR function to the queue.

2. Enter 1 to run the queue and perform the END-OF-FISCAL-YEAR function.
END-OF-MONTH FUNCTION

The END-OF-MONTH function resets to zero the monthly account totals to prepare for the next month's entries. It also carries forward the fiscal year-to-date balance in all income and expense accounts.

Warning: The END-OF-MONTH function erases all journal entries to make space for the entries for the next month.

Diskette: Posting

Screen Path:
Title
GENERAL ACCOUNTING SYSTEM
G/A-POST/PERIOD PROCESS

Procedure:
1. Review the functions that are outlined on the cautionary screen. Type CONTINUE and press RETURN to add the END-OF-MONTH function to the queue.
2. Enter 1 to run the queue and perform the END-OF-MONTH function.

END-OF-QUARTER FUNCTION

The END-OF-QUARTER function carries forward the calendar year-to-date balances for each employee in the Payroll Register, and resets to zero the quarter-to-date totals, to prepare for the next quarter's entries.

Diskette: Posting

Screen Path:
Title
GENERAL ACCOUNTING SYSTEM
G/A-POST/PERIOD PROCESS

Procedure:
1. If the END-OF-MONTH function has been performed, enter CONTINUE at the cautionary screen to add the END-OF-QUARTER function to the queue.
2. Enter 1 to run the queue and perform the END-OF-QUARTER function.

ENTER GENERAL JOURNAL TRANSACTIONS

Diskette: Data Entry

Screen Path:
Title
GENERAL ACCOUNTING SYSTEM
G/A-DATA ENTRY
(RUN QUEUE)
Procedure:
1. Enter the date of the entry.
2. To change the General Journal entry number, use the DELETE BACKSPACE key to move the cursor back up to the GJ #: position. Enter the new General Journal entry number.
3. Enter the General Ledger account number of the account to be debited.
4. Enter the debit amount for this account.
5. Enter the number of the corresponding General Ledger account to be credited.
6. Enter the credit amount for this account. The total of the two entries must equal zero.
7. Repeat steps 3 through 6 until all entries are made. Then press RETURN.
8. Enter an explanation of the entry. A maximum of ten 38-character lines may be entered for each General Journal entry.
9. Press RETURN on a blank line to terminate the explanation. Verify the entries.
10. The system automatically increments the General Journal entry number. Repeat steps 3 through 9 until all General Journal entries are complete.
11. Press ESC to return to the GENERAL ACCOUNTING SYSTEM screen.

LIST GENERAL JOURNAL

Diskette: Posting
Screen Path:

Title  You Type
GENERAL ACCOUNTING SYSTEM  3 RETURN
G/A-LIST JOURNALS  56 RETURN
(RUN QUEUE)  1 RETURN

Procedure:
1. Verify that you have the printer turned on, the system is ON-LINE, and the As-Of Date has been set.
2. Wait for the printer to finish. You can interrupt the printing operation before it is complete by using one of the interrupt commands: S(TOP), G(0), Q(UIT), and F(LUSH).

ADD GENERAL LEDGER ACCOUNTS

Diskette: Data Entry
Screen Path:

Title  You Type
GENERAL ACCOUNTING SYSTEM  4 RETURN
G/A-ACCOUNT MAINTENANCE  22 RETURN
G/A-EDIT ACCOUNTS  1 RETURN
G/A-EDITING G/L ACCOUNTS  3 RETURN
Procedure:
1. Enter the new General Ledger account number (4 digits maximum).
2. Enter the General Ledger account description (30 characters maximum).
3. Verify the addition.
4. Repeat steps 1 through 3 until all additions are complete.
5. Press ESC to return to the G/A-EDITING G/L ACCOUNTS screen.

CHANGE A GENERAL LEDGER ACCOUNT DESCRIPTION

Diskette: Data Entry

Screen Path:
Title
GENERAL ACCOUNTING SYSTEM
G/A-ACCOUNT MAINTENANCE
G/A-EDIT ACCOUNTS
G/A-EDITING G/L ACCOUNTS

Procedure:
1. Enter the General Ledger account number to be changed.
2. Enter the new account description.
3. Verify the change.
4. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

DELETE A GENERAL LEDGER ACCOUNT

Diskette: Data Entry

Screen Path:
Title
GENERAL LEDGER
G/A-ACCOUNT MAINTENANCE
G/A-EDIT ACCOUNTS
G/A-EDITING G/L ACCOUNTS

Procedure:
1. Enter the General Ledger account number to be deleted.
2. Verify the deletion.
3. Press ESC to return to the G/A-EDIT ACCOUNTS screen.
DISPLAY A GENERAL LEDGER ACCOUNT

Diskette: Data Entry

Screen Path:

Title
GENERAL ACCOUNTING SYSTEM
G/A-ACCOUNT MAINTENANCE
G/A-EDIT ACCOUNTS
G/A-EDITING G/L ACCOUNTS

You Type
4
22
1
1

Procedure:
1. Enter a General Ledger account number for display.
2. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

EDIT GENERAL LEDGER ACCOUNTS

To edit General Ledger accounts, perform the functions on the G/A-EDITING G/L ACCOUNTS screen. These functions are DISPLAY, CHANGE, ADD, DELETE, and SCROLL.

Diskette: Data Entry

Screen Path:

Title
GENERAL ACCOUNTING SYSTEM
G/A-ACCOUNT MAINTENANCE
G/A-EDIT ACCOUNTS

You Type
4
22
1

Procedure:
1. At the G/A-EDITING G/L ACCOUNTS screen, select one of the following commands:
   1. DISPLAY G/L ACCOUNT
   2. CHANGE G/L ACCOUNT
   3. ADD G/L ACCOUNTS
   4. DELETE G/L ACCOUNT
   5. SCROLL G/L ACCOUNTS

2. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

SCROLL GENERAL LEDGER ACCOUNTS

Diskette: Data Entry

Screen Path:

Title
GENERAL ACCOUNTING SYSTEM
G/A-ACCOUNT MAINTENANCE
G/A-EDIT ACCOUNTS
G/A-EDITING G/L ACCOUNTS

You Type
4
22
1
5

Reference Guide
Procedure:
1. Enter the General Ledger account number at which you want scrolling to begin. Press RETURN to start at the first account number.
2. You can interrupt the system while it is performing the SCROLL command by using one of the interrupt commands: S(TOP), G(O), Q(UIT), and F(LUSH).
3. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

EDIT INVOICE REGISTER PROMPTS

Diskette: Data Entry

Screen Path:
Title You Type
GENERAL ACCOUNTING SYSTEM 4 RETURN
G/A-ACCOUNT MAINTENANCE 22 RETURN
G/A-EDIT ACCOUNTS 7 RETURN

Procedure:
1. Use the DELETE BACK SPACE key to delete existing prompts as desired.
2. Enter any additional General Ledger account numbers to be included as prompts.
3. Press RETURN when prompt editing is complete.
4. Verify the prompts displayed to return to the G/A-EDIT ACCOUNTS screen.

ENTER INVOICE REGISTER TRANSACTIONS

Diskette: Data Entry

Screen Path:
Title You Type
GENERAL ACCOUNTING SYSTEM 3 RETURN
G/A-DATA ENTRY 13 RETURN
(RUN QUEUE) 1 RETURN

Procedure:
1. If automatic invoice numbering is used proceed to step 2. Otherwise, enter the invoice number up to eight characters long.
2. Enter the date the invoice is issued.
3. Enter the customer number (preceded by the prefix C) or the customer name if no number is preassigned. If the invoice is being used to record a cash sale, enter CASH at the customer number prompt.
4. Enter the dollar amounts for each preassigned General Ledger account and any additional accounts until the entire amount of the invoice is entered.
5. Press RETURN to end the account entries for that invoice. Verify the entries for that invoice.
6. Repeat steps 1 through 5 until all invoices issued on that date are entered.

7. When all invoice entries are complete, press RETURN at the CUSTOMER NO: position to advance to the BATCH TOTAL line. Verify the batch.

8. If you do not have another batch to enter, press ESC to return to the GENERAL ACCOUNTING SYSTEM screen.

**LIST INVOICE REGISTER**

Diskette: Posting

Screen Path:

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>3 RETURN</td>
</tr>
<tr>
<td>G/A-LIST JOURNALS (RUN QUEUE)</td>
<td>53 RETURN</td>
</tr>
</tbody>
</table>

Procedure:

1. Verify that the printer is on and switched to ON-LINE, and that an As-Of Date has been entered.

2. Wait for the printer to finish. You can interrupt the printing operation before it is complete by using one of the interrupt commands: S(TOP), G(O), Q(UI), and F(LUSH).

**ERASE JOURNAL ENTRIES**

Diskette: Data Entry

Screen Path:

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>4 RETURN</td>
</tr>
<tr>
<td>G/A-ACCOUNT MAINTENANCE</td>
<td>22 RETURN</td>
</tr>
<tr>
<td>G/A-EDIT ACCOUNTS</td>
<td>10 RETURN</td>
</tr>
</tbody>
</table>

Warning: This command will erase journal entries of all kinds that are currently on the diskette. The ERASE JOURNAL ENTRIES function enables you to correct major errors without making adjusting entries in the General Journal.

Procedure:

1. Enter CONTINUE to erase all journal entries.

2. Press ESC to return to the GENERAL ACCOUNTING SYSTEM screen.
EDIT MERCHANDISE PURCHASED JOURNAL PROMPTS

Diskette: Data Entry

Screen Path:
Title
GENERAL ACCOUNTING SYSTEM
G/A-ACCOUNT MAINTENANCE
G/A-EDIT ACCOUNTS

Procedure:
1. Use the DELETE BACK $ key to erase existing prompts as desired.
2. Enter any additional General Ledger account numbers to be included as prompts.
3. Press RETURN when prompt editing is complete.
4. Verify the prompts displayed to return to the G/A-EDIT ACCOUNTS screen.

ENTER MERCHANDISE PURCHASED JOURNAL TRANSACTIONS

Diskette: Data Entry

Screen Path:
Title
GENERAL ACCOUNTING SYSTEM
G/A-DATA ENTRY
(RUN QUEUE)

Procedure:
1. Enter the vendor's invoice number. The invoice number is optional and can be up to eight alphanumeric characters.
2. Enter the invoice date.
3. Enter the vendor number.
4. For each preassigned General Ledger account, enter the amount you are distributing to that account. Press RETURN if that account does not apply.
5. If no account numbers are preassigned or if any additional accounts are to be distributed, enter the General Ledger account number which applies and then enter the amount.
6. Repeat step 5 until the entire amount of the invoice is distributed.
7. Press RETURN to end the account entries for that invoice.
8. Enter the due date for that invoice in the form: MM/DD/YY.
9. Verify the entries for that invoice.
10. Repeat steps 1 through 9 until all invoices are entered.
11. To change the date, press the DELETE BACK $ key until the cursor blinks on the part of the date you need to change. Enter the new date.
12. When all invoice entries are complete, press **RETURN** at the VENDOR NO: position to advance to the BATCH TOTAL line.

13. Verify the batch.

14. Enter the next batch or press **ESC** to return to the GENERAL ACCOUNTING SYSTEM screen.

**LIST MERCHANDISE PURCHASED JOURNAL**

**Diskette:** Posting

**Screen Path:**

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>3</td>
</tr>
<tr>
<td>G/A-LIST JOURNALS</td>
<td>54</td>
</tr>
<tr>
<td>(RUN QUEUE)</td>
<td>1</td>
</tr>
</tbody>
</table>

**Procedure:**

1. Verify that the printer is on and switched to ON-LINE and that the As-Of Date is entered.

2. Wait for the printer to finish. You can interrupt the printing operation before it is complete by using one of the interrupt commands: **S**(TOP), **G**(O), **Q**(UIT), and **F**(LUSH).

3. To obtain a listing sorted by date due, enter command 57 at the G/A-LIST JOURNALS screen, and repeat steps 1 and 2.

**MULTIPLE CHECKING ACCOUNT PROCEDURES**

Companies using auxiliary checking accounts in addition to the main account should use the following procedures to keep track of the separate accounts.

**Diskette:** Data Entry

**Screen Path:**

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>3</td>
</tr>
<tr>
<td>G/A-DATA ENTRY</td>
<td>11</td>
</tr>
<tr>
<td>(RUN QUEUE)</td>
<td>1</td>
</tr>
</tbody>
</table>

**Procedure:**

1. Set the beginning check number for the first check from the first auxiliary checking account. Enter the checks for this checking account.

2. Verify the batch total amount and proceed to the first entry of the next batch.

3. Change the check number to a 5-digit number (such as 88888) for identification of this subsidiary checking account.

4. At the PAYEE: position, type a phrase such as TOTAL CKS FOR ACCT 88888.

5. Enter the number of the appropriate General Ledger checking account.
6. Enter the batch total amount from step 2 as a negative amount. Press \texttt{RETURN} again and verify the entries.

7. Press \texttt{RETURN} at the PAYEE: position to advance to the BATCH TOTAL line.

8. Verify the batch.

9. Enter checks from the main checking account in the usual manner, remembering to change the check number to the next check for this account.

---

**PAYEE/PAYOR ACCOUNTS**

The General Accounting System enables you to maintain a list of payee accounts for entries to the Cash Disbursements Journal and payor accounts for entries to the Cash Receipts Journal.

### ADD PAYEE/PAYOR ACCOUNTS

**Diskette:** Data Entry

**Screen Path:**

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>4</td>
</tr>
<tr>
<td>G/A-ACCOUNT MAINTENANCE</td>
<td>22</td>
</tr>
<tr>
<td>G/A-EDIT ACCOUNTS</td>
<td>6</td>
</tr>
<tr>
<td>*G/A-EDITING PAYEES/PAYORS</td>
<td>3</td>
</tr>
</tbody>
</table>

**Procedure:**

1. The system automatically assigns the new payee/payor number (4 digits maximum). You can override this assignment if you wish by moving the cursor back, using the \texttt{DELETE BACK SPACE} key, and entering the new number.

2. Enter the new payee/payor name (30 characters maximum).

3. Enter the first distribution account or 0 if you have no account. If you type zero or press \texttt{RETURN}, the system advances to step 5.

4. Enter the second distribution account or 0 if you have no account.

5. Verify the information.

6. Repeat steps 1 through 5 until all new payees and payors are added.

7. Backspace to the No.: position and press \texttt{ESC} to return to the G/A-EDITING PAYEES/PAYORS screen.

### CHANGE A PAYEE/PAYOR ACCOUNT

**Diskette:** Data Entry

**Screen Path:**

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>4</td>
</tr>
<tr>
<td>G/A-ACCOUNT MAINTENANCE</td>
<td>22</td>
</tr>
<tr>
<td>G/A-EDIT ACCOUNTS</td>
<td>6</td>
</tr>
<tr>
<td>G/A-EDITING PAYEES/PAYORS</td>
<td>2</td>
</tr>
</tbody>
</table>
**Procedure:**
1. Enter the number of the payee or payor account to be changed.
2. Enter the new payee or payor name.
3. Enter the first distribution account number or 0 if you have no account.
4. Enter the second distribution account number or 0 if you have no account.
5. Verify the change.
6. Press **ESC** to return to the G/A-EDIT ACCOUNTS screen.

**DELETE A PAYEE/PAYOR ACCOUNT**

*Diskette:* Data Entry

*Screen Path:*

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>4 RETURN</td>
</tr>
<tr>
<td>G/A-ACCOUNT MAINTENANCE</td>
<td>22 RETURN</td>
</tr>
<tr>
<td>G/A-EDIT ACCOUNTS</td>
<td>6 RETURN</td>
</tr>
<tr>
<td>G/A-EDITING PAYEES/PAYORS</td>
<td>4 RETURN</td>
</tr>
</tbody>
</table>

*Procedure:*
1. Enter the number of the payee or payor to be deleted.
2. Verify the deletion.
3. Press **ESC** to return to the G/A-EDIT ACCOUNTS screen.

**DISPLAY A PAYEE/PAYOR ACCOUNT**

*Diskette:* Data Entry

*Screen Path:*

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>4 RETURN</td>
</tr>
<tr>
<td>G/A-ACCOUNT MAINTENANCE</td>
<td>22 RETURN</td>
</tr>
<tr>
<td>G/A-EDIT ACCOUNTS</td>
<td>6 RETURN</td>
</tr>
<tr>
<td>G/A-EDITING PAYEES/PAYORS</td>
<td>1 RETURN</td>
</tr>
</tbody>
</table>

*Procedure:*
1. Enter the payee/payor number.
2. Press **ESC** to return to the G/A-EDIT ACCOUNTS screen.

**EDIT PAYEES/PAYORS**

To edit payees and payors, perform the functions on the G/A-EDITING PAYEES/PAYORS screen. These functions are DISPLAY, CHANGE, ADD, DELETE, and SCROLL.
### Payroll Register

**Procedure:**

1. Select one of the following commands:
   1. DISPLAY PAYEE/PAYOR
   2. CHANGE PAYEE/PAYOR
   3. ADD PAYEESE/PAYORS
   4. DELETE PAYEE/PAYOR
   5. SCROLL PAYEES/PAYORS

2. Press **ESC** to return to the G/A-EDIT ACCOUNTS screen.

**Scroll Payee/Payor Accounts**

**Procedure:**

1. Enter the payee/payor number at which scrolling is to begin, or press **RETURN** to begin scrolling at the first payee/payor number.

2. You can interrupt the system while it is performing the SCROLL function by using one of the interrupt commands: **S(TOP)**, **G(O)**, **Q(UIT)**, and **F(LUSH)**.

3. Press **ESC** to return to the G/A-EDIT ACCOUNTS screen.

The Payroll Register contains employee accounts arranged by employee name and number.

### Add Employee Accounts

**Procedure:**

1. Enter the payee/payor number at which scrolling is to begin, or press **RETURN** to begin scrolling at the first payee/payor number.

2. You can interrupt the system while it is performing the SCROLL function by using one of the interrupt commands: **S(TOP)**, **G(O)**, **Q(UIT)**, and **F(LUSH)**.

3. Press **ESC** to return to the G/A-EDIT ACCOUNTS screen.

The Payroll Register contains employee accounts arranged by employee name and number.
Procedure:
1. Enter the new employee number (4 digits maximum).
2. Enter the new employee name (30 characters maximum).
3. Verify the information.
4. Repeat steps 1 through 3 until all new employees are added.
5. Press **ESC** to return to the G/A-EDITING EMPLOYEES screen.

CHANGE AN EMPLOYEE ACCOUNT

Diskette: Data Entry

Screen Path:

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>4 END</td>
</tr>
<tr>
<td>G/A-ACCOUNT MAINTENANCE</td>
<td>22 END</td>
</tr>
<tr>
<td>G/A-EDIT ACCOUNTS</td>
<td>5 END</td>
</tr>
<tr>
<td>G/A-EDITING EMPLOYEES</td>
<td>2 END</td>
</tr>
</tbody>
</table>

Procedure:
1. Enter the employee number to be changed.
2. Enter the new employee name.
3. Verify the change.
4. Press **ESC** to return to the G/A-EDIT ACCOUNTS screen.

DELETE AN EMPLOYEE ACCOUNT

Diskette: Data Entry

Screen Path:

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>4 END</td>
</tr>
<tr>
<td>G/A-ACCOUNT MAINTENANCE</td>
<td>22 END</td>
</tr>
<tr>
<td>G/A-EDIT ACCOUNTS</td>
<td>5 END</td>
</tr>
<tr>
<td>G/A-EDITING EMPLOYEES</td>
<td>4 END</td>
</tr>
</tbody>
</table>

Procedure:
1. Enter the employee number to be deleted.
2. Verify the deletion.
3. Press **ESC** to return to the G/A-EDIT ACCOUNTS screen.
DISPLAY AN EMPLOYEE ACCOUNT

Diskette: Data Entry

Screen Path:

Title                         You Type
GENERAL ACCOUNTING SYSTEM     4  RETURN
G/A-ACCOUNT MAINTENANCE       22 RETURN
G/A-EDIT ACCOUNTS             5  RETURN
G/A-EDITING EMPLOYEES         1  RETURN

Procedure:
1. Enter an employee number.
2. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

EDIT THE PAYROLL REGISTER

To edit employee accounts, perform the functions on the G/A-EDITING EMPLOYEES screen. These functions are DISPLAY, CHANGE, ADD, DELETE, and SCROLL.

Diskette: Data Entry

Screen Path:

Title                         You Type
GENERAL ACCOUNTING SYSTEM     4  RETURN
G/A-ACCOUNT MAINTENANCE       22 RETURN
G/A-EDIT ACCOUNTS             5  RETURN

Procedure:
1. Enter one of the following commands:
   1. DISPLAY EMPLOYEE
   2. CHANGE EMPLOYEE
   3. ADD EMPLOYEES
   4. DELETE EMPLOYEE
   5. SCROLL EMPLOYEES
2. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

SCROLL EMPLOYEE ACCOUNTS

Diskette: Data Entry

Screen Path:

Title                         You Type
GENERAL ACCOUNTING SYSTEM     4  RETURN
G/A-ACCOUNT MAINTENANCE       22 RETURN
G/A-EDIT ACCOUNTS             5  RETURN
G/A-EDITING EMPLOYEES         5  RETURN
**Posting Accounts**

**Procedure:**
1. Enter the employee number at which scrolling is to begin, or press RETURN to begin scrolling at the first employee number.
2. You can interrupt the system while it is performing the SCROLL function by using one of the interrupt commands: S(TOP), G(O), Q(UIT), and F(LUSH).
3. Press ESC to return to the G/A-EDIT ACCOUNTS screen.

Posting is the name given to the set of operations required to merge the account entries from the six General Accounting System journals into the General Ledger. Although posting is normally an End-of-Month procedure, you may post at any time.

The POST function sorts the entries from the various journals and assigns them to the proper General Ledger accounts. When this sorting is complete, the General Ledger and all subsidiary ledgers are printed automatically if the printer is connected. If the printer is not connected, the reports are displayed on the screen.

**Diskette: Posting**

**Screen Path:**

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td></td>
</tr>
<tr>
<td>G/A-POST/PERIOD PROCESS (RUN QUEUE)</td>
<td></td>
</tr>
</tbody>
</table>

**Procedure:**
1. Verify that the printer is on and switched to ON-LINE and that an As-Of Date has been entered.

2. Wait for the printer to finish. You can interrupt the printing by using one of the interrupt commands: S(TOP), G(O), Q(UIT), and F(LUSH). (If you interrupt the printing or display of ledgers with the Q or F commands, the system will not complete the posting of accounts. However, you can post accounts at any time during the month.)

**Profit and Loss Statement**

The Profit and Loss Statement is a summary of the revenues earned, expenses incurred, and net profit (or loss) since the last Profit and Loss Statement was printed. In addition to the actual dollar amounts, the Profit and Loss Statement shows each item as a percentage of the gross income.

**Diskette: Posting**

**Screen Path:**

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td></td>
</tr>
<tr>
<td>G/A-POST/PERIOD PROCESS (RUN QUEUE)</td>
<td></td>
</tr>
</tbody>
</table>
Procedure:
1. Verify that the printer is on and switched to ON-LINE and that an As-Of Date has been entered.

2. Wait for the printer to finish. You can interrupt the printing operation before it is complete by using one of the interrupt commands: S(TOP), G(O), Q(UIT), and F(LUSH).

The QUEUE function instructs the system to store other functions for automatic operation. Without the QUEUE function, if you want to perform a series of functions, you must select and run each one separately. With a queue, you can preset and run a series of commands.

You can use the QUEUE function with DATA ENTRY, LIST JOURNALS, or POST/PERIOD PROCESS functions. Each of the screens that lists these functions displays a COMMAND QUEUE: line near the bottom of the screen which shows you the commands entered in the queue. As you enter the command number of a function, the system displays that number on this line.

When you enter all the desired command numbers, enter the RUN QUEUE function by typing a 1 followed by RETURN. If you accidentally enter the wrong number, you can erase the command stored in the queue by typing a 2 followed by RETURN.

The system processes each command stored in the queue when the previous command is finished. When all commands in the queue are processed, the system returns you to the GENERAL ACCOUNTING SYSTEM screen.

You can use four interrupt commands to stop or restart queued operations: S(TOP), G(O), Q(UIT), and F(LUSH). The S stops performing the current function; G restarts the function where it left off; Q instructs the system to quit performing the current function and to move on to the next command in the queue; and F stops the operation of the current function and flushes all remaining commands from the queue. You do not have to press RETURN when using these commands.

When you scroll accounts onto your screen using one of the EDIT ACCOUNTS functions, or when you display an account using the DISPLAY ACCOUNTS function, you can print the screen contents with your printer by using the following procedure:

1. Enter the number of the account you wish to display (for DISPLAY ACCOUNTS) or the number at which you want scrolling to begin (for EDIT ACCOUNTS).

2. If necessary, press the S key to interrupt the scrolling and stop on the screen the information you want to print.

3. Press the CTRL and the P keys simultaneously. The system prints the image displayed on the screen and, when finished, resumes scrolling.
The following section explains how you can gain greater use from your General Accounting System by using special system procedures for obtaining interim financial reports, creating additional disk space when your data diskette becomes full, and expanding disk space for Accounts Receivable entries.

**OBTAINING INTERIM FINANCIAL REPORTS**

Because the General Accounting System enables you to print financial reports at any time during the month, your reports can be as current as your most recent transaction. Follow this simple procedure:

1. Perform the POST function, as described in Section 2.

2. Print the financial statements you desire (Profit and Loss, Trial Balance, and Balance Sheet). These reflect all account activity since the last end-of-period processing.

**DISK FULL PROCEDURES**

You may check the amount of transaction recording space on your data diskette at any time by using the CHECK DISK SPACE procedure, explained in this section. If you fill all the available disk space before the end of the month, the system notifies you by displaying the DISK SPACE EXHAUSTED message.

The procedure for recovering transaction space is simple:

1. When you fill all the disk space, immediately duplicate your data diskette by entering the DUPLICATE DISK function at the START-UP AND DISK screen, as described in “Disk Commands” in this section.

2. Perform the CHANGE PROGRAM DISK function, and insert the Posting diskette.

3. Using the duplicate data diskette, perform in sequence the LIST JOURNALS, POST, and END-OF-MONTH functions. Each function is described in detail in Section 2.

Note that this procedure erases all journal entries for the month, and immediately makes additional transaction space available. The procedure has no effect on the End-of-Month ledger balances, the Balance Sheet, or the Year-to-Date column of the Profit and Loss Statement. However, the current Profit and Loss Statement, which you prepare at the end of the month, now represents only the portion of those transactions entered after the original data diskette became filled. To remedy this situation, perform the following procedure:

1. Because your backup data diskette now contains all journal entries for the remainder of the month, produce a Profit and Loss Statement from the backup diskette. Follow the procedure described in Section 2 for “Period Report Functions.”

2. Now insert the Data Entry diskette and enter the GENERAL JOURNAL function at the G/A-DATA ENTRY screen.
3. Make General Journal entries, using the Profit and Loss Statement(s) from the original (full) diskette. First, enter the values in the Current column of the Profit and Loss Statement for all accounts. Next, enter the resulting profit or loss as a debit or credit (respectively) to the Current Earnings account in the Capital section of the Balance Sheet.

4. Now, reinsert the Posting diskette, and enter the POST command at the G/A-POST/PERIOD PROCESS screen.

5. When the system finishes posting accounts, enter the PROFIT AND LOSS function at the same screen. The system prints a Profit and Loss Statement containing the correct values for the current month. (The Year-to-Date figure remains unchanged.)

6. If you do not wish to obtain Profit and Loss values for the current month, perform the End-of-Month function as described in “Period Closing Functions” in Section 2, using the backup data diskette referred to above.

EXPANDING DISK SPACE FOR ACCOUNTS RECEIVABLE

The space requirements for Accounts Receivable vary widely from business to business. If the maximum number of accounts normally allowed by the system (1000) is insufficient, or if the number of entries to the accounts each month is very great, you may wish to build one or more subsystems on separate diskettes to handle transactions. Use the following procedure to build a subsystem for Accounts Receivable.

1. Insert the Data Entry diskette into Drive 1.

2. Now insert a blank data diskette into Drive 2.

3. Enter the CREATE ACCOUNTS command number at the G/A-ACCOUNT MAINTENANCE screen. Now enter the new six-character company code that identifies this data diskette. You should enter a code name which is similar but not identical to your primary company code. When you press [RETURN], the system asks you to estimate the number of accounts. Enter the information for General Ledger accounts, Accounts Receivable accounts, and the Invoice Register. Type 0 for the remaining items. Verify the entries. The system formats the diskette by allocating space as indicated by your responses, and places you at the G/A-EDIT ACCOUNTS screen.

4. At the G/A-EDIT ACCOUNTS screen, enter the EDIT GENERAL LEDGER command number. At the G/A-EDITING G/L ACCOUNTS screen, enter the ADD command number. Add only those General Ledger accounts used for Accounts Receivable entries to create a skeleton General Ledger. For example, with the demonstration set of books, the following accounts are opened in the skeleton General Ledger:

<table>
<thead>
<tr>
<th>Acct. No.</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1020</td>
<td>CASH ON DEPOSIT</td>
</tr>
<tr>
<td>1110</td>
<td>ACCOUNTS RECEIVABLE</td>
</tr>
<tr>
<td>2030</td>
<td>SALES TAX PAYABLE</td>
</tr>
<tr>
<td>4011</td>
<td>SALES</td>
</tr>
</tbody>
</table>
Note: Use multiple sales accounts if you desire Profit and Loss Statements for various departments, offices, stores, and so on.

After you add accounts to your skeleton General Ledger, return to the G/A-EDIT ACCOUNTS screen by pressing RETURN.

5. At the G/A-EDIT ACCOUNTS screen, enter command 3 to create the Accounts Receivable Ledger and all subsidiary accounts. When the system displays the G/A-EDITING CUSTOMERS screen, add your Accounts Receivable accounts. Then return to the G/A-EDIT ACCOUNTS screen.

6. At the G/A-EDIT ACCOUNTS screen, enter command number 7 to edit Invoice Register Prompts. Add the prompts as before, and return to the G/A-EDIT ACCOUNTS screen.

7. At the G/A-EDIT ACCOUNTS screen, enter command number 2 to edit the Company Configuration. The following example applies to the Company Configuration for The Action Sales Co.:

(Printed Company Name) THE ACTION SALES CO.

9999—This account number (the Income Transfer account) causes the capital account to be removed from the skeleton Trial Balance, because it will not be needed.

1110—The number for Accounts Receivable Control Account, used for the Invoice Register.

1—The Invoice Register cursor method.

0—There is no Merchandise Purchased Journal.

N—There is no Cash Sales Journal. The response is N.

0—There is no Cash Disbursements Journal.

1020—Cash on Deposit, for collections on Accounts Receivable.

0—The remaining items are zero because there are no payroll accounts involved.

8. You may now begin entering transactions in the General Journal on the Data Entry diskette. This function enters all opening balances to the Accounts Receivable Control Account and Subsidiary Ledgers (assuming there are balances forward).

9. Change to the Posting diskette. At the G/A-POST/PERIOD PROCESS screen, enter the POST command number 61. After posting, execute the End-of-Month command to place all accounts in a balance forward position. The balance in the Accounts Receivable Control Account of the skeleton General Ledger now equals the control account on the General Ledger of the master set of books.

10. Change to the Data Entry diskette again. You may now enter transactions
for the current month by using the ENTER INVOICE REGISTER and ENTER CASH RECEIPTS commands as explained in Section 2.

11. After you enter your transactions, list your journals by using the LIST JOURNALS command on the Posting diskette as explained in Section 2.

12. Now make a General Journal entry to adjust for the current month transactions.

The above procedure joins the subsystem to the Master set of books.

If your business requires more than 995 Accounts Receivable, you can open additional Accounts Receivable subsystems by following the procedure just described. You may wish to use a different series of invoice numbers with each subsystem and to divide the Accounts Receivable ledger alphabetically, such as A through L and M through Z. You may also open subsystems for other requirements.

Some journal entries remain the same from month to month. These are standard journal entries. Loan or rent payments and depreciation amounts are examples of standard entries which do not change.

**CREATE STANDARD ENTRIES**

**Diskette:** Data Entry

**Screen Path:**

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>4</td>
</tr>
<tr>
<td>G/A-ACCOUNT MAINTENANCE</td>
<td>22</td>
</tr>
<tr>
<td>G/A-EDIT ACCOUNTS</td>
<td>11</td>
</tr>
</tbody>
</table>

**Procedure:**

1. Enter **CONTINUE** in response to the warning screen.
2. At the G/A-CREATE STANDARD ENTRIES screen, enter the General Journal entries to be made as described in the General Journal section of this Reference Guide.
3. Press **ESC** to return to the G/A-EDIT ACCOUNTS screen.

**EDIT STANDARD ENTRIES**

Use the CREATE STANDARD ENTRIES procedure to change the current list of standard entries.
ENTER STANDARD CLOSING ENTRIES

The ENTER STANDARD ENTRIES function enables you to enter all your standard amounts at one time in the appropriate ledgers before using the POST command. The current As-Of Date is the entry date.

Diskette: Data Entry

Screen Path:
Title
GENERAL ACCOUNTING SYSTEM
G/A-DATA ENTRY
(RUN QUEUE)

Procedure:
Enter CONTINUE in response to the information screen. When all standard entries have been entered by the system, the system returns to the GENERAL ACCOUNTING SYSTEM screen.

AS-OF DATE

The AS-OF DATE function enables you to specify the date to be printed on reports. It is also used as the transaction date during posting. You should enter this date each time you begin using the system.

Diskette: Data Entry or Posting

Screen Path:
Title
GENERAL ACCOUNTING SYSTEM
G/A-START-UP AND DISK

Procedure:
1. Enter the date in the form MM/DD/YY. (Spaces may be used in place of slashes for convenience.)
2. Press ESC to return to the GENERAL ACCOUNTING SYSTEM screen.

COMPANY CODE

Before you can select other functions, you must enter the COMPANY CODE function to identify your data diskette. The Company Code is defined in the CREATE function and can be changed by using the G/A-RENAME DATA DISK function.

Diskette: Data Entry or Posting

Screen Path:
Title
GENERAL ACCOUNTING SYSTEM
G/A-START-UP AND DISK
**Procedure:**

1. Enter the six-character Company Code. This code must begin with an alphabetic character.
2. Press **ESC** to return to the GENERAL ACCOUNTING SYSTEM screen.

**ID LINE**

The ID Line appears at the bottom of the last page of all printed reports. The ID Line may be used for any special notation and may contain a maximum of 70 characters.

**Diskette:** Data Entry or Posting

**Screen Path:**

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>1</td>
</tr>
<tr>
<td>G/A-START-UP AND DISK</td>
<td>36</td>
</tr>
</tbody>
</table>

**Procedure:**

1. Enter the desired ID Line (70 characters maximum).
2. Press **ESC** to return to the GENERAL ACCOUNTING SYSTEM screen.

**PRINTER ADJUSTMENT**

The ADJUST PRINTER function prints two lines of characters on the page for you to check the paper alignment.

**Diskette:** Data Entry or Posting

**Screen Path:**

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>1</td>
</tr>
<tr>
<td>G/A-START-UP AND DISK</td>
<td>34</td>
</tr>
</tbody>
</table>

**Procedure:**

1. Press **RETURN** to print two lines of characters.
2. Press **ESC** to return to the G/A-START-UP AND DISK screen.

**START-UP: PRINTER STATUS**

The PRINTER STATUS function serves two purposes. It informs the system that the printer is ready to use and it reconfigures the system for use with a printer other than the ATARI 825™ 80-Column Printer.
**Diskette:**  Data Entry or Posting

**Screen Path:**

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>1 RETURN</td>
</tr>
<tr>
<td>G/A-START-UP AND DISK</td>
<td>33 RETURN</td>
</tr>
</tbody>
</table>

**Connect Printer (Procedure 1):**

1. Enter 1 to select PRINTER STATUS.
2. Enter 1 to establish the printer (ON-LINE). If you wish to view information on the video screen, enter 2 to set the printer (OFF-LINE).
3. Press ESC to return to the G/A-START-UP AND DISK screen.

**Change Interface (Procedure 2):**

This function establishes the protocol between the ATARI 800 Personal Computer System and your printer. This function is not required if you are using an ATARI 825 80-Column Printer.

1. Enter a 2 to change the interface and port used.
2. Enter the number of the port connected to your printer.
3. If the baud rate is not 300, change it by:
   • Entering 5 to change baud rate.
   • Entering the baud rate option number.
4. Press ESC to return to the G/A-START-UP AND DISK screen.

**Form Feed (Procedure 3):**

This function tells the system whether the printer automatically feeds paper to the correct top-of-form position, or whether the system must control the printer form-feed. This function is not required if you are using an ATARI 825 80-Column Printer.

1. Enter 3 to change the form-feed status.
2. Enter 2 if your printer has a built-in form-feed option, or enter 1 if it does not.
3. Press ESC to return to the G/A-START-UP AND DISK screen.

**Printer Right-Shift (Procedure 4):**

The system is preset to start printing five spaces from the left margin of the paper. You can use this procedure to shift the print-margin to the right. This allows three-hole punching without losing data.

1. Enter 4 to change the printer right-shift value.
2. Enter the number of spaces all reports are to be shifted toward the right of the paper edge.
3. Press ESC to return to the G/A-START-UP AND DISK screen.
SET SCREEN COLOR

The ATARI 800 Personal Computer System is capable of generating 16 different colors for the screen display. Even if you are using a black and white television or video monitor, the SET SCREEN COLOR function may be useful to improve the contrast of your screen by changing the luminance of the background or the characters.

Diskette: Data Entry or Posting

Screen Path:

Title
GENERAL ACCOUNTING SYSTEM
G/A-START-UP AND DISK

Procedure:

1. At the G/A-SET CRT COLOR screen, enter a number from 0 to 15 for the screen color. For example, 0 is gray, 7 is orange, 7 is blue, and 12 is green on most color televisions. The default is 7.
2. Enter a number from 0 to 7 for the screen background luminance (0 is dark, 7 is light). The default is 1.
3. Enter a number from 0 to 7 for the character luminance. The default is 5.

The system returns to the G/A-START-UP AND DISK screen.

BACKUP PROCEDURES: DAILY AND MONTHLY

The information entered onto your data diskette is very valuable and costly to replace. For these reasons, performing daily backup is essential. A carefully controlled rotation of three or four data diskettes assures you of having the data from the past two days of system operation. In addition, you should backup your diskette before performing the End-of-Month procedures. Backup diskettes should be stored separately from the data diskette in use to prevent an accidental use of backup diskettes.

The backup procedures described here enable you to restore your data quickly if something unforeseen should happen to your current diskette. Because program diskettes cannot be backed up, these procedures apply only to data diskettes. Purchase replacement program diskettes from your ATARI dealer.

Diskette: Data Entry

Screen Path:

Title
GENERAL ACCOUNTING SYSTEM
G/A-START-UP AND DISK

Procedure:

1. At the G/A-DUPLICATE DISK screen, follow the procedures to copy the original diskette onto a backup diskette.

Reference Guide 4-39
2. Use the backup diskette as your new data diskette. Keep the original in a safe place. At the end of the day, copy the new data diskette onto another backup diskette.

3. On the next day, you should use the last diskette you created. At the close of this day's activity, copy the in-use diskette onto the original diskette. Now you are back where you started, but you also have backup diskettes for the two preceding days.

4. If you ruin the data on a diskette, use the last backup diskette and reenter the transactions made since the last backup process.

---

**Figure 4-1 Use of Backup Diskettes**

**TRANSITION SCREENS**

The General Accounting System is comprised of many separate computer programs which are loaded, as required, from the program diskette. When you request a function which requires a change of programs, the system displays a Transition Screen informing you that the computer is loading the program or data table required for the selected function.

**TRIAL BALANCE**

The Trial Balance lists all accounts in the General Ledger and shows their current balances. Use the following procedure to print a Trial Balance.

**Diskette:** Posting

**Screen Path:**

<table>
<thead>
<tr>
<th>Title</th>
<th>You Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ACCOUNTING SYSTEM</td>
<td>4</td>
</tr>
<tr>
<td>G/A-POST/PERIOD PROCESS</td>
<td>72</td>
</tr>
<tr>
<td>(RUN QUEUE)</td>
<td>1</td>
</tr>
</tbody>
</table>
Procedure:

1. Verify that the printer is turned on and switched to ON-LINE and that an As-Of Date has been entered. Printing begins immediately after responding to the caution message on the screen.

2. Wait for the printer to finish. You can interrupt the printing operation before it is complete by using one of the interrupt commands: S(TOP), G(O), Q(UIT), and F(LUSH).
This appendix contains a complete set of printed reports for The Action Sales Co. transactions as of February 28, 1981.

Depending on the reporting needs of your Company, the General Accounting System can print up to six separate journals: the Cash Disbursements, Cash Receipts, Invoice Register, Merchandise Purchased, Cash Sales, and General Journals. For additional reporting capacity, the system can sort entries in the Merchandise Purchased Journal according to the dates on which payments are due.

While the General Accounting System is posting the transaction information from the journals to the various ledgers, it prints first the General Ledger, and then up to four subsidiary ledgers: the Monthly Payroll Register, the Quarter and Year-to-Date Register, the Accounts Receivable Ledger, and the Accounts Payable Ledger.

The General Accounting System prints three financial statements: the Profit and Loss Statement, the Trial Balance, and the Balance Sheet. Depending on your account numbering system, explained at the beginning of Section 3, the system can print up to nine departmental Profit and Loss Statements, plus a consolidated Profit and Loss Statement.

The General Accounting System prints up to six different account schedules, or lists: the General Ledger ("chart of accounts"), the customer list, the vendor list, the employee list, the payee list, and the list of standard entries. In addition, the system can sort the customer, vendor, employee, and payee/payor lists into either numerical or alphabetical order.
<table>
<thead>
<tr>
<th>Date</th>
<th>Payee</th>
<th>Check No.</th>
<th>Memo</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01/81</td>
<td>Bell Telephone Co.</td>
<td>112 6581</td>
<td></td>
<td>125.00</td>
</tr>
<tr>
<td></td>
<td>Dept of Water and P.O.</td>
<td>113 6571</td>
<td></td>
<td>376.24</td>
</tr>
<tr>
<td>02/01/81</td>
<td>The Gas Co.</td>
<td>114 6571</td>
<td></td>
<td>287.52</td>
</tr>
<tr>
<td>02/01/81</td>
<td>Valley Disposal Co.</td>
<td>115 6591</td>
<td></td>
<td>63.50</td>
</tr>
<tr>
<td>02/01/81</td>
<td>Reliable Insurance Co.</td>
<td>116 6651</td>
<td></td>
<td>27.75</td>
</tr>
<tr>
<td></td>
<td>Sparkling Laundry Co.</td>
<td>117 6541</td>
<td></td>
<td>37.70</td>
</tr>
<tr>
<td>02/01/81</td>
<td>National Bank</td>
<td>118 2610</td>
<td>1,500</td>
<td>1,910.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>119 6641</td>
<td>90.00</td>
<td></td>
</tr>
<tr>
<td>02/01/81</td>
<td>Continental Supply C</td>
<td>119 2610</td>
<td></td>
<td>750.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6641</td>
<td></td>
<td>45.00</td>
</tr>
<tr>
<td>02/01/81</td>
<td>Michael Eric - Attor.</td>
<td>120 6791</td>
<td></td>
<td>45.00</td>
</tr>
<tr>
<td>02/01/81</td>
<td>Sam's Rent All</td>
<td>121 6791</td>
<td></td>
<td>25.00</td>
</tr>
<tr>
<td>02/01/81</td>
<td>Neighborhood GC</td>
<td>122 6771</td>
<td></td>
<td>54.00</td>
</tr>
<tr>
<td>02/01/81</td>
<td>All States outlets</td>
<td>123 5811</td>
<td></td>
<td>2,557.75</td>
</tr>
<tr>
<td>02/01/81</td>
<td>Redi Rooter</td>
<td>124 6601</td>
<td></td>
<td>27.50</td>
</tr>
<tr>
<td>02/01/81</td>
<td>Ferry, Larry</td>
<td>125 4521</td>
<td></td>
<td>2,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>181 2040</td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>101 2050</td>
<td>52.49</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,987.51</td>
</tr>
<tr>
<td>02/01/81</td>
<td>Mclaughlin, Jerry</td>
<td>126 4521</td>
<td></td>
<td>1,199.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>182 2040</td>
<td>23.99</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>182 2050</td>
<td>33.99</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,141.52</td>
</tr>
<tr>
<td>02/01/81</td>
<td>Smith, Larry</td>
<td>127 4521</td>
<td></td>
<td>1,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>183 2040</td>
<td>21.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>183 2050</td>
<td>32.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,026.00</td>
</tr>
<tr>
<td>02/01/81</td>
<td>Wilkens, Paula</td>
<td>128 4521</td>
<td></td>
<td>1,410.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>184 2040</td>
<td>28.21</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>184 2050</td>
<td>39.32</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,342.97</td>
</tr>
</tbody>
</table>

1. Company and Journal Names
2. Chronological List of Transactions
3. Check Number Written for This Transaction
4. Vendor, Employee, or Other Payee Name
THE ACTION SALES CO
CASH DISBURSEMENTS

<table>
<thead>
<tr>
<th>DATE</th>
<th>PAYEE</th>
<th>CHECK ACCT</th>
<th>DETAIL NET AMT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01/81</td>
<td>LEEMON, SHARI</td>
<td>129</td>
<td>1,064.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2940 105</td>
<td>21.70</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2050 105</td>
<td>31.94</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1,011.27</td>
</tr>
<tr>
<td>02/01/81</td>
<td>WALTERS, DENNIS</td>
<td>130</td>
<td>1,129.36</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2000 107</td>
<td>22.60</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2050 107</td>
<td>33.09</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1,085.04</td>
</tr>
<tr>
<td>02/01/81</td>
<td>WIEFFEL, JIM</td>
<td>131</td>
<td>1,427.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2040 107</td>
<td>29.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2050 107</td>
<td>40.03</td>
</tr>
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<td></td>
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<td>1,396.59</td>
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<td>02/01/81</td>
<td>HILLMAN, KEN</td>
<td>132</td>
<td>1,199.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2040 108</td>
<td>22.01</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2050 108</td>
<td>33.82</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1,045.52</td>
</tr>
<tr>
<td>02/01/81</td>
<td>DAVIS, STEVE</td>
<td>133</td>
<td>1,309.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2040 109</td>
<td>37.21</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2050 109</td>
<td>40.07</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1,287.47</td>
</tr>
<tr>
<td>02/01/81</td>
<td>WRIGHT, DAVID</td>
<td>134</td>
<td>1,400.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2040 110</td>
<td>29.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2050 110</td>
<td>40.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1,330.00</td>
</tr>
<tr>
<td>02/01/81</td>
<td>SNODDY, HOWARD</td>
<td>135</td>
<td>1,970.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2040 111</td>
<td>39.40</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2050 111</td>
<td>50.10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1,080.50</td>
</tr>
</tbody>
</table>

**BATCH TOTAL**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01/81 NATIONAL SUPPLY</td>
<td>136</td>
<td>2010-2</td>
</tr>
<tr>
<td>02/01/81 CONTINENTAL SUPPLY Co</td>
<td>137</td>
<td>2610</td>
</tr>
<tr>
<td></td>
<td>6641</td>
<td>28.57</td>
</tr>
<tr>
<td>02/02/81 NATIONAL BANK</td>
<td>138</td>
<td>2610</td>
</tr>
<tr>
<td></td>
<td>1180</td>
<td>241.38</td>
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5 Report Date
6 General Ledger Distribution Accounts
7 Payee Number Identified as Subaccount Number
8 Detail of Payroll Disbursement, Showing Gross Wages and Withholding Amounts
9 Net Amount of Same Transaction
10 Batch Total, Showing Net Amount in Batch
<table>
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**THE ATARI ACCOUNTANT**

11 Sequential Page Numbering  
12 Voided Checks Indicated in Payee Column  
13 Cumulative Total of Cash Disbursements This Period
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**TOTAL**

**986.90**

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1. Payor Identified by Name
2. Subaccount Number
3. General Ledger Account to Which Cash Receipts Are Distributed
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<th>Date</th>
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<th>Invoice Detail</th>
<th>Net Invoice Amount</th>
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1 Customer Invoice Number
2 Detail of Customer Invoice
3 Net Invoice Amount
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1. Vendor Identified by Vendor Account Number and Name
2. Detail and Net Amounts of Vendor Invoice
3. Date Payment Is Due

Appendix A A-9
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**Total:** 30,189.94

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1. Report Listing Vendor Invoices by Date Due
2. Date of Vendor Invoice
3. Vendor Invoice Number
4. General Ledger Cost of Sales Account
### THE ACTION SALES CO

#### CASH SALES JOURNAL

**AS OF 02/28/81**

#### INCOMING CASH

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#### TOTALS

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1. Date of Cash Summary
2. Cash Register Key, Linked to General Ledger Account Number
3. Heading Showing Types of Transactions to Follow
4. Cash Sales Credit Amount
5. Cash Sales Debit Amount
6. Zero Total, Indicating Books in Balance

---

Appendix A  A-11
It should be noted that journal entry No. 12 reflects a bookkeeping error. Insurance expense, rather than interest expense, should have been debited. The normal accounting procedure to correct this error is to make an entry to the General Journal, deleting insurance expense and crediting interest expense. This example underscores the fact that human error can occur, which means that books must be carefully checked.
**LEDGERS**

**THE ACTION SALES CO**

**GENERAL LEDGER**

**PAGE 1**

### ACCOUNTS RECEIVABLE

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<tr>
<th>Account</th>
<th>Folio</th>
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<th>Balance</th>
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### ACCOUNTS PAYABLE

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### POSTING DATE

1. Posting Date
2. General Ledger Control Account, Showing Sub-account Activity
3. Folio or Journal of Original Entry

Appendix A A-13
### The Action Sales Co.

#### General Ledger

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**Check Number from Cash Disbursements Journal**

**Balance Forwarded from Previous Month**

**Detail of Current Month’s Activity**
### Page 3

#### THE ACTION SALES CO

**AS OF 02/28/81**

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7. **Period Net Profit or Loss Summary**

8. **Balance as of Posting Date**

9. **Summary of Activity Related to Control Account**
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Balance as of 02/28/81:

- Rent: 6,750.00
- Utilities: 2,118.65
- Telephone: 252.37
- Garbage Service: 190.50
- Repairs and Maintenance: 438.23
- Payroll Taxes: 1,517.07
- Supplies: 968.20
- Interest Expense: 2,562.03
- Insurance: 500.61
- Travel: 38.45
### Income Transfer Account,
Showing Current Month's Profit or Loss Transferred to Retained Earnings Account

### Zero Totals, Indicating Books in Balance
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1. Employee Identified by Number and Name
2. Summary, by Employee, of Payroll Activity
3. Payroll Checks Entered in Cash Disbursements Journal
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**Payroll Distribution Accounts**

**Current Gross Wages and Withholding Amounts**

**Current Net Pay for Same Employee**
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**PERIOD SUMMARY (FOR EMPLOYEES PAID THIS MONTH)**

| GROSS PAY     | 6521| 15,142.25| 15,142.25| 31,285.10|
| FICA WITHHELD | 2040| 262.30   | 262.30   | 645.00   |
| F.I.T. WITHHELD | 2050| 430.80  | 430.80  | 1,111.60  |
| NET PAY       | 14,449.47| 15,198.14| 29,607.61|

**Notes:**

7 Total Wages per Employee During Current Period

8 Period Summary of All Payroll Activity
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1 Payroll Distribution Accounts
2 Employee Identified by Number and Name
3 Summary, by Employee, of Current Wages and Withholding

Appendix A A-21
### THE ACTION SALES CO

#### AS OF

#### 02/28/01

#### QUARTER AND YEAR-TO-DATE PAYROLL REGISTER

<table>
<thead>
<tr>
<th>EMPLOYEE NO.</th>
<th>NAME</th>
<th>ACCT</th>
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<th>YEAR TO-DATE</th>
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</table>

#### 110

| GROSS PAY   | 1,980.00     | 2,993.00 | 2,993.00 |
| FICA WITHHELD| 20.00        | 56.00    | 56.00    |
| F.I.T. WITHHELD | 42.00      | 94.00    | 94.00    |
| NET PAY     | 2,660.00     | 2,660.00 | 2,660.00 |

#### 111

| GROSS PAY   | 1,970.00     | 3,990.00 | 3,990.00 |
| FICA WITHHELD| 39.00        | 78.00    | 78.00    |
| F.I.T. WITHHELD | 58.10      | 100.20   | 100.20   |
| NET PAY     | 3,761.00     | 3,761.00 | 3,761.00 |

#### SUMMARY

| GROSS PAY   | 16,242.35    | 31,385.10 | 31,385.10 |
| FICA WITHHELD| 403.61      | 665.40    | 665.40    |
| F.I.T. WITHHELD | 600.00     | 1,111.60  | 1,111.60  |
| NET PAY     | 29,687.61    | 29,687.61 | 29,687.61 |

---

4 Summary, by Employee, of Quarterly Wages and Withholding

5 Summary, by Employee, of Total Wages and Withholding During Fiscal Year to Date

6 Summaries of All Wage and Withholding Amounts
<table>
<thead>
<tr>
<th>ACCT NO</th>
<th>ACCOUNT NAME</th>
<th>FOLIO</th>
<th>BALANCE</th>
<th>CURRENT</th>
<th>ACCOUNT NAME</th>
<th>FOLIO</th>
<th>BALANCE</th>
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### THE ACTION SALES CO

#### ACCOUNTS RECEIVABLE LEDGER

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<th>CURRENT MONTH</th>
<th>BALANCE</th>
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**Folio or Journal**

**Balance Owing from Previous Period**

**Current Charges and Payments**
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<th>BALANCE</th>
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7 Total Amount Owning per Customer as of Posting Date
8 Totals of Accounts Receivable as of Posting Date
# The Action Sales Co

## Accounts Payable Ledger

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<th>ACCT NO</th>
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<th>Balance</th>
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1. Payee Identified by Account Number and Name
2. Listing of Check Number, Journal of Original Entry, and Payment Amount
3. Balance Owed from Previous Period
4. Vendor Invoice Number, Journal of Original Entry, and Amount Due on Invoice
5. Total Amount Owed to Vendor as of Posting Date
6. Totals of Accounts Payable as of Posting Date
### Profit and Loss Statement

**February 28, 1981**

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<th>Year-to-Date %</th>
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<th>Expenses</th>
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<th>Year-to-Date</th>
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</table>

| Totals | 21,083.01 | 55,912.71 |
| Profit (Loss) | 980.70 | 17,978.76 |

### Notes

1. **Current Sales**
2. **Year-to-Date Gross Profit**
3. **Total Expenses as Percentage of Income**
4. **Profit after Expenses in Dollars and Percentages for Current Period and Year-to-Date**
5. **Net Profit in Dollars and Percentages for Current Period and Year-to-Date**
<table>
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<tr>
<th>General Ledger Account Number and Name</th>
<th>Listing of Debit and Credit Amounts</th>
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### THE ACTION SALES CO.
#### TRIAL BALANCE
**FEBRUARY 28, 1981**

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**Other Income**

- 8011 Office Rental: $1,941.46
- 8021 Other Income: $174.00
- 8031 Inventory Overage: $0.00

**Other Expenses**

- 8214 Federal Income Tax: $4,556.00
- 8311 Inventory Shrink: $0.00
- 8541 Sales Discounts: $0.00
- 9999 Income Transfer: $17,978.76

**Total**

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
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3. Date of Trial Balance Listing

4. Zero Total, Indicating Books in Balance
### THE ACTION SALES CO

#### BALANCE SHEET

**FEBRUARY 28, 1981**

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1. **Subtotal of Current Assets**
2. **Detail Summary of Other Assets**
3. **Total Assets**
4. **Total Liabilities, in Balance with Total Assets**
### ACCOUNT SCHEDULES

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<thead>
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<td>CASH ON DEPOSIT</td>
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### CURRENT ASSETS

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### OTHER ASSETS

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### CURRENT LIABILITIES

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### LONG TERM LIABILITIES

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### EXPENSES

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1. Date of Listing
2. Heading Indicating Account Type
3. 3000-Level Accounts (Capital Accounts)
## General Ledger Account Name

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<td>Laundry and Uniforms</td>
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<tr>
<td>6551</td>
<td>Cash Over/Short</td>
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<tr>
<td>6561</td>
<td>Rent</td>
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<td>6571</td>
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<td>Repair and Maintenance</td>
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<td>Auto Expense</td>
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<td>Legal and Professional</td>
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<tr>
<td>6781</td>
<td>Miscellaneous Expense</td>
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### Other Income

| 8011            | Office Rental                      |
| 8021            | Other Income                       |
| 8031            | Inventory Overage                  |

### Other Expenses

<p>| 8511            | Federal Income Tax                 |
| 8531            | Inventory Shrink                   |
| 8541            | Sales Discount                     |
| 9999            | Income Transfer (Permanent)        |</p>
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Customer List, Arranged Numerically
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<td>UNIVERSAL SUPPLY CO</td>
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<td>HOLD-FAST TAPE CO</td>
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Vendor List, Arranged Numerically
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<td>CITY STATIONERY SUPPLY</td>
</tr>
<tr>
<td>2</td>
<td>FOUR-SQUARE CONTAINERS</td>
</tr>
<tr>
<td>9</td>
<td>HARDWARE HEAVEN</td>
</tr>
<tr>
<td>9</td>
<td>HOLD-FAST TAPE CO</td>
</tr>
<tr>
<td>10</td>
<td>IMPERIAL PRODUCTS</td>
</tr>
<tr>
<td>6</td>
<td>MID-WEST PACKAGING CO</td>
</tr>
<tr>
<td>2</td>
<td>NATIONAL SUPPLY</td>
</tr>
<tr>
<td>4</td>
<td>SUPERIOR SUPPLY CO</td>
</tr>
<tr>
<td>5</td>
<td>UNIVERSAL SUPPLY CO</td>
</tr>
<tr>
<td>Employee No.</td>
<td>Name</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>101</td>
<td>PERRY, LARRY</td>
</tr>
<tr>
<td>102</td>
<td>McLAUGHLIN, JERRY</td>
</tr>
<tr>
<td>103</td>
<td>SMITH, LARRY</td>
</tr>
<tr>
<td>104</td>
<td>WILKENS, PAULA</td>
</tr>
<tr>
<td>105</td>
<td>LEEHAN, SHARI</td>
</tr>
<tr>
<td>106</td>
<td>WALTERS, DENNIS</td>
</tr>
<tr>
<td>107</td>
<td>WIEFEL, JIM</td>
</tr>
<tr>
<td>108</td>
<td>HELLMAN, KEN</td>
</tr>
<tr>
<td>109</td>
<td>DAVIS, STEVE</td>
</tr>
<tr>
<td>110</td>
<td>WRIGHT, DAVID</td>
</tr>
<tr>
<td>111</td>
<td>SHODDY, HOWARD</td>
</tr>
</tbody>
</table>

Employee List, Arranged Numerically
<table>
<thead>
<tr>
<th>Employee No.</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>109</td>
<td>Davis, Steve</td>
</tr>
<tr>
<td>108</td>
<td>Hillman, Ken</td>
</tr>
<tr>
<td>105</td>
<td>Leimon, Shari</td>
</tr>
<tr>
<td>102</td>
<td>Mc Laughlin, Jerry</td>
</tr>
<tr>
<td>101</td>
<td>Pery, Larry</td>
</tr>
<tr>
<td>103</td>
<td>Smith, Larry</td>
</tr>
<tr>
<td>111</td>
<td>Snoddy, Howard</td>
</tr>
<tr>
<td>116</td>
<td>Walters, Dennis</td>
</tr>
<tr>
<td>117</td>
<td>Niebel, Jim</td>
</tr>
<tr>
<td>104</td>
<td>Wilkens, Paula</td>
</tr>
<tr>
<td>118</td>
<td>Wright, David</td>
</tr>
</tbody>
</table>
### Payee List, Arranged Numerically (includes payors)
1. Bell Telephone Co  6581  N/A
2. Dept of Water and Power  6571  N/A
3. The Gas Co  6571  N/A
4. Acme Realty Co  6561  N/A
5. Valley Disposal Co  6591  N/A
6. Reliable Insurance Co  6651  N/A
7. Sparkling Laundry Co  6561  N/A
8. National Bank  2410  1100
9. Continental Supply Co  2610  6691
10. F.D.O. Advertising  N/A  N/A
11. Michael Reid - Attorney  6781  N/A
12. Sam's Rent All  6731  N/A
13. Neighborhood Security Service  6771  N/A
14. Central Commercial Bank  5640  2650
15. State Treasurer  2650  N/A
16. All States Builets  5911  N/A

### General Ledger Account
2. Preassigned as Data Entry Prompt

### No Preassigned General Ledger Account
3. Prompt
### Payee List, Arranged Alphabetically (includes payors)

<table>
<thead>
<tr>
<th>PAYEE NO.</th>
<th>PAYEE NAME</th>
<th>1ST GL</th>
<th>2ND GL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A-C M BELL TELEPHONE CO</td>
<td>6561</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>ALL STATES OUTLETS</td>
<td>5011</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>CENTRAL COMMERCIAL BANK</td>
<td>6521</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td>CONTINENTAL SUPPLY CO</td>
<td>2640</td>
<td>2650</td>
</tr>
<tr>
<td>5</td>
<td>DEPT OF WATER AND POWER</td>
<td>6571</td>
<td>N/A</td>
</tr>
<tr>
<td>6</td>
<td>NATIONAL BAIN</td>
<td>6701</td>
<td>N/A</td>
</tr>
<tr>
<td>7</td>
<td>NEIGHBORHOOD SECURITY SERVICE</td>
<td>6771</td>
<td>N/A</td>
</tr>
<tr>
<td>8</td>
<td>P.D.O. ADVERTISING</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>9</td>
<td>RELIABLE INSURANCE CO</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>10</td>
<td>SAM'S RENT ALL</td>
<td>6731</td>
<td>N/A</td>
</tr>
<tr>
<td>11</td>
<td>SCAFFOLDING LAUNDRY CO</td>
<td>6541</td>
<td>N/A</td>
</tr>
<tr>
<td>12</td>
<td>STATE TREASURER</td>
<td>2830</td>
<td>N/A</td>
</tr>
<tr>
<td>13</td>
<td>VALLEY DISPOSAL CO</td>
<td>6571</td>
<td>N/A</td>
</tr>
</tbody>
</table>
The charts in this appendix illustrate the relationship among functions in the General Accounting System. Each boxed chart shows how major functions are grouped. Each small box shows the number and name of a specific function.

DATA ENTRY DISKETTE

1 START-UP/ DISK

31 COMPANY CODE

32 AS-OF DATE

33 PRINTER STATUS

34 ADJUST PRINTER

35 SET SCREEN COLOR

36 ID LINE

41 DUPLICATE G/A DISK

42 CHECK DISK SPACE

43 REALLOCATE DISK SPACE

44 RENAME DATA DISK

2 CHANGE DISK

3 DATA ENTRY

11 CASH DISB.

12 CASH RECEIPTS

13 INVOICE REGISTER

14 MERCH. PURCHASED

15 CASH SALES

16 GENERAL JOURNAL

17 STANDARD ENTRIES
DATA ENTRY DISKETTE

21 CREATE ACCOUNTS

4 ACCOUNT MAINTENANCE

22 EDIT ACCOUNTS

1 GENERAL LEDGER

2 COMPANY CONFIG.

3 ACCOUNTS REC. LEDGER

4 ACCOUNTS PAY. LEDGER

5 PAYROLL REGISTER

6 PAYEES/PAYORS

7 INVOICE REG. PROMPTS

8 MERCH. PUR. PROMPTS

9 CASH SALES PROMPTS

10 ERASE ENTRIES

11 CREATE STD. ENTRIES

POSTING DISKETTE

1 START-UP

31 COMPANY CODE

32 AS-OF DATE

33 PRINTER STATUS

34 ADJUST PRINTER

35 SET SCREEN COLOR

36 ID LINE

2 CHANGE DISK

3 LIST JOURNALS

51 CASH DISB.

52 CASH RECEIPTS

53 INVOICE REGISTER

54 MERCH. PURCHASED

55 CASH SALES

56 GENERAL JOURNAL

57 DUE DATE MERCH. PRCHD.
Whenever the General Accounting System encounters an error condition, it stops processing information, sounds a warning tone, and displays a message on the screen.

The system displays two types of error messages: those generated by the General Accounting System and those generated by the operating system of the computer.

**GENERAL ACCOUNTING SYSTEM ERROR MESSAGES**

The General Accounting System displays an error message when you enter information unacceptable to the system, such as an invalid command number or a nonexistent account number.

An error message flashes repeatedly at the bottom of the screen and the system sounds a tone. A typical message looks like this:

```
ERROR: COMMAND NUMBER IS INVALID
```

To resolve the error, press the **RETURN** key to clear the message from the screen. Reenter the correct information.

**COMPUTER OPERATING SYSTEM ERROR MESSAGES**

The computer operating system displays an error message when it encounters a condition such as a malfunctioning system component. A message is displayed at the bottom of your screen in the following format:

```
TERMINAL ERROR aaa
AT LINE bbb of PGM ccc
PRESS RETURN TO CONTINUE
```

where **aaa** refers to the error code number indicating the condition, **bbb** refers to the line of the General Accounting System program where the condition occurred, and **ccc** refers to the number of the program.

To find the meaning of the error code number (aaa), consult Appendix B of your **BASIC Reference Manual** (P/N C015307). This manual describes the error condition.

When you press **RETURN**, the system returns you to the GENERAL ACCOUNTING SYSTEM screen. At the screen, repeat your command or data entry sequence. If the error condition recurs, write down the complete error message and contact your ATARI dealer.
If you have correctly connected and powered up the ATARI Personal Computer System as described in Section 1 of this manual, you should encounter no difficulty operating it. However, problems occasionally occur. Here are some tips for resolving them:

1. Retrace the set-up procedures described in Section 1 to ensure that all components are connected properly.

2. Check that all plugs are securely seated. Be sure that the power adapters are plugged into an electrical outlet.

3. Turn on each unit, one at a time, as described in Section 1. Check that the power indicator light is lit. If a unit is connected properly but the indicator light does not come on, check the “Troubleshooting” section of your Operator’s Manual for that unit.

4. If you encounter a difficulty that you cannot correct by consulting the appropriate Operator’s Manual, contact your ATARI dealer.
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\(\text{general}\)
\(\text{special-purpose}\)
\(\text{num}ber\text{s, acc}\text{ounts}\)
\(\text{general}\)
\(\text{special-purpose}\)

O\(^\text{OK\, (Y/N)\, prompt}\)
\(\text{operating\, system\, error\, messages}\)
\(\text{option\, alphanumer}ic\text{\, invoice\, numbering}\)

P\(^\text{payee}\)
\(\text{adding}\)
\(\text{changing}\)
\(\text{deleting}\)
\(\text{displaying}\)
\(\text{editing}\)
\(\text{scrolling}\)
\(\text{payee/payor\, list,\, creating}\)
\(\text{payor}\)
\(\text{adding}\)
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\(\text{deleting}\)
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\(\text{creating}\)
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\(\text{power\, adapters}\)
\(\text{printed\, Company\, name}\)
\(\text{printer}\)
\(\text{adjustment}\)
\(\text{ATARI\, 825\, 80-column\, printer}\)
\(\text{cable}\)
\(\text{connecting}\)

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LIMITED 90 DAY WARRANTY
ATARI® PROGRAM DISKETTES

ATARI, INC. (‘‘ATARI’’) warrants to the original consumer purchaser that this ATARI Program Diskette (not including computer programs) shall be free from any defects in material or workmanship for a period of 90 days from the date of purchase. If any such defect is discovered within the warranty period, ATARI’s sole obligation will be to repair or replace, at its election, the Program Diskette free of charge on receipt of the unit (charges prepaid, if mailed or shipped) with proof of date of purchase satisfactory to ATARI at any authorized ATARI Service Center. For the location of an authorized ATARI Service Center near you, call toll-free:

In California  (800) 672-1430
Continental U.S.  (800) 538-8547

or write to:

Atari, Inc.
Customer Service Department
1340 Bordeaux Drive
Sunnyvale, CA 94086

YOU MUST RETURN DEFECTIVE PROGRAM DISKETTES TO AN AUTHORIZED ATARI SERVICE CENTER FOR IN-WARRANTY REPAIR.

This warranty shall not apply if the Program Diskette: (i) has been misused or shows signs of excessive wear, (ii) has been damaged by being used with any products not supplied by ATARI, or (iii) has been damaged by being serviced or modified by anyone other than an authorized ATARI Service Center.

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REPAIR SERVICE

If your ATARI Program Diskette requires repair other than under warranty, please contact your local authorized ATARI Service Center for repair information.

IMPORTANT: If you ship your ATARI Program Diskette, package it securely and ship it, charges prepaid and insured, by parcel post or United Parcel Service.