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

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

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

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

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

4. REPORTING MENU
Select this menu to print any of the financial reports and to close your books at the end of an accounting period. You can:
- Print all current transactions recorded on your company’s data base diskette (LIST JOURNALS).
- Record current transactions to the General Ledger; print copies of period-
- Change the title that appears at the bottom of printed reports (ID LINE). You must enter a COMPANY CODE and AS OF DATE before you proceed to any of the other operational menus.

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

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

- End financial reports and ledgers; close books for month-end or year-end (RECORDING AND PERIOD PROCESSING).
- Print all vendors and customers in numerical or alphabetical order; print copies of General Ledger accounts for your company (PRINT LISTS).

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

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

DATA ENTRY MENU
21. CHECKS WRITTEN
22. CASH RECEIVED
23. INVOICES WRITTEN
24. GENERAL JOURNAL

MAINTENANCE MENU
31. ADD, CHANGE, DELETE ACCOUNTS
32. ADD, CHANGE, CONTACT INFORMATION
33. ADD, CHANGE, DELETE CUSTOMERS
34. ADD, CHANGE, DELETE VENDORS
35. ADD, CHANGE INVOICE PROMPTS

REPORTING DISKETTE

DATA ENTRY DISKETTE

TURNING OFF THE SYSTEM
When you are finished for the day, the system should be turned off as follows:
1. To ensure storage of data, return to either the MAIN MENU or the REPORTING MENU by pressing ESC.
2. Turn off the printer.
3. Turn off the interface module.
4. Remove the diskette from the disk drive.
5. Turn off the disk drive.
6. Turn off the computer.
7. Turn off the TV set.

ERROR MESSAGES
If the system does not understand what you are entering, it will display an error message at the bottom of the screen. The message will explain the nature of the problem.
When an error message appears, press RETURN. This will cause the cursor (the blinking white square) to go back to your entry so that you can correct it.

SETTING UP YOUR BOOKS
Page 68 of the User's Guide (Section 6, "MAINTENANCE MENU") provides a list of steps you must follow to set up your own books for use with The Bookkeeper.
Enter the account numbers assigned in the General Ledger for Earnings, Accounts Receivable, Accounts Payable, and Cash.

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

Distribution of invoiced amounts—usually Sales and Sales

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

52. CASH RECEIVED
Same as 51 above.

53. INVOICES WRITTEN
Same as 51 above.

54. GENERAL JOURNAL
Same as 51 above.

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

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

72. TRIAL BALANCE
Same as 71 above.

73. BALANCE SHEET
Same as 71 above.

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

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

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

92. CUSTOMERS (NUMERICAL)
Same as 91 above.

93. CUSTOMERS (ALPHABETICAL)
Same as 91 above.

94. VENDORS (NUMERICAL)
Same as 91 above.

95. VENDORS (ALPHABETICAL)
Same as 91 above.
14. ID LINE.
This command is optional. Use it when you want to change the title printed at the bottom of reports. The cursor moves to the current title, which you change by typing in a new title (up to 70 characters) and pressing RETURN at the end of each line.

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

35. ADD, CHANGE INVOICE PROMPTS.
Enter account numbers (usually Sales and Sales Tax Payable accounts) for automatic prompting when using Invoices Written journal.

51. CHECKS WRITTEN.
52. CASH RECEIVED.
53. INVOICES WRITTEN.
54. GENERAL JOURNAL.
May be printed any time you wish to see current transactions. Should be printed before RECORDING AND PERIOD PROCESSING. Pick a command number and press RETURN.

81. END-OF-MONTH.
82. END-OF-FISCAL YEAR.
May be done only after RECORDING AND PERIOD PROCESSING. Note instructions, be sure you have all reports, then enter CONTINUE to proceed.

91. GENERAL LEDGER ACCOUNTS.
92. CUSTOMERS (NUMERICAL).
93. CUSTOMERS (ALPHABETICAL).
94. VENDORS (NUMERICAL).
95. VENDORS (ALPHABETICAL).
These lists may be printed at any time. Enter a command number, press RETURN.

START-UP
Always select the START-UP MENU first after turning on the system. Enter 1 from the MAIN MENU and press RETURN.
Only two of the four START-UP commands are needed in most uses: Commands 11 and 12. By entering Command 11 and pressing RETURN, you can enter a COMPANY CODE. This code must be six characters long and must match the name given the data base diskette. For example, to use the Sample data base diskette, enter BENSON.

DATA ENTRY
To record bookkeeping transactions, enter 2 at the MAIN MENU and press RETURN.
Entries made automatically include journal entry number and, after the initial entry, check number and date. Press RETURN to keep these entries or change them by typing over the entry before pressing RETURN. Use DELETE BACKS to return to any previous portion of a journal entry.

MAINTENANCE
The ACCOUNT MAINTENANCE MENU is used to create and change the Lists of Customers, Vendors and General Ledger accounts, and to set up the system initially for your business. Enter Command 3 from the MAIN MENU and press RETURN.
This menu can only be used when initially setting up a copy of the data base diskette for your own business or after you have closed the books at the end of a month or year (see "REPORTING" below).

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

REPORTING
The REPORTING MENU is selected by entering Command 4 from the MAIN MENU and pressing RETURN. You will be asked to change diskettes after you select REPORTING.
Commands 41, 42, 43 lead you to second level operational menus. Command 44 returns you to the MAIN MENU.
RECORDING sums the entries in the four journals (CW, CR, IW, and GJ) to the General Ledger balances, then prints the three ledgers (General Ledger, Accounts Receivable and Accounts Payable). Multiple recordings can be made during a month, so you can identify discrepancies and make adjusting entries to the General Ledger.
END-OF-MONTH closing causes all current-month income and expense balances to be zeroed out and summed with annual balances. It also erases journal entries to make space for the next month's entries.
END-OF-FISCAL YEAR closing causes all annual income and expense balances in the General Ledger to be zeroed out and the net to be summed to your Retained Earnings account in preparation for the new fiscal year.

CAUTION: Closings should be done only after:
- Journals are printed.
- Recording is completed.
- Financial statements are printed.
- You've duplicated the data base diskette for your current books.

1000 is accepted as $10.00. To end a journal entry, press RETURN at ENTER ACCT.NO.
In all journals except the General Journal, you must verify your entries at two levels. First, each transaction must be verified, then all entries in a batch must be verified. Use DELETE BACKS to return to the entry number, then change the number to review previous entries. Change previous entries by following regular procedures.

By entering command 12 and pressing RETURN, you can enter a date to be printed on reports.
Enter Command 13 to rename a data base diskette or name a new disk after you have copied it from the Data Base Diskette provided in The Bookkeeper package.
Pressing RETURN makes the computer recognize what you have just typed in. Always remember to press RETURN after you select a command number or make any other entry.
Debits and Credits

The Bookkeeper uses the double-entry method of accounting. Double-entry simply means that each transaction has equal and offsetting entries—a "debit" and a "credit." In standard accounting practice, debits are always positive and credits are always negative. The sum of debits and credits should always be zero—the books of any company should always be in balance. The Bookkeeper accounting system is designed to avoid out of balance situations by always requiring equality between debits and credits. Three of the four journals (Checks Written, Cash Received, and Invoices Written) are balanced automatically. Offsetting entries are made according to the account numbers you enter under Control Information (command 32 from the Maintenance Menu).

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

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

![Figure 1. Debits and Credits](image)

<table>
<thead>
<tr>
<th>Debit(+)</th>
<th>Account</th>
<th>Credit(-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>increase</td>
<td>Assets</td>
<td>decrease</td>
</tr>
<tr>
<td>decrease</td>
<td>Liabilities</td>
<td>increase</td>
</tr>
<tr>
<td>decrease</td>
<td>Capital</td>
<td>increase</td>
</tr>
<tr>
<td>decrease</td>
<td>Income</td>
<td>increase</td>
</tr>
<tr>
<td>increase</td>
<td>Expense</td>
<td>decrease</td>
</tr>
</tbody>
</table>

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

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

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

The simplest of the accounting equations is this:

\[ \text{ASSETS} - \text{LIABILITIES} = \text{CAPITAL} \]

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

![Figure 2. General Ledger Account Types](image)

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

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

\[ \text{ASSETS} - \text{LIABILITIES} - \text{CAPITAL} = 0 \]

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

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

\[ \text{PROFIT} = \text{INCOME} - \text{EXPENSE} \]

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

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

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

\[ \text{ASSETS} - \text{LIABILITIES} - \text{CAPITAL} - \text{PROFIT} = 0 \]

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

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

\[ \text{ASSETS} - \text{LIABILITIES} - (\text{INCOME} - \text{EXPENSE}) = 0 \]

Removing the parenthesis we see that:

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

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

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

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

Figure 3 graphically depicts the way these elements fit into the General Ledger equation.
Journal Recording To General Ledger Accounts

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

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

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