

See the documentation on GETTING STARTED

Date	Name	Description
5/31/93	Starting balance	(do not delete)
5/31/93	Starting balance	(do not delete)

Month	Check Number	Account	Payment	Regular Balance	Deposit
1				0.00	
1				0.00	

Salary

Gross

FICA

Fed TAX

St tax

Co tax

Expenses	Amount
	0.00
500	0.00
501	0.00
502	0.00
503	0.00
504	0.00
505	0.00
506	0.00
507	0.00
509	0.00
511	0.00
512	0.00
513	0.00
514	0.00
515	0.00
517	0.00
518	0.00
519	0.00
520	0.00
521	0.00
522	0.00
525	0.00
526	0.00
527	0.00
528	0.00
530	0.00
531	0.00
535	0.00
536	0.00
540	0.00
545	0.00
546	0.00
547	0.00
550	0.00
551	0.00
565	0.00
566	0.00
567	0.00
568	0.00

569	0.00
570	0.00
575	0.00
580	0.00
581	0.00
586	0.00
590	0.00
591	0.00
592	0.00
599	0.00

Description	Deposits
Check total	
Sales commissions	400
Advertising and promotion	401
Travel	402
Telephone	403
Entertainment	405
Signs	406
Selling expense	408
Closing service fees	410
Management fee	412
Taxes, payroll	414
Office supplies	415
Postage	416
Shipping/handling	420
Professional fees	430
Education	433
Utilities	440
Equipment rental	450
Vehicle expense	491
Licenses and fees	492
Insurance	499
Rent	
Dues	
Taxes, property	
Amortization of org. expense	
Employee benefits	
Contributions	
Repairs and maintenance	
Property upkeep	
Interest	
Miscellaneous expense	
Cleaning	
Office equipment	
Loan principal repayment (#1)	
Loan principal repayment (#2)	
Mortgage	
Food/groceries	
Uniforms/clothing	
Healthcare	

Boating expense

Petty cash

Loan

Software

Books, magazines

Returned items

Dividends

Security deposit refund

Transfer to another account

Unclassified, non-deductible

Amount	Description
0.00	Deposit total
0.00	Commission income
0.00	Sales
0.00	Rental income
0.00	Appraisal fees
0.00	Interest income
0.00	Interest, tax free
0.00	Other income or refund
0.00	Sales - Real estate
0.00	Mortgage
0.00	Principal payment
0.00	Loan (#1)
0.00	Loan (#2)
0.00	Dues
0.00	Bad debt recovery
0.00	Shipping/handling
0.00	Salary
0.00	Escrow
0.00	Security deposit
0.00	Transfer from another account
0.00	Unclassified, non-taxable

Verify accounts:

Deposit accounts:	0.00	
Deposit total:	0.00	DEPOSIT accounts
Checks:	0.00	
FICA:	0.00	
Fed. tax:	0.00	
State tax:	0.00	
Co. tax:	0.00	
Gross salary:	0.00	
Expense accounts:	0.00	
Checks+Withholding:	0.00	
Gross+Accounts:	0.00	EXPENSE accounts

Checkbook reconciliation:

Date	Name
------	------

OK

OK

Number

Payment

Deposit

Single account
Date

report:
Name

Description

Payment

Deposit

Gross

FICA

Fed TAX

St tax

Co tax

Tables:

New_ Balance	0		
StrDate	5/31/93		
ValDate	34120		
Table_2 Match_2	Number		
Table_1 Match_1	Account	Date	1
Table_3	Month		0
Last_row	4		
Month_col	4		
Add_Dep	0		
Add_Pay	#VALUE!		
Interval	1		
Sort_num	0		
Today	12/16/2,022		
Count	0		
BegDate	0		
EndDate	64000		
LastCheck	-1		

Names:

Macros:

Autoload menu

Restart menu

Account_Menu

Update

Deposit

Payment

Salary

Salary_2

Salary_3

Reconcile

Recon_input

Another

Recon_end

Journal_listing

Balance

Mod_account

Add_expense

Add_income

New_sort

New_sort2

Clear_all

Normal_print

Sideways_prin
(SIDEWAYS)

Extract

Display_accou

Normal_extrac

Side_extract
(SIDEWAYS)

Display_up

Display_down

Exit

Pause

Set_title

Win_off

Win_on

Bottom entry

Copy cell above

Dynamically
defined
ranges

Label from value

Order journal

Name table

String to Date

Unmatched entries

Clear signon

Start_up

Show_reg

Remove help

Help_warning

No_help

Double

V1.65

```
1      \0      {Win_off} {start_up}/wgra{calc}~/rvToday~StrDate~/ppca  
      \a      {restart} {Win_off} {Set_title} {Win_on} {MenuCall Accoun
```

```
1      1-2-3      Transactions Journal Extract  
Run 1-2-3 (prEnter new depBalance accourView or printo  
{Restart}~~ {MenuCall Up}{MenuCall Jou}{MenuCall Ext
```

```
1-2-3      Deposit      Payment      Salary  
Run 1-2-3 (PrDeposit a checPay a bill      Pay a salary wi  
{Restart}~~ {Deposit} {Mei{Payment} {M{Salary} {Menu
```

```
{Win_off} {goto}Menu_Entry~/cDeposit_screen~~{right} {  
{windowson}/ruEntry_Range~{panelon}/riMenu_Entry~/rf  
{Win_off}/wgra{calc} {goto}Entry_Range~{l}/rt{down} {c  
{b}/cAdd_dep~~{right}/cDeposit_Amount~/rf~~{left}~{  
{b} {Win_on}
```

```
{Win_off} {goto}Menu_Entry~/cPayment_screen~~{right}  
{windowson}/ruEntry_Range~{panelon}/riMenu_Entry~/rf  
{Win_off}/wgra{calc} {goto}Entry_Range~{l}/rt{down 4}  
{b}/cAdd_pay~~{left}/cPayment_amount~/rf~~{right}~{  
{if Payment_check>0} {let LastCheck,Payment_Check}
```

```
{Win_off} {goto}Menu_Entry~/cSalary_screen~~{right} {d  
{windowson}/ruEntry_Range~{panelon}/riMenu_Entry~/rf  
{goto}Entry_range~{down 12} {left}'~{windowsoff} {if @s  
>>> GROSS does not equal NET plus deductions <<<<~{Br  
{Win_off}/wgra{calc} {goto}Entry_Range~{l}/rt{down 4}  
{goto}Salary_gross~/rt{down 4}~{b} {right 2}~{b} {right  
{b}/cAdd_pay~~{left}/cSalary_net~/rf~~{right}~{down}  
{if Salary_check>0} {let LastCheck,Salary_check}
```

```
{Win_off} {home} {right 3} {let Month_col,@cellpointer("c  
{b} {up} {let Last_row,@cellpointer("row"))~
```

```

{goto}Reconcile_hint~{windowson} {goto}Reconcile_key~
{home} {right 6} {left 3} {windowson} {windowsoff}
/dqri{home} {down} {right 3}. {\b} {left 4} {up}~cTable_3~f
{indicate INPUT} {?}~
{let Count,@cellpointer("col")-Month_col} {if Count<0} {
{Win_off} {down}
{if @cellpointer("row")>Last_row} {branch Recon_end}
{if @cellpointer("type")<"b"} {down} {branch another}
{Win_on} {branch Recon_input}
{Win_off}/wgra{calc} {windowson} {goto}Check_reconcile
i{home} {down}. {\b} {up} {right}~cTable_3~oChecks_out~
{\d} {goto}Check_reconcile~{end} {down} {right} {end} {up}
{goto}Check_reconcile~{end} {down} {right} {end} {up} {dc
{pgdn} {goto}Check_reconcile~{Win_on}

```

```

1-2-3      Balance      Modify      Clear
Run 1-2-3 (PrBalance journaAdd account mClear all journa
{Restart}~~ {Balance} {Me {MenuCall Mo{Clear_all}

```

```

{Win_off} {\d} {\o} {let BegDate,0} {let EndDate,64000}
{goto}Check_total~@DSUM(Journal,6,Account_match)~{
{home} {pgdn} {goto}Show_Accounts~{windowson} {wind
/reMatch_1~/dt1Account_Table~Match_1~/dt1Income_Tab
{goto}Total_deposits~@SUM(All_deposits)~/rv~~{goto}T
{goto}Check_total~/rv~~{goto}Deposit_total~/rv~~{\u}
{goto}Verify_output~/rndVerify_output~/rncVerify_output
{pgdn} {goto}Show_accounts~{Win_on}

```

```

1-2-3      Expense      Income      Sort
Run 1-2-3 (PrAdd an expensAdd an incomeToggle betwee
{Restart}~~ {Add_expense} {Add_income} {New_sort} {M

```

```

{Win_off} {goto}Menu_Entry~/cExpense_screen~~{right} {
/ruEntry_Range~{panelon}/riMenu_Entry~/rpEntry_Range-
{Win_off} {goto}Expense_list~{right} {end} {down}/c{righ
/cExpense_amount~~{double} {right 2}/cExpense_name~~:
{Win_on}

```

```
{Win_off} {goto}Menu_Entry~/cIncome_screen~~{right} {c
/ruEntry_Range~{panelon}/riMenu_Entry~/rpEntry_Range-
{Win_off} {goto}Deposit_list~{right} {end} {down}/c {right
/cIncome_amount~~{double} {right 2}/cIncome_name~~{g
{Win_on}
```

```
{Win_off} {if sort_num=0} {let sort_num,2} {Branch New_s
{let sort_num,0}
{goto}Deposit_list~{right}/dsrd. {end} {down} {right 2}~p{
{goto}Expense_list~{right}/dsrd. {end} {down} {right 2}~p{
{Win_on}
```

```
{Win_off} {goto}Menu_Entry~/cInitial_screen~~{right} {dc
/ruEntry_Range~{panelon}/riMenu_Entry~/rpEntry_Range-
{Win_off}
{home} {down 2}/re{\b} {right 6}~{home}/cInitial_date~~{
{home} {right 7}/cInitial_balance~~/rff~~{edit}+First_balai
{goto}a1~/cInitial_name~~{pgdn} {goto}Check_reconcile~
{\d} {let Check_total,0} {let Deposit_total,0}/dfAll_expense:
{let Total_deposits,0} {let Total_expenses,0} {goto}Names~
{pgdn} {goto}Copyright~{Win_on}/fs{esc} {esc} {?}~r{bs}
```

```
{Win_off} {\o} {goto}Journal~/ppcbobr~qq{pgdn} {home}
/ppcrr. {\b} {right 6}~q{if @sum(K3..N8192)=0}/ppr{left 4}
/ppgpacbq{goto}Summary_output~/ppcrr. {right} {down 3} :
{goto}Deposit_output~/ppcrr. {right} {down 3} {end} {down
/ppcrrVerify_output~gpaq
{pgdn} {goto}Copyright~{Win_on}
```

t

```
{Win_off} {goto}Journal_output~/rndJournal_output~/rncJc
{app1} crrJournal_output~q{if @sum(K3..N8192)=0} {app1
{app1} gq{goto}Summary_output~{app1} crr. {right} {down
{goto}Deposit_output~{app1} crr. {right} {down 3} {end} {d
{app1} crrVerify_output~gq
{pgdn} {goto}Copyright~{Win_on}
```



```

1-2-3      Input      Normal      Sideways
Run 1-2-3 (PrInput account rNormal printouSideways print
{Restart}~~ {Display_accou{Normal_extra{Side_extract}

```

```

nt {Win_off} {goto}Menu_Entry~/cAccount_screen~~{right} {
/ruEntry_Range~{panelon}/riMenu_Entry~/rpEntry_Range-
{Win_off} {let BegDate,0} {if @cell("type",Starting_D)<>"l
/cAccount_entry~Match_1~{let EndDate,64000} {if @cell("
/cAccount_entry~Account_number~{goto}Journal_list~/re{
/reMatch_1~{goto}Ext_pay~/rndExt_pay~/rncExt_pay~{let
TOTAL~{right 2}@sum(Ext_pay)~/rff~/c~{right}. {right :

```

```

t {Win_off} {pgdn} {goto}Journal_list~{right} {if @cellpointe
{left}/ppcrr{up 2}. {right} {end} {down} {down 4} {right 6}~
/ppgpaq{Win_on}

```

```

{Win_off}{pgdn} {goto}Journal_list~{right} {if @cellpointe
{left} {app1} crr{up 2}. {right} {end} {down} {down 4} {right
{app1} gq{Win_on}

```

```
{pgup} {windowson}
```

```
{pgdn} {windowson}
```

```

{Win_off}
{goto}Journal_list~/re{end} {down} {right 12}~/reAccount_
{goto}Names~/re{right} {end} {down}~
{pgdn} {goto}First_page~
{Win_on}/fs~r{goto}Exit_screen~{indicate WAIT}/q{?}
{restart} {goto}Copyright~{\a}

```

```
{wait @now+@time(0,0,interval)}
```

~/cA1~Title~
/ppoh={esc}|{title}. Date: @~qq

{indicate WAIT} {windowsoff} {paneloff}

{indicate} {windowson} {panelon}

\b {home} {right 7} {end} {down} {down}

e \c {up}/c~{down}~{down}

\d {goto}All_deposits~/rndAll_deposits~/rncAll_deposits~{en
{goto}All_expenses~/rndAll_expenses~/rncAll_expenses~{
{goto}Deposit_out~/rndDeposit_out~/rncDeposit_out~{left
{goto}Payment_out~/rndPayment_out~/rncPayment_out~{l
{goto}Account_table~/rndAccount_table~/rncAccount_tabl
{goto}Income_table~/rndIncome_table~/rncIncome_table~;
{goto}Journal~/rndJournal~/rncJournal~{\b} {right 6} {up}~

ue \l {if @cellpointer("type")="v"} {edit} {home}'~

\o {goto}Journal_output~{down 3}/dsr~d.{\b} {up} {right 6}~1

\n {goto}Names~/re {right} {end} {down}~/rnt~

\s {\l}/c~StrDate~/rvValDate~~/rfd4~

ry \u {goto}Mismatch~/re {right 4} {end} {down}~/rndMismatch~
"Account~{right}'numbers not found and all Employee IDs:
{goto}Match_1~+F3>0#or#(@cell("type",F3)="I")~

```

/dqri{home}{down}{right 5}.\b}{left 2}{up}~cTable_1~o
{goto}Match_1~/re~
{goto}Account_table~Account~{goto}Income_table~Acco
{goto}Mismatch~/dqri.{end}{down}~q
{down}{if @cellpointer("type")<"b"}{goto}Account_tabl
{goto}Mismatch~/dqri.{end}{down}~q
{down}{if @cellpointer("type")<"b"}{goto}Income_table
{goto}Account_table~/re~{goto}Income_table~/re~
{goto}Mismatch~{down}{if @cellpointer("type")="b"}/re\

```

```
\x {let interval,0}
```

```

{if interval=0}{return}
{windowsoff}{breakoff}{goto}Share_ID~{windowson}
{let interval,1}{Pause}
{pgup}{Pause}{Show_reg}
{pgup}{breakon}{windowsoff}

```

```

{indicate}{goto}Register~{goto}Register_end~
Press ENTER to continue~{?}'~

```

```
\y {goto}Remove_help~
{Mencall Help_warning}
```

WARNING

```

Warning! Press ENTER to erase help screens, ESC to cancel
{No_help}/reNo_help~

```

```

{goto}Help_intro~
/re{left}{end}{down}{right 8}~
{goto}Help_intro~NO HELP. Help screens removed. Press
{goto}Help_add~+Help_intro~{goto}Help_extract~+Help_
/reRemove_help~/rnd\y~{goto}Copyright~

```

{if @cellpointer("type")="1"} {edit} {home}" {del}~

```
1{\b} {if interval<>0} {goto} Copyright~  
t_Menu}~{Branch \a}
```

```
Register      Help      Quit  
Registration inHelp on usage Save spreadsheet and exit  
{Paneloff} {Sh}{goto}Help_in {Exit}
```

```
Reconcile     Bottom     Help      Quit  
Reconcile withPosition spreadHelp on TRANReturn to previous menu  
{Reconcile} {M{\b} {MenuBra}{goto}Help_up{Return}
```

```
down 14} {panelon} {paneloff}/cStrDate~Initial_date~/wgrm{indicate}  
)Entry_Range~{if @cell("type",Deposit_amount)="b"}/wgra{calc} {up}~{\b} {Return}  
lown}~{\b} {left 7}~  
left 3}/cDeposit_Account~~{double} {down} {end} {left} {up} {\s}
```

```
{down 14} {panelon} {paneloff}/cStrDate~Initial_date~/wgrm{indicate} {let Payment_che  
)Entry_Range~{if @cell("type",Payment_amount)="b"}/wgra{calc} {up}~{\b} {Return}  
~{\b} {left 7}~{\b} {left 4}/m~{right 2}~  
down} {end} {left} {up} {\s} {right 5} {double} {\b} {Win_on}
```

```
own 14} {panelon} {paneloff}/cStrDate~Initial_date~/wgrm{indicate} {let Salary_check,L  
)Entry_Range~{if @cell("type",Salary_gross)="b"}/wgra{calc} {up}~{\b} {Return}  
um(Entry_sums)=2*Salary_gross} {Branch Salary_3}  
anch Salary_2}  
~{\b} {left 7}~{\b} {left 3}/cSalary_check~~{left}/m~{right 2}~  
2}/rf~~{right 4}~  
{end} {left} {up} {\s} {right 5} {double} {\b} {Win_on}
```

```
l")})~
```

{windowsoff} {panelon} {paneloff} {?}~

{query} {esc} {esc} {esc}/wgrm{Win_on}

Win_off} {right Month_col+5} {left Count+Month_col+6} {right}

~{windowsoff}/re{end} {down} {right 6}~/dqr

eq

} {down 2} Actual {right}/rndNew_balance~/rncNew_balance~{bs} {\b} {up}~+New_balar
own} Statement {right} +New_balance+@SUM(Payment_out)-@SUM(Deposit_out)~/rff~

Normal Sideways Help Quit

Normal journalSideways jourrHelp on JOURReturn to previous menu

{Normal_print {Sideways_pri{goto}Help_jo {Return}}

goto} Deposit_total~@DSUM(Journal,8,Account_match)~

owsoff}

le~Match_1~

otal_expenses~@SUM(All_expenses)~/rv~

~{end} {down} {right} {end} {up} {right 5}~

Help Quit

Help on JOURReturn to previous menu

{goto}Help_ad{Return}

{down 14} {Win_on} {paneloff}

~{if @cell("type",Expense_amount)="b"} {goto}Expense_list~{Return}

t 2}~{down}~{down}

{goto}Expense_list~{right}/dsrd.{end} {down} {right 2}~p{right sort_num}~a~g

```
down 14} {Win_on} {paneloff}
~{if @cell("type",Income_amount)="b"} {goto}Deposit_list~{Return}
2}~{down}~{down}
oto}Deposit_list~{right}/dsrd. {end} {down} {right 2}~p{right sort_num}~a~g
```

```
ort2}
```

```
right sort_num}~a~g
right sort_num}~a~g
```

```
own 14} {Win_on} {paneloff}
~{if @cell("type",Initial_balance)="b"} {beep} {return}
```

```
\s}/c{right 13}~{down}~{\b} {up}/cAdd_pay~/rf~~~
nce~
/re{right} {end} {down} {down 4} {right 5}~
s~0~0~/dfAll_deposits~0~0~{goto}Journal_list~/re{end} {down} {right 12}~
/re{right} {end} {down}~/reAccount_number~{home} {down 2}/rfr{right 13} {end} {down
```

```
~q
{end} {down} {right 2}~gpaq
}{right 2}~gpaq
```

```
ournal_output~{\b} {right 6}~{\o}
}{left 4}~q
3} {end} {down} {right 2}~gq
own} {down 3} {right 2}~gq
```

Up Down Help Quit
 Screen page upScreen page doHelp on EXTRRReturn to previous menu
 {Display_up} {{Display_down}{goto}Help_ex{Return}}

```
{down 14} {Win_on} {paneloff}
~{if @cell("type",Account_entry)="b"} {pgdn} {goto}Journal_list~{Return}
o"} {goto}Starting_D~{\l} {let BegDate,@Datevalue(+Starting_D)}
'type",Ending_D)<>"b"} {goto}Ending_D~{\l} {let EndDate,@Datevalue(+Ending_D)}
end} {down} {right 12}~{\d}/dqriJournal~cTable_1D~oJournal_extract~eq
it 5} {up} {end} {down} {right 5}~{goto}Journal_extract~{up} {end} {down} {down 2} {rigl
5}~{pgdn} {goto}Journal_list~{Win_on}
```

```
r("type")="b"} {Win_on} {Return}
~q{if @sum(Ext_gross)}/ppr{right 5}~q
```

```
r("type")="b"} {Win_on} {Return}
6}~q{if @sum(Ext_gross)} {appl}r{right 5}~q
```

number~

d} {down}~
end} {down}~
5} {end} {down} {right 5}~
eft 4} {end} {down} {right 4}~
e~{down} {end} {down} {right}~
{down} {end} {down} {right}~
·{pgdn}

o~a~s{right 4}~a~g{pgdn} {pgup} {b}

./rncMismatch~{end} {down}~
~

Mismatch~uq

.int~

e~/dq. {end} {down}~ddq

~/dq. {end} {down}~ddq

Mismatch~/reMismatch2~

el.

ess ENTER to continue.~

intro~{goto}Help_journal~+Help_intro~{goto}Help_update~+Help_intro~

ck,LastCheck+1}

astCheck+1}

ice/rff~

~

}~

nt 3}

Data entry table

-
|
|
|
|
|
|
|
-

After entering the fi

-



Enter date as 'MM/DD/YY

Leave blank lines empty

Use UP and DOWN arrows to
go between fields

Press ENTER when all data
has been entered

-

nal data, press ENTER again

Name
Description
Account #
Check #
Amount
-
-

CHECK entry (not for salary) (a blank Amount cancels)

-
-
Date
Name
Description
Employee ID
Check #
Net Amount
Gross Amount
FICA
Fed. tax
State tax
County tax
-
-

SALARY entry (a blank Gross Amount cancels)

-
-
Date
Bus. name
Balance

| |
| |
- -

New EXPENSE account (a blank Number cancels)

- -
| Title |
| Number |
| |
| |
| |
| |
| |
| |
| |
- -

New INCOME account (a blank Number cancels)

If the bank statement shows that a deposit or check has cleared,
enter the month (1-12) in the MONTH column and press ENTER

If the item has not cleared, just press the ENTER key.

Continue until all entries have been processed.

Press the ENTER key now to continue.

WARNING! Removal of help screens is permanent.

If you do NOT want to quit,
answer N and then press the ENTER key.
Choose a command when the menu appears.

To quit, just answer Y.

<- Blank entry

HELP on CO

I'M NO ACC
Single Busine
Copyright 19
All rights res

I'm no accour
the books. Th
end of the ye
summarizing

I looked at ac
The I'M NO
quick and eas

Press PAGE 1
Press ENTER

<- Deposit screen

ALT A

The main acc
loaded or wh
The followi

1-2-3 Transa

1-2-3 enters 1
The TRANS/
The JOURN/
The EXTRA
The REGIST
The HELP cc
The QUIT co

Press PAGE 1
Press ENTER

<- Payment screen

1-2-3

Almost all ac
menu items.

select the 1-2
off and you n
the informati

When you ha
accounting m

This is the fir
displayed, jus
1-2-3 READ'
to continue ac

Press PAGE 1
Press ENTER

<- Salary screen

TRANSACTIONS

When the TR
the following

1-2-3 Deposi

1-2-3 enters 1
DEPOSIT in
PAYMENT i
SALARY in
RECONCILE
BOTTOM pc
HELP shows
QUIT returns

Press PAGE 1
Press ENTER

<- Initial screen

TRANSACTIONS
DEPOSIT

Select the DE
deposit. Be s
and amount.

Keep a list of
To make a lis

Words may b

If the deposit
be ignored. T
the current ba

als)

Press PAGE 1
Press ENTER

<- One account screen

TRANSACTIONS
PAYMENT

Select the PA
payment of a
number and a

Keep a list of
To make a lis
Words may b

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<- New expense account

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MMANDS

ACCOUNTANT. (TM)

Business Journal Template

91 Willis E. Howard, III

provided.

Accountant. But I run a business and need to keep the checkbook needs to be balanced. At the end of the year, my accountant needs a copy of the books, where the money came from, and where it went.

I looked for accounting software but found it too complex.

ACCOUNTANT (TM) accounting template provides easy bookkeeping for a small business.

UP or PAGE DOWN for more.

↵ to continue.

The accounting menu comes up when the spreadsheet is open when you press the ALT A key from 1-2-3 READY. The following options can be selected:

ACTIONS Journal Extract Register Help Quit

1-2-3 (R) READY mode.

ACTIONS menu processes new data.

AL menu allows balancing and printouts.

CT menu displays entries by account number.

ER item provides information on registration.

mmmand shows these help screens.

mmmand from the main menu saves and exits.

UP or PAGE DOWN for more.

↵ to continue.

The accounting functions can be accessed from the spreadsheet. When other spreadsheet functions are needed,

-3 item. The accounting menu will be turned
may use standard 1-2-3 (R) commands to access
on in the spreadsheet.

ve finished and wish to return to the main
enu, press the ALT A key.

st item on each menu. When any menu is
st press the ENTER key to access the
Y mode. When finished, press the ALT A key
ccounting functions.

UP or PAGE DOWN for more.
l to continue.

ANSACTIONS item is selected from the main menu,
menu is displayed:

t Payment Salary Reconcile Bottom Help Quit

l-2-3 (R) READY mode.
puts information on income received.
nputs information on checks which are written.
puts information on a salary paid.
E allows reconciliation with a bank statement.
ositions the spreadsheet at the final entry.
these help screens.
to the main menu.

UP or PAGE DOWN for more.
l to continue.

POSIT item to enter information on a bank
ure to enter the date, account number,

`income (deposit) account numbers handy.
t, select a JOURNAL printout item.

e used in place of account numbers.

amount is left blank, the data will
The spreadsheet will be positioned under
ink balance.

UP or PAGE DOWN for more.
↓ to continue.

EMENT item to provide information on the
n expense. Be sure that the date, account
mount are entered.

expense (payment) account numbers handy.
t, select a JOURNAL printout item.
e used in place of account numbers.

e amount is left blank, the data will
The spreadsheet will be positioned under
ink balance.

UP or PAGE DOWN for more.
↓ to continue.

LARY item from the TRANSACTIONS menu when
ary. Tax and FICA are not computed, but
ed on the input screen.

alary is left blank, the data will be
spreadsheet will be positioned under the
balance.

alary does not equal the net salary plus
s, the entries must be modified.

may be extracted by Employee ID. Use numbers
1 account numbers.

UP or PAGE DOWN for more.
↵ to continue.

CILE item allows the spreadsheet entries
ed with the bank statement. Invoke
you get a new bank statement, after
's information is entered.

al setup, the spreadsheet will be
an empty entry in the MONTH column.
n 1 to 12 indicates which month the item
d by the bank. Either leave the cell empty
umber from 1 to 12, followed by the

ENTER until reaching the end of the spreadsheet
ay to complete reconciliation.

UP or PAGE DOWN for more.
↵ to continue.

n menu, select the HELP item to get help
ands. This screen is the help screen on HELP.

E UP and PAGE DOWN keys to go between the
Press the ENTER key to return to the
hich you requested help.

.READY mode, press the ALT A key to return
ccounting menu.

UP or PAGE DOWN for more.

↵ to continue.

JOURNAL item is selected from the main menu,

JOURNAL menu is displayed:

␣ Modify Clear Normal Sideways Help Quit

1-2-3 (R) READY mode.

Will balance all accounts, verifying entries.

Asks for new account numbers or changes sort criteria.

Asks for all deposit and payment information. (BEWARE !)

Performs a journal listing on a printer.

Performs a SIDEWAYS(R) journal listing.

Shows these help screens.

↵ to the main menu.

UP or PAGE DOWN for more.

↵ to continue.

␣ the information for each month, the BALANCE

is selected. All account information in the

is transferred to income and expense ledgers.

Assets will be compared against income accounts.

Liabilities will be compared against expense accounts.

Account numbers must be corrected.

␣ of the account names and/or numbers to

␣ your chart of accounts. Add new account

␣ in the JOURNAL MODIFY command.

UP or PAGE DOWN for more.

↵ to continue.

MODIFY item is selected from the JOURNAL menu,
JOURNAL MODIFY menu is displayed:

se Income Sort Help Quit

1-2-3 (R) READY mode.

adds a new expense account number and name.

adds a new income account number and name.

switches between showing accounts by number or name.

views these help screens.

returns to the main menu.

UP or PAGE DOWN for more.

↵ to continue.

When the EXPENSE item from the JOURNAL MODIFY menu

is selected, you can add a new expense account number and name

to the list of expense account numbers. After adding the

number and name, the list is sorted.

If a number is given, the command is ignored.

The cursor will be positioned to show expense

numbers.

Use numbers if your accountant prefers them. It

is better to use member single, short words to identify the

names of your accounts with words if you prefer.

UP or PAGE DOWN for more.

↵ to continue.

When the INCOME item from the JOURNAL MODIFY menu

is selected, you can add a new income account number and name

to the list of income account numbers. After adding the

number and name, the list is sorted.

number is given, the command is ignored.
sheet will be positioned to show income

numbers if your accountant prefers them. It
member single, short words to identify the
up your accounts with words if you prefer.

UP or PAGE DOWN for more.
↵ to continue.

the SORT item from the JOURNAL MODIFY menu
way in which the deposit and expense account
sorted. If they are currently sorted by
number, they will be resorted alphabetically by
number / sorted by name, they will be resorted by

number has no impact on the information in
number only on how it is displayed.

UP or PAGE DOWN for more.
↵ to continue.

JOURNAL CLEAR will erase all spreadsheet data.

be lost by using this command.

date and account balance must be set.
number for the spreadsheet will be requested.
number: name for the title will be requested.

mand to start a new year or checking account.

UP or PAGE DOWN for more.

↵ to continue.

Printout of the spreadsheet, select the JOURNAL
item from the main menu. If SIDEWAYS(R) is loaded, you
select the SIDEWAYS print item from the JOURNAL menu.
Select the NORMAL item for a normal printout
using 1-2-3 (R) print defaults.

For NORMAL printouts only, a header will be
generated with business name and date.

For this template, be sure that 1-2-3 is set
correctly for your printer.

UP or PAGE DOWN for more.

↵ to continue.

Printout of the spreadsheet, select the JOURNAL
item from the main menu. If SIDEWAYS(R) is loaded, you
select the SIDEWAYS print item from the JOURNAL menu.
Select the NORMAL item for a normal printout
using 1-2-3 (R) print defaults.

Normal does not come with SIDEWAYS(R) which must
be purchased separately if desired. SIDEWAYS(R) is
a registered trademark of Funk Software, Inc.

SIDEWAYS(R) add-in must be attached as ALT-F7 or appl
using SIDEWAYS options or else the template may

Be sure to configure SIDEWAYS(R) for your

UP or PAGE DOWN for more.
↵ to continue.

The EXTRACT option from the main menu
displays the following menu:

Normal Sideways Up Down Help Quit

1-2-3 (R) READY mode.
Allows you to select one account number to view.
Generates a normal printout for that account number.
Produces a sideways printout.
Returns previous screen up when there is one.
Returns the next screen down.
Returns these help screens.
Returns to the main menu.

UP or PAGE DOWN for more.
↵ to continue.

CT INPUT command allows a set of journal entries
for one account number to be viewed. The account
number must first be requested. The previous display will
be replaced before the new display is shown.

If an expense ID number is given instead of an expense or
account number, the information on salary for that
ID will be extracted.

A starting date and/or ending date may be given.
If a starting date is given, no entry before the starting
date will be extracted. If an ending date is given, no
entry after the ending date will be extracted. The default
is to extract all entries without regard to the date.

UP or PAGE DOWN for more.

↵ to continue.

EXTRACT INPUT command has been given to extract
information on one account number, that information may
not fit on the printer. Use the EXTRACT NORMAL
command to get a normal printout. Use the EXTRACT SIDEWAYS
command to get a sideways printout

EXTRACT NORMAL printouts only, a header will be
generated with business name and date.

Using this template, be sure that 1-2-3 is set
correctly for your printer.

UP or PAGE DOWN for more.

↵ to continue.

EXTRACT INPUT command has been given to extract
information on one account number, that information may
not fit on the printer. Use the EXTRACT NORMAL
command to get a normal printout. Use the EXTRACT SIDEWAYS
command to get a sideways printout

EXTRACT SIDEWAYS(R) does not come with SIDEWAYS(R) which must
be purchased separately if desired. SIDEWAYS(R) is
a registered trademark of Funk Software, Inc.

SIDEWAYS(R) add-in must be attached as ALT-F7 or appl
using SIDEWAYS options or else the template may
not print. Be sure to configure SIDEWAYS(R) for your

UP or PAGE DOWN for more.

↵ to continue.

Amount of information can sometimes fill more than
one page. When this happens, use the EXTRACT UP command

EXTRACT DOWN command to view different parts of the information without entering 1-2-3 (R) READY

command only when extracted information is on screen.

UP or PAGE DOWN for more.
↵ to continue.

Amount of information can sometimes fill more than one screen. When this happens, use the EXTRACT DOWN command to view different parts of the information without entering 1-2-3 (R) READY.

command only when extracted information is on screen.

UP or PAGE DOWN for more.
↵ to continue.

THIS SCREEN WAS THE FINAL HELP SCREEN.

UP for more.
↓ to continue.

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V1.65

See the documentation on GETTING STARTED

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The shareware author Willis Howard may be contacted at POB 1473, Elkhart, IN 46515 or at CompuServe 73075,1372.