

See the documentation on GETTING STARTED

| Date | Name | Description | Mont |
|---------|------------------|-----------------|------|
| 5/31/93 | Starting balance | (do not delete) | 1 |
| 5/31/93 | Starting balance | (do not delete) | 1 |

| Bus. | Check Number | Account | Payment | Regular Balance | Deposit |
|------|-----------------|---------|---------|--------------------|---------|
| | | | | #VALUE! | |
| | | | | #VALUE! | |

Salary

Gross

FICA

Fed TAX

St tax

Co tax

| Payments: | Accounts | Open |
|-------------------------------|----------|------|
| | 0.00 | 0 |
| Sales commissions | 500 | 0.00 |
| Advertising and promotion | 501 | 0.00 |
| Travel | 502 | 0.00 |
| Telephone | 503 | 0.00 |
| Entertainment | 504 | 0.00 |
| Signs | 505 | 0.00 |
| Selling expense | 506 | 0.00 |
| Closing service fees | 507 | 0.00 |
| Management fee | 509 | 0.00 |
| Taxes, payroll | 511 | 0.00 |
| Office supplies | 512 | 0.00 |
| Postage | 513 | 0.00 |
| Shipping/handling | 514 | 0.00 |
| Professional fees | 515 | 0.00 |
| Education | 517 | 0.00 |
| Utilities | 518 | 0.00 |
| Equipment rental | 519 | 0.00 |
| Vehicle expense | 520 | 0.00 |
| Licenses and fees | 521 | 0.00 |
| Insurance | 522 | 0.00 |
| Rent | 525 | 0.00 |
| Dues | 526 | 0.00 |
| Taxes, property | 527 | 0.00 |
| Amortization of org. expense | 528 | 0.00 |
| Employee benefits | 530 | 0.00 |
| Contributions | 531 | 0.00 |
| Repairs and maintenance | 535 | 0.00 |
| Property upkeep | 536 | 0.00 |
| Interest | 540 | 0.00 |
| Miscellaneous expense | 545 | 0.00 |
| Cleaning | 546 | 0.00 |
| Office equipment | 547 | 0.00 |
| Loan principal repayment (#1) | 550 | 0.00 |
| Loan principal repayment (#2) | 551 | 0.00 |
| Mortgage | 565 | 0.00 |
| Food/groceries | 566 | 0.00 |
| Uniforms/clothing | 567 | 0.00 |
| Healthcare | 568 | 0.00 |

| | | |
|------------------------------|-----|------|
| Boating expense | 569 | 0.00 |
| Petty cash | 570 | 0.00 |
| Loan | 575 | 0.00 |
| Software | 580 | 0.00 |
| Books, magazines | 581 | 0.00 |
| Returned items | 586 | 0.00 |
| Dividends | 590 | 0.00 |
| Security deposit refund | 591 | 0.00 |
| Transfer to another account | 592 | 0.00 |
| Unclassified, non-deductible | 599 | 0.00 |

Description

Sales commissions

Advertising and promotion

Travel

Telephone

Entertainment

Signs

Selling expense

Closing service fees

Management fee

Taxes, payroll

Office supplies

Postage

Shipping/handling

Professional fees

Education

Utilities

Equipment rental

Vehicle expense

Licenses and fees

Insurance

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

| Deposits: | Accounts | Open |
|-------------------------------|----------|------|
| | 0.00 | 0 |
| Commission income | 400 | 0.00 |
| Sales | 401 | 0.00 |
| Rental income | 402 | 0.00 |
| Appraisal fees | 403 | 0.00 |
| Interest income | 405 | 0.00 |
| Interest, tax free | 406 | 0.00 |
| Other income or refund | 408 | 0.00 |
| Sales - Real estate | 410 | 0.00 |
| Mortgage | 412 | 0.00 |
| Principal payment | 414 | 0.00 |
| Loan (#1) | 415 | 0.00 |
| Loan (#2) | 416 | 0.00 |
| Dues | 420 | 0.00 |
| Bad debt recovery | 430 | 0.00 |
| Shipping/handling | 433 | 0.00 |
| Salary | 440 | 0.00 |
| Escrow | 450 | 0.00 |
| Security deposit | 491 | 0.00 |
| Transfer from another account | 492 | 0.00 |
| Unclassified, non-taxable | 499 | 0.00 |

Description

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

Verify accounts:

Deposit accounts

Total deposits:

Checks:

FICA:

Fed. tax:

State tax:

Co. tax:

Gross salary:

Expense account

Checks+Withhol

Gross+Accounts

3: 0.00
0.00 DEPOSIT accounts OK

0.00
0.00
0.00
0.00
0.00

s: 0.00
0.00

ding: 0.00
: 0.00 EXPENSE accounts OK

Checkbook reconciliation:

Date

Name

Number

Payment

Deposit

Single account report:
Date Name

| Description | Business: | Payment | Deposit | Gross |
|-------------|-----------|---------|---------|-------|
|-------------|-----------|---------|---------|-------|

FICA

Fed TAX

St tax

Co tax

Tables:

| | | | | |
|-----------|-------------|---------|------|------|
| New_ | | | | |
| Balance | | 0 | | |
| StrDate | 5/31/93 | | | |
| ValDate | | 34120 | | |
| | | Number | | |
| Match_2 | | | | |
| Table_1 | Account | | Date | Bus. |
| Match_1 | | | 1 | |
| Table_3 | Month | | | |
| | | 0 | | |
| Last_row | | 4 | | |
| Month_col | | 4 | | |
| Add_dep | | 0.00 | | |
| Add_pay | | #VALUE! | | |
| Interval | | 1 | | |
| Sort_num | | 1 | | |
| Today | 12/16/2,022 | | | |
| Count | | 0 | | |
| BegDate | | 0 | | |
| EndDate | | 64000 | | |
| Table_4 | Account | | Bus. | |

Match_4

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_business

Add_expense

Add_income

New_sort

New_sort2

Clear_all

Normal_print

Sideways_prin
(SIDEWAYS)

Extract

Display_accou

Display_2

Normal_extrac

Side_extract
(SIDEWAYS)

Display_up

Display_down

Exit

Pause

Set_title

Win_off

Win_on

Bottom entry

Copy cell above

Define
several
ranges

Label from value

Name table

Order journal

String to Date

Unmatched ent

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
/cDeposit_Amount~/rf~~{left}~{left 3}/cDeposit_Accoun
{\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 2}
{left}/cPayment_bus~~{Double} {\b}/cAdd_pay~~{left}/cP
{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 2}
{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 9} {left 6} {windowson} {windowsoff}
/dqri{home} {down} {right 3}. {\b} {left 5} {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,7,Table_4)~{goto}De
{home} {pgdn} {goto}Show_Accounts~{windowson} {wind
/reMatch_4~/dt2Account_Table~Match_4~Match_4C~/dt2I
{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 Business Expense Income
Run 1-2-3 (PrAdd a new busAdd an expensAdd an income
{Restart}~~ {Add_business}{Add_expense}{Add_income}

```

{Win_off} {goto}Menu_Entry~/cBusiness_screen~~{right}
{indicate} {windowson}/ruEntry_Range~{panelon}/riMenu
{if (@cell("type",Business_number)="b")#or#(Business_nu
{Win_off} {goto}Business_name~{\l} {edit} {home}" {del}~
{goto}Business_exp~{right Business_number}/cBusiness_r
{pgdn} {goto}Expense_list~{Win_on}

```

```
{Win_off} {goto}Menu_Entry~/cExpense_screen~~{right} {  
/ruEntry_Range~{panelon}/riMenu_Entry~/rpEntry_Range-  
{Win_off} {goto}Expense_list~{right} {end} {down}/c {end}  
{right}/cExpense_amount~~{Double} {goto}Expense_list~
```

```
{Win_off} {goto}Menu_Entry~/cIncome_screen~~{right} {  
/ruEntry_Range~{panelon}/riMenu_Entry~/rpEntry_Range-  
{Win_off} {goto}Deposit_list~{right} {end} {down}/c {end}  
{right}/cIncome_amount~~{Double} {goto}Deposit_list~r
```

```
{Win_off} {if sort_num=0} {let sort_num,1} {Branch New_s  
{let sort_num,0}  
{goto}Deposit_list~{right}/dsrd. {end} {down} {end} {right}  
{goto}Expense_list~{right}/dsrd. {end} {down} {end} {right}  
{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 8}/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~  
{home} {down 2}/rfr{right 14} {end} {down}~  
{pgdn} {goto}Copyright~{Win_on}/fs {esc} {esc} {?}~
```

```
{Win_off} {\o} {goto}Journal~/ppcbobr~qq {pgdn} {home}  
/ppcrr. {\b} {right 6}~q {if @sum(L3..O8192)=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(L3..O8192)=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 printoSideways print
{Restart}~~ {Display_accO{Normal_extra{Side_extract}
```

```
nt
{Win_off} {goto}Menu_Entry~/cAccount_screen~~{right} {
/ruEntry_Range~/panelon}/riMenu_Entry~/rpEntry_Range-
{if (@cell("type",Class_entry)="b")#and#(@cell("type",Acc
{Win_off}/cAccount_entry~Match_1~/cAccount_entry~Ac
{goto}Journal_list~/re {right} {end} {down} {right 12}~{\d}
{let BegDate,0} {if @cell("type",Starting_D)<>"b"} {goto}S
{let EndDate,64000} {if @cell("type",Ending_D)<>"b"} {go
{if @cell("type",Class_entry)="b"}/dqriJournal~cTable_1~c
{if @cell("type",Account_entry)="b"}/dqriJournal~cTable_
/dqriJournal~cTable_1C~oJournal_extract~eq
/reMatch_1~/reMatch_C~{goto}Ext_pay~/rndExt_pay~/rnc
{up} {end} {down} {down 2} {right 3}TOTAL~{right 2}@su
{pgdn} {goto}Journal_list~{Win_on}
```

```
t
{Win_off} {goto}Journal_list~{right} {if @cellpointer("type
{left}/ppcrr{up 2}. {right} {end} {down} {right 6}~q{if @su
/ppgpaq{Win_on}
```

```
{Win_off} {goto}Journal_list~{right} {if @cellpointer("type
{left} {app1}crr{up 2}. {right} {end} {down} {right 6}~q{if @
{app1}gq{Win_on}
```

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

{pgdn} {windowson}

{Win_off}

{goto}Journal_list~/re{end} {down} {right 7}~/reAccount_n

{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 8} {end} {down} {down}

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

\d {goto}All_deposits~/rndAll_deposits~/rncAll_deposits~{up
{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}~

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

```

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

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

\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~+G3>0#or#(@cell("type",G3)="1")~
/dqri {home} {down} {right 6}. {\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~
      {Menucall 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~/rny~{goto}Copyright~

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

q{\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 the spiHelp on TRANReturn to previous menu
{Reconcile} {M{\b} {MenuBra}{goto} Help_U}{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 8}~{\b}/cAdd_dep~~{right}
t~~{left 2}/cDeposit_class~~{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 8}~{\b} {left 2}/cPayment_account~~{Double} {left}/cPayment_check~~
'ayment_amount~/rf~~{right}~{down} {end} {left} {up} {\s} {\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*Entry_gross} {Branch Salary_3}
anch Salary_2}
~{\b} {left 8}~{\b} {left 2}/cSalary_class~~{left}/cSalary_check~~
2}/rf~~{right 4}~
{end} {left} {up} {\s} {\b} {Win_on}

l")})~

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

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

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

~{windowsoff}/re{right} {end} {down} {down 3} {right 5}~/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}

posit_total~@DSUM(Journal,9,Table_4)~

owsoff}

ncome_Table~Match_4~Match_4C~

otal_expenses~@SUM(All_expenses)~/rv~~

~{end} {down} {right} {end} {up} {right 4}~

Sort Help Quit

Toggle betweenHelp on JOURReturn to previous menu

{New_sort} {M}{goto}Help_ad{Return}

{down 14} {panelon} {paneloff}

_Entry~/rpEntry_Range~

mber<0)#or#(Business_number>9)} {goto}Expense_list~{Win_on} {Return}

name~~{goto}Business_inc~{right Business_number}/cBusiness_name~~

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

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

```
ort2}
```

```
~p{right sort_num}~a~g
}{~p{right sort_num}~a~g
```

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

\s}/c{right 14}~{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 7}~
/re{right} {end} {down}~/reAccount_number~/reClass_number~
```

```
~q
{end} {down} {down 3} {right 13}~gpaq
}{down 3} {right 13}~gpaq
```

```
ournal_output~{\b} {right 6}~{\o}
}r{left 4}~q
3} {end} {down} {down 3} {right 13}~gq
own} {down 3} {right 13}~gq
```

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

```
{down 14} {Win_on} {paneloff}
~
count_entry)="b") {pgdn} {goto}Journal_list~{Return}
count_number~/cClass_entry~Match_C~/cClass_entry~Class_number~
```

```
Starting_D~{\l} {let BegDate,@DateValue(+Starting_D)}
to}Ending_D~{\l} {let EndDate,@DateValue(+Ending_D)}
Journal_extract~eq{Branch Display_2}
C~oJournal_extract~eq{Branch Display_2}
```

```
Ext_pay~{left 5} {up} {end} {down} {right 5}~{goto}Journal_extract~
im(Ext_pay)~/rff~/c~{right}. {right 5}~
```

```
:)"="b" {Win_on} {Return}
m(Ext_gross)}/ppr{right 5}~q
```

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


umber~/reClass_number~

)} {end} {right} {end} {down}~
up} {end} {right} {end} {down}~
5} {end} {down} {right 5}~
eft 4} {end} {down} {right 4}~
e~{right} {end} {right} {end} {down}~
{right} {end} {right} {end} {down}~

o~a~s{right 5}~a~g{pgdn}{pgup}{\b}

./rncMismatch~{end}{down}~

~

Mismatch~uq

.int~

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

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

Mismatch~/reMismatch2~

al.

ess ENTER to continue.~

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

ck,LastCheck+1}

astCheck+1}

ice/rff~

~

-



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

Change BUSINESS name (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
Multiple Busi
Copyright 19
All rights res

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I looked at ac
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Press PAGE]
Press ENTER

<- Deposit screen

ALT A

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The following

1-2-3 Transa

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

Press PAGE]
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<- Payment screen

1-2-3

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menu items.

select the 1-2
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<- Salary screen

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<- Initial screen

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<- One account screen

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<- Expense account screen

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<- Income account screen

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<- Business name screen

HELP

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Use the PAG
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From 1-2-3 R
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Press PAGE 1
Press ENTER

JOURNAL

When the JOI
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1-2-3 Balanc

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SIDEWAYS
HELP shows
QUIT returns

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Press ENTER

JOURNAL
BALANCE

After entering
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Press PAGE 1
Press ENTER

JOURNAL
MODIFY

When the MC
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1-2-3 enters 1
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HELP shows
QUIT returns

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JOURNAL
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Press PAGE 1
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JOURNAL
CLEAR

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A new name :

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JOURNAL
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JOURNAL SIDEWAYS

To make a printout of an item from the JOURNAL, you may use the SIDEWAYS key. Otherwise, see the manual for using the user interface.

This product may not be purchased or used by a registered trademark holder.

The SIDEWAYS key should be used before invoking the printer. The printer may be corrupted.

Press PAGE 1
Press ENTER

EXTRACT

Selection of the results in the

1-2-3 Input

1-2-3 enters 1
INPUT allow
NORMAL ge
SIDEWAYS
UP shows the
DOWN show
HELP shows
QUIT returns

Press PAGE 1

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EXTRACT
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Press PAGE ↓
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THE PREVIC

Press PAGE ↓
Press ENTER

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 at various accounting software but found it too complex.

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

UP or PAGE DOWN for more.

↵ when finished.

The accounting menu comes up when the spreadsheet is in 1-2-3 (R) READY mode. When you press the ALT A key from 1-2-3 READY, the following options can be selected:

ACTION Journal Extract Register Help Quit

1-2-3 (R) READY mode.

ACTION 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.

↵ when finished.

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 on 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.
↵ when finished.

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

t Payment Salary Reconcile Bottom Help Quit

1-2-3 (R) READY mode.
puts information on income received.
nputs information on checks which are written.
puts information on a salary paid.
↵ 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.
↵ when finished.

POSIT item to enter information on a bank
ure to enter the date, account number,
ber, and amount.

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

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

UP or PAGE DOWN for more.
↵ when finished.

EMENT item to provide information on the
n expense. Be sure that the date, account
ness number, and amount are entered.

expense account numbers handy.
t, select a JOURNAL printout item.

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

UP or PAGE DOWN for more.
↵ when finished.

LARY item from the TRANSACTION menu when you
Tax and FICA are not computed, but may be
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. Business numbers are not
th salaries.

UP or PAGE DOWN for more.
↵ when finished.

CILE item allows the spreadsheet entries
ed with the bank statement. Invoke
: you get a new bank statement, after all
nformation has been 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.
↵ when finished.

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.
↵ when finished.

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.
Displays all deposit and payment information. (BEWARE !)
Performs a journal listing on a printer.
Performs a SIDEWAYS(R) journal listing.
Shows these help screens.
Returns to the main menu.

UP or PAGE DOWN for more.
↵ when finished.

Shows the information for each month, the BALANCE
is selected. All account information in the
file 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.
Changes of the account names and/or numbers to
appear on your chart of accounts. Add new account
numbers with the JOURNAL MODIFY command.

UP or PAGE DOWN for more.
↵ when finished.

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

Business Expense Income Sort Help Quit

1-2-3 (R) READY mode.

1 adds a new business name.

2 adds a new expense account number and name.

3 adds a new income account number and name.

4 switches between showing accounts by name or number.

5 shows these help screens.

6 returns to the main menu.

UP or PAGE DOWN for more.

ESC when finished.

The BUSINESS item from the JOURNAL MODIFY menu
allows you to change one of the business names.

Business name and business number should be given.

If business number is given, the command is ignored.

If business name is given, the number is cleared.

Businesses may be operated out of one checking
account using this template. If the business number is
used for payments and deposits, the books will not
balance. Business number runs from 0 to 9. Do not use labels.

Command only changes the ledger headings.

Content in the journal will be modified.

UP or PAGE DOWN for more.

ESC when finished.

The EXPENSE item from the JOURNAL MODIFY menu
allows you to 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.

number is given, the command is ignored.
cursor will be positioned to show expense

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.
↵ when finished.

the INCOME item from the JOURNAL MODIFY menu
add a new income account number and name
income account numbers. After adding the
and name, the list is sorted.

number is given, the command is ignored.
cursor 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.
↵ when finished.

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

id has no impact on the information in

ly on how it is displayed.

UP or PAGE DOWN for more.

↵ when finished.

JOURNAL CLEAR will erase all spreadsheet data.

be lost by using this command.

te and account balance must be set.

for the spreadsheet will be requested.

for the title will also be requested.

mand to start a new year or checking account.

UP or PAGE DOWN for more.

↵ when finished.

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

√L NORMAL printouts only, there is an automatic
ated with business name and date.

this template, be sure that 1-2-3 is set
or your printer.

UP or PAGE DOWN for more.
↵ when finished.

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.

1-2-3 (R) does not come with SIDEWAYS(R) which must
be loaded separately if desired. SIDEWAYS(R) is
a registered trademark of Funk Software, Inc.

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

UP or PAGE DOWN for more.
↵ when finished.

Select the EXTRACT option from the main menu
to display of the following menu:

Normal Sideways Up Down Help Quit

1-2-3 (R) READY mode.
Use the arrow keys to select one account number to view.
Press F2 to generate a normal printout for that account number.
Press F3 to produce a sideways printout.
Press F4 to go to the previous screen up when there is one.
Press F5 to go to the next screen down.
Press F6 to exit these help screens.
Press F7 to return to the main menu.

UP or PAGE DOWN for more.

↵ when finished.

⌘ INPUT command allows a set of journal entries showing business and account number to be viewed. 1 numbers may be given.

display will be erased before the new screen.

Expense ID number is given instead of an expense or account number, the information on salary for that ID will be extracted. Give no business number.

Starting date and/or ending date may be given. Will be extracted before the starting date or ending date. The default is to ignore the date.

UP or PAGE DOWN for more.
↵ when finished.

EXTRACT INPUT command has been given to extract information on one account number, that information may be printed on the printer. Use the EXTRACT NORMAL command to get a normal printout. Use the EXTRACT SIDEWAYS command to get a sideways printout.

⌘ NORMAL printouts only, there is an automatic header printed 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.
↵ when finished.

EXTRACT INPUT command has been given to extract information on one account number, that information may

t on the printer. Use the EXTRACT NORMAL
get a normal printout. Use the EXTRACT SIDEWAYS
get a sideways printout

does not come with SIDEWAYS(R) which must
separately if desired. SIDEWAYS(R) is
ademark of Funk Software, Inc.

WAYS(R) add-in must be attached as ALT-F7 or appl
ng SIDEWAYS options or else the template may
Be sure to configure SIDEWAYS(R) for your

UP or PAGE DOWN for more.
↵ when finished.

ount information can sometimes fill more than
When this happens, use the EXTRACT UP command
TRACT DOWN command to view different parts of the
ormation without entering 1-2-3 (R) READY mode.

mand only when extracted information is
screen.

UP or PAGE DOWN for more.
↵ when finished.

ount information can sometimes fill more than
When this happens, use the EXTRACT DOWN command
TRACT UP command to view different parts of the
ormation without entering 1-2-3 (R) READY mode.

mand only when extracted information is

screen.

UP or PAGE DOWN for more.
↵ when finished.

THIS SCREEN WAS THE FINAL HELP SCREEN.

UP for more.
↵ when finished.

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V1.65

See the documentation on GETTING STARTED

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