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_print
(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 abov

Dynamically
defined
ranges

Label from val

Order journal

Name table

String to Date

Unmatched ent

Clear signon

Start_up

Show_reg

Remove help

Help_warning

No_help

Double

V1.65

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

	1-2-3	Transactions	Journal	Extract
ι	Run 1-2-3 (pre	Enter new dep	Balance accour	View or printo
	{Restart}~~	{MenuCall Up	{MenuCall Jou	{MenuCall Ext

	1-2-3	Deposit	Payment	Salary
	Run 1-2-3 (Pr	Deposit a chec	Pay a bill	Pay a salary wi
	{Restart}~~	{Deposit}{Me	{Payment}{M	{Salary}{Ment

{Win_off}{goto}Menu_Entry~/cDeposit_screen~~{right}{
{windowson}/ruEntry_Range~{panelon}/riMenu_Entry~/rp
{Win_off}/wgra{calc}{goto}Entry_Range~{\l}/rt{down}{
{\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~/rp
{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~/rp
{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("co
{\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 (Pre	Balance journa	Add account n	Clear all journa
{Restart}~~	{Balance}	{Me{MenuCall Mc	{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 (Pre	Add an expens	Add an income	Toggle 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}{
/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}{d
/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_bala
{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~/rncJ
{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 (Pre	Input account r	Normal printou	Sideways print
{Restart}~~	{Display_acco	{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}~

\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)="l")~

```
/dqri{home}{down}{right 5}.{\b}{left 2}{up}~cTable_1~c
{goto}Match_1~/re~
{goto}Account_table~Account~{goto}Income_table~Accou
{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"}/reN
```

\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 cance
{No_help}/reNo_help~
```

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

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

ॻ{\b} {if interval<>0} {goto}Copyright~

t_Menu}~{Branch \a}

Register   Help   Quit
Registration in:Help on usage Save spreadsheet and exit
{Paneloff} {Shⱺ{goto}Help_in{Exit}

Reconcile   Bottom   Help   Quit
Reconcile withPosition spreacHelp on TRANReturn to previous menu
{Reconcile} {ⱴ{\b} {MenuBra{goto}Help_uɲ{Return}

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

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

ⱺwn 14} {panelon} {paneloff}/cStrDate~Initial_date~/wgrm{indicate} {let Salary_check,Lɑ
ⱺEntry_Range~{if @cell("type",Salary_gross)="b"}/wgra{calc} {up}~{\b} {Return}
um(Entry_sums)=2*Salary_gross} {Branch Salary_3}
ɑnch 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}

ⱺl")}~

·{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_balan
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

sort2}

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

wn 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

urnal_output~{\b} {right 6}~{\o}
}r{left 4}~q
3} {end} {down} {right 2}~gq
wn} {down 3} {right 2}~gq

Up	Down	Help	Quit
Screen page up	Screen page do	Help on EXTR	Return to previous menu
{Display_up}	{{Display_dowr	{goto}Help_ex	{Return}

{down 14}{Win_on}{paneloff}
~{if @cell("type",Account_entry)="b"}{pgdn}{goto}Journal_list~{Return}
ɔ"}{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
ft 5}{up}{end}{down}{right 5}~{goto}Journal_extract~{up}{end}{down}{down 2}{rigl
5}~{pgdn}{goto}Journal_list~{Win_on}

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

ɘr("type")="b"}{Win_on}{Return}
6}~q{if @sum(Ext_gross)}{app1}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}

ɔ~a~s{right 4}~a~g{pgdn}{pgup}{\b}

/rncMismatch~{end}{down}~
~

Mismatch~uq

ınt~

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

~/dqc.{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~~

ı}~

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

Screens

'

```
 -                -
|                            |
|                            |
|                            |
|                            |
|                            |
|                            |
|                            |
|                            |
|                            |
|                            |
|                            |
 -                -
```

```
 -                -
| Date                       |
| Name                       |
| Description                |
| Account #                  |
| Amount                     |
|                            |
|                            |
|                            |
|                            |
|                            |
|                            |
 -                -
```

DEPOSIT entry (a blank Deposit cancels)

```
 -                -
| Date                       |
```

```
| Name                                   |
| Description                            |
| Account #                              |
| Check #                                |
| Amount                                 |
|                                        |
|                                        |
|                                        |
|                                        |
|                                        |
    -                    -
```

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

```
    -                    -
| Date                                   |
| Name                                   |
| Description          Salary            |
| 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                                |
|                                        |
|                                        |
```

```
|                                    |
|                                    |
|                                    |
|                                    |
|                                    |
|                                    |
   -                -
```

INITIAL date, business name and balance (a blank Balance cance

```
   -                -
| Account #                          |
| Start Date                         |
| End Date                           |
|                                    |
|                                    |
|                                    |
|                                    |
|                                    |
|                                    |
|                                    |
|                                    |
   -                -
```

ACCOUNT number entry (a blank Account cancels)

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

```
|                                                |
|                                                |
 -               -
```

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.

HELP on CO

<- Blank entry

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

I'm no accour
the books. Tl
end of the yea
summarizing

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

Press PAGE I
Press ENTER

<- Deposit screen   ALT A   The main acc
loaded or whe
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 l
Press ENTER

<- Payment screen   1-2-3   Almost all ac
menu items.

select the 1-2

off and you n

the informatio

When you ha

accounting m

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1-2-3 READ'

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Press PAGE I

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<- Salary screen   TRANSACTIONS   When the TR

the following

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1-2-3 enters 1

DEPOSIT in

PAYMENT i

SALARY in

RECONCILE

BOTTOM p

HELP shows

QUIT returns

Press PAGE I

Press ENTER

<- Initial screen   TRANSACTIONS   Select the DE
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els)

Press PAGE
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<- One account screen   TRANSACTIONS   Select the PA
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                                                                 number and a

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                                                                 be ignored. T
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Press PAGE
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<- New expense account   TRANSACTIONS   Select the SA
                                                SALARY   you pay a sala
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                                                                 current bank

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Press PAGE
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<- New income account

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HELP

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Use the PAG
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From 1-2-3 R
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JOURNAL

When the JOl
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1-2-3 Balanc

1-2-3 enters 1
BALANCE v
MODIFY adc
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HELP shows
QUIT returns

JOURNAL
BALANCE

After entering
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Total deposit:
Total paymer

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JOURNAL
MODIFY

When the MC
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1-2-3 Expens

1-2-3 enters 1
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INCOME add
SORT toggle
HELP shows
QUIT returns

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Selection of t
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EXTRACT   Selection of t
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                           1-2-3 Input

                           1-2-3 enters 1
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                           SIDEWAYS
                           UP shows the
                           DOWN show
                           HELP shows
                           QUIT returns

                           Press PAGE
                           Press ENTER

EXTRACT   The EXTRAC
INPUT   with the same
                           number will f
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                           date will be e
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                           Press PAGE

Press ENTER

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EXTRACT UP

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and the EXTI
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Use this com
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Press PAGE I
Press ENTER

EXTRACT
DOWN

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Use this com
visible on the

Press PAGE I
Press ENTER

THE PREVI

MMANDS

OUNTANT. (TM)
ess Journal Template
91 Willis E. Howard, III
erved.

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

counting software but found it too complex.
ACCOUNTANT (TM) accounting template provides
y bookkeeping for a small business.

DOWN for more.
to continue.

ounting menu comes up when the spreadsheet is
en you press the ALT A key from 1-2-3 READY.
g options can be selected:

ctions Journal Extract Register Help Quit

-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.
mmand shows these help screens.
mmand from the main menu saves and exits.

UP or PAGE DOWN for more.
to continue.

counting functions can be accessed from the
When other spreadsheet functions are needed,

-3 item. The accounting menu will be turned
ıay 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
counting functions.

UP or PAGE DOWN for more.
ʈ to continue.

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

ʈ Payment Salary Reconcile Bottom Help Quit

1-2-3 (R) READY mode.
ʝuts information on income received.
nputs information on checks which are written.
ʝuts information on a salary paid.
ʒ allows reconciliation with a bank statement.
ʍsitions the spreadsheet at the final entry.
 these help screens.
 to the main menu.

UP or PAGE DOWN for more.
ʈ to continue.

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

`income (deposit) account numbers handy.
ʈ, 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.

YMENT 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.

 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.

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

UP or PAGE DOWN for more.
t to continue.

CILE item allows the spreadsheet entries
led 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.
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

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

UP or PAGE DOWN for more.
t 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.

EADY mode, press the ALT A key to return
counting menu.

UP or PAGE DOWN for more.
 to continue.

URNAL item is selected from the main menu,
 JOURNAL menu is displayed:

e Modify Clear Normal Sideways Help Quit

-2-3 (R) READY mode.
ill balance all accounts, verifying entries.
s new account numbers or changes sort criteria.
es all deposit and payment information. (BEWARE !)
rforms a journal listing on a printer.
performs a SIDEWAYS(R) journal listing.
these help screens.
to the main menu.

UP or PAGE DOWN for more.
 to continue.

 the information for each month, the BALANCE
e selected. All account information in the
e transferred to income and expense ledgers.

s will be compared against income accounts.
ts will be compared against expense accounts.

ount numbers must be corrected.
f the account names and/or numbers to
 your chart of accounts. Add new account
 the JOURNAL MODIFY command.

UP or PAGE DOWN for more.
 to continue.

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

se Income Sort Help Quit

-2-3 (R) READY mode.
lds a new expense account number and name.
ls a new income account number and name.
s between showing accounts by number or name.
 these help screens.
 to the main menu.

UP or PAGE DOWN for more.
 to continue.

he EXPENSE item from the JOURNAL MODIFY menu
 add a new expense account number and name
 xpense account numbers. After adding the
 and name, the list is sorted.

 number is given, the command is ignored.
 eet 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.
 to continue.

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

number is given, the command is ignored.
eet 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.

he SORT item from the JOURNAL MODIFY menu
vay in which the deposit and expense account
rted. If they are currently sorted by
ber, they will be resorted alphabetically by
sorted by name, they will be resorted by

d has no impact on the information in
ly on how it is displayed.

UP or PAGE DOWN for more.
to continue.

OURNAL CLEAR will erase all spreadsheet data.

be lost by using this command.

te and account balance must be set.
me for the spreadsheet will be requested.
ss name for the title will be requested.

mand to start a new year or checking account.

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

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

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

UP or PAGE DOWN for more.
to continue.

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

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

YS(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.
 to continue.

he EXTRACT option from the main menu
 display of the following menu:

 Normal Sideways Up Down Help Quit

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

UP or PAGE DOWN for more.
 to continue.

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

e ID number is given instead of an expense or
nt number, the information on salary for that
 be extracted.

tarting date and/or ending date may be given.
ate is given, no entry before the starting
xtracted. If an ending date is given, no
 ending date will be extracted. The default
ntries without regard to the date.

UP or PAGE DOWN for more.

t to continue.

TRACT INPUT command has been given to extract
on 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

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

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

t to continue.

TRACT INPUT command has been given to extract
on 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.

YS(R) add-in must be attached as ALT-F7 or app1
ng SIDEWAYS options or else the template may
  Be sure to configure SIDEWAYS(R) for your

t to continue.

ount information can sometimes fill more than
When this happens, use the EXTRACT UP command

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

mand only when extracted information is
screen.

UP or PAGE DOWN for more.
 to continue.

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

mand only when extracted information is
screen.

UP or PAGE DOWN for more.
 to continue.

OUS SCREEN WAS THE FINAL HELP SCREEN.

UP for more.
R to continue.

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