

Sheet1

See the documentation on GETTING STARTED

Date	Name	Description	Month	Check Number
05/31/1993	Starting balance	(do not delete)	1	
05/31/1993	Starting balance	(do not delete)	1	

Sheet1

Account	Payment	Regular Balance	Deposit	Salary Gross	FICA	Fed TAX	St tax	Co tax
		0.00						
		0.00						

Sheet1

Expenses	Amount	Description	Deposits	Amount
	0.00	Check total		0.00
500	0.00	Sales commissions	400	0.00
501	0.00	Advertising and promotion	401	0.00
502	0.00	Travel	402	0.00
503	0.00	Telephone	403	0.00
504	0.00	Entertainment	405	0.00
505	0.00	Signs	406	0.00
506	0.00	Selling expense	408	0.00
507	0.00	Closing service fees	410	0.00
509	0.00	Management fee	412	0.00
511	0.00	Taxes, payroll	414	0.00
512	0.00	Office supplies	415	0.00
513	0.00	Postage	416	0.00
514	0.00	Shipping/handling	420	0.00
515	0.00	Professional fees	430	0.00
517	0.00	Education	433	0.00
518	0.00	Utilities	440	0.00
519	0.00	Equipment rental	450	0.00
520	0.00	Vehicle expense	491	0.00
521	0.00	Licenses and fees	492	0.00
522	0.00	Insurance	499	0.00
525	0.00	Rent		
526	0.00	Dues		
527	0.00	Taxes, property		
528	0.00	Amortization of org. expense		
530	0.00	Employee benefits		
531	0.00	Contributions		
535	0.00	Repairs and maintenance		
536	0.00	Property upkeep		
540	0.00	Interest		
545	0.00	Miscellaneous expense		
546	0.00	Cleaning		
547	0.00	Office equipment		
550	0.00	Loan principal repayment (#1)		
551	0.00	Loan principal repayment (#2)		
565	0.00	Mortgage		
566	0.00	Food/groceries		
567	0.00	Uniforms/clothing		
568	0.00	Healthcare		
569	0.00	Boating expense		
570	0.00	Petty cash		
575	0.00	Loan		
580	0.00	Software		
581	0.00	Books, magazines		
586	0.00	Returned items		
590	0.00	Dividends		
591	0.00	Security deposit refund		
592	0.00	Transfer to another account		

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599 0.00 Unclassified, non-deductible

Sheet1

Description	Verify accounts:		
Deposit total			
Commission income	Deposit accounts:	0.00	
Sales	Deposit total:	#REF!	#REF!
Rental income			
Appraisal fees	Checks:	#REF!	
Interest income	FICA:	#REF!	
Interest, tax free	Fed. tax:	#REF!	
Other income or refund	State tax:	#REF!	
Sales - Real estate	Co. tax:	#REF!	
Mortgage			
Principal payment	Gross salary:	#REF!	
Loan (#1)	Expense accounts:	0.00	
Loan (#2)			
Dues	Checks+Withholding:	#REF!	
Bad debt recovery	Gross+Accounts:	#REF!	#REF!
Shipping/handling			
Salary			
Escrow			
Security deposit			
Transfer from another account			
Unclassified, non-taxable			

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Checkbook reconciliation:

Date	Name	Number
------	------	--------

Sheet1

Single account report:

Payment Deposit

Date

Name

Description

Sheet1

Payment Deposit Gross FICA Fed TAX St tax Co tax

Sheet1

Tables:

Names:

New_Balance	0	
StrDate	5/31/93	
ValDate	34120	
Table_2	Number	
Match_2		
Table_1	Account	Date
Match_1		#NAME?
Table_3	Month	
	FALSE	
Last_row	4	
Month_col	4	
Add_Dep	0	
Add_Pay	#VALUE!	
Interval	1	
Sort_num	0	
Today	#NAME?	
Count	0	
BegDate	0	
EndDate	64000	
LastCheck	-1	

Macros: V1.65

Autoload menu \0

Restart menu \a

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_account

Normal_extract

Side_extract
(SIDEWAYS)

Display_up

Display_down

Exit

Pause

Set_title

Win_off

Win_on

Bottom entry \b

Copy cell above \c

Dynamically
defined
ranges \d

Label from value \l

Order journal \o

Name table \n

String to Date \s

Unmatched entry \u

Clear signon \x

Start_up

Show_reg

Remove help \y

Help_warning

No_help

Double

Sheet1

```
{Win_off}{start_up}/wgra{calc}~/rvToday~StrDate~/ppcaq{\b}{if interval<>0}{goto}Copyright~  
{restart}{Win_off}{Set_title}{Win_on}{MenuCall Account_Menu}~{Branch \a}
```

1-2-3

Run 1-2-3 (press Alt A to restart)

```
{Restart}~~
```

1-2-3

Run 1-2-3 (Press Alt A to restart)

```
{Restart}~~
```

```
{Win_off}{goto}Menu_Entry~/cDeposit_screen~~{right}{down 14}{panelon}{paneloff}/cStrDate~Initial_date~/wgrm{indicate}  
{windowson}/ruEntry_Range~{panelon}/riMenu_Entry~/rpEntry_Range~{if @cell("type",Deposit_amount)="b"}/wgra{calc}{up}  
{Win_off}/wgra{calc}{goto}Entry_Range~{\|}/rt{down}{down}~{\b}{left 7}~  
{\b}/cAdd_dep~~{right}/cDeposit_Amount~/rf~~{left}~{left 3}/cDeposit_Account~~{double}{down}{end}{left}{up}{\s}  
{\b}{Win_on}
```

```
{Win_off}{goto}Menu_Entry~/cPayment_screen~~{right}{down 14}{panelon}{paneloff}/cStrDate~Initial_date~/wgrm{indicate}{le  
{windowson}/ruEntry_Range~{panelon}/riMenu_Entry~/rpEntry_Range~{if @cell("type",Payment_amount)="b"}/wgra{calc}{up}  
{Win_off}/wgra{calc}{goto}Entry_Range~{\|}/rt{down 4}~{\b}{left 7}~{\b}{left 4}/m~{right 2}~  
{\b}/cAdd_pay~~{left}/cPayment_amount~/rf~~{right}~{down}{end}{left}{up}{\s}{right 5}{double}{\b}{Win_on}  
{if Payment_check>0}{let LastCheck,Payment_Check}
```

```
{Win_off}{goto}Menu_Entry~/cSalary_screen~~{right}{down 14}{panelon}{paneloff}/cStrDate~Initial_date~/wgrm{indicate}{let  
{windowson}/ruEntry_Range~{panelon}/riMenu_Entry~/rpEntry_Range~{if @cell("type",Salary_gross)="b"}/wgra{calc}{up}~{\b  
{goto}Entry_range~{down 12}{left}'~{windowsoff}{if @sum(Entry_sums)=2*Salary_gross}{Branch Salary_3}  
>>> GROSS does not equal NET plus deductions <<<~{Branch Salary_2}  
{Win_off}/wgra{calc}{goto}Entry_Range~{\|}/rt{down 4}~{\b}{left 7}~{\b}{left 3}/cSalary_check~~{left}/m~{right 2}~  
{goto}Salary_gross~/rt{down 4}~{\b}{right 2}~{\b}{right 2}/rf~~{right 4}~  
{\b}/cAdd_pay~~{left}/cSalary_net~/rf~~{right}~{down}{end}{left}{up}{\s}{right 5}{double}{\b}{Win_on}  
{if Salary_check>0}{let LastCheck,Salary_check}
```

```
{Win_off}{home}{right 3}{let Month_col,@cellpointer("col")}~  
{\b}{up}{let Last_row,@cellpointer("row")}~  
{goto}Reconcile_hint~{windowson}{goto}Reconcile_key~{windowsoff}{panelon}{paneloff}{?}~  
{home}{right 6}{left 3}{windowson}{windowsoff}  
/dqri{home}{down}{right 3}.\{\b}{left 4}{up}~cTable_3~f{query}{esc}{esc}{esc}/wgrm{Win_on}  
{indicate INPUT}{?}~  
{let Count,@cellpointer("col")-Month_col}{if Count<>0}{Win_off}{right Month_col+5}{left Count+Month_col+6}{right}  
{Win_off}{down}  
{if @cellpointer("row")>Last_row}{branch Recon_end}  
{if @cellpointer("type")<>"b"}{down}{branch another}  
{Win_on}{branch Recon_input}
```

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```
{Win_off}/wgra{calc}{windowson}{goto}Check_reconcile~{windowsoff}/re{end}{down}{right 6}~/dq  
i{home}{down}.\{b}{up}{right}~cTable_3~oChecks_out~eq  
{\d}{goto}Check_reconcile~{end}{down}{right}{end}{up}{down 2}Actual{right}/rndNew_balance~/rncNew_balance~{bs}{\b}{up}  
{goto}Check_reconcile~{end}{down}{right}{end}{up}{down}Statement{right}+New_balance+@SUM(Payment_out)-@SUM(De  
{pgdn}{goto}Check_reconcile~{Win_on}
```

1-2-3

Run 1-2-3 (Press ALT A to restart)

{Restart}~~

```
{Win_off}{\d}{\o}{let BegDate,0}{let EndDate,64000}  
{goto}Check_total~@DSUM(Journal,6,Account_match)~{goto}Deposit_total~@DSUM(Journal,8,Account_match)~  
{home}{pgdn}{goto}Show_Accounts~{windowson}{windowsoff}  
/reMatch_1~/dt1Account_Table~Match_1~/dt1Income_Table~Match_1~  
{goto}Total_deposits~@SUM(All_deposits)~/rv~~{goto}Total_expenses~@SUM(All_expenses)~/rv~~  
{goto}Check_total~/rv~~{goto}Deposit_total~/rv~~{\u}  
{goto}Verify_output~/rndVerify_output~/rncVerify_output~{end}{down}{right}{end}{up}{right 5}~  
{pgdn}{goto}Show_accounts~{Win_on}
```

1-2-3

Run 1-2-3 (Press ALT A to restart)

{Restart}~~

```
{Win_off}{goto}Menu_Entry~/cExpense_screen~~{right}{down 14}{Win_on}{paneloff}  
/ruEntry_Range~{panelon}/riMenu_Entry~/rpEntry_Range~{if @cell("type",Expense_amount)="b"}{goto}Expense_list~{Return}  
{Win_off}{goto}Expense_list~{right}{end}{down}/c{right 2}~{down}~{down}  
/cExpense_amount~~{double}{right 2}/cExpense_name~~{goto}Expense_list~{right}/dsrd.{end}{down}{right 2}~p{right sort_num}  
{Win_on}
```

```
{Win_off}{goto}Menu_Entry~/cIncome_screen~~{right}{down 14}{Win_on}{paneloff}  
/ruEntry_Range~{panelon}/riMenu_Entry~/rpEntry_Range~{if @cell("type",Income_amount)="b"}{goto}Deposit_list~{Return}  
{Win_off}{goto}Deposit_list~{right}{end}{down}/c{right 2}~{down}~{down}  
/cIncome_amount~~{double}{right 2}/cIncome_name~~{goto}Deposit_list~{right}/dsrd.{end}{down}{right 2}~p{right sort_num}  
{Win_on}
```

```
{Win_off}{if sort_num=0}{let sort_num,2}{Branch New_sort2}  
{let sort_num,0}  
{goto}Deposit_list~{right}/dsrd.{end}{down}{right 2}~p{right sort_num}~a~g  
{goto}Expense_list~{right}/dsrd.{end}{down}{right 2}~p{right sort_num}~a~g  
{Win_on}
```

```
{Win_off}{goto}Menu_Entry~/cInitial_screen~~{right}{down 14}{Win_on}{paneloff}  
/ruEntry_Range~{panelon}/riMenu_Entry~/rpEntry_Range~{if @cell("type",Initial_balance)="b"}{beep}{return}  
{Win_off}
```


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```
{home}{down 2}/re{\b}{right 6}~{home}/cInitial_date~~{s}/c{right 13}~{down}~{\b}{up}/cAdd_pay~~/r~~~~  
{home}{right 7}/cInitial_balance~~/rff~~{edit}+First_balance~  
{goto}a1~/cInitial_name~~{pgdn}{goto}Check_reconcile~/re{right}{end}{down}{down 4}{right 5}~  
\d){let Check_total,0}{let Deposit_total,0}/dfAll_expenses~0~0~/dfAll_deposits~0~0~~{goto}Journal_list~/re{end}{down}{right  
{let Total_deposits,0}{let Total_expenses,0}{goto}Names~/re{right}{end}{down}~/reAccount_number~{home}{down 2}/rfr{right  
{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}~q  
/ppgpacq{goto}Summary_output~/ppcrr.{right}{down 3}{end}{down}{right 2}~gpaq  
{goto}Deposit_output~/ppcrr.{right}{down 3}{end}{down}{right 2}~gpaq  
/ppcrrVerify_output~gpaq  
{pgdn}{goto}Copyright~{Win_on}
```

```
{Win_off}{goto}Journal_output~/rndJournal_output~/rncJournal_output~{\b}{right 6}~{\o}  
{app1}crrJournal_output~q{if @sum(K3..N8192)=0}{app1}r{left 4}~q  
{app1}gq{goto}Summary_output~{app1}crr.{right}{down 3}{end}{down}{right 2}~gq  
{goto}Deposit_output~{app1}crr.{right}{down 3}{end}{down}{down 3}{right 2}~gq  
{app1}crrVerify_output~gq  
{pgdn}{goto}Copyright~{Win_on}
```

1-2-3

Run 1-2-3 (Press ALT A to restart)

{Restart}~~

```
{Win_off}{goto}Menu_Entry~/cAccount_screen~~{right}{down 14}{Win_on}{paneloff}  
/ruEntry_Range~{panelon}/riMenu_Entry~/rpEntry_Range~{if @cell("type",Account_entry)="b"}{pgdn}{goto}Journal_list~{Retu  
{Win_off}{let BegDate,0}{if @cell("type",Starting_D)<>"b"}{goto}Starting_D~{\l}{let BegDate,@Datevalue(+Starting_D)}  
/cAccount_entry~Match_1~{let EndDate,64000}{if @cell("type",Ending_D)<>"b"}{goto}Ending_D~{\l}{let EndDate,@Datevalue  
/cAccount_entry~Account_number~{goto}Journal_list~/re{end}{down}{right 12}~{\d}/dqriJournal~cTable_1D~oJournal_extract  
/reMatch_1~{goto}Ext_pay~/rndExt_pay~/rncExt_pay~{left 5}{up}{end}{down}{right 5}~{goto}Journal_extract~{up}{end}{down}  
TOTAL~{right 2}@sum(Ext_pay)~/rff~/c~{right}.{right 5}~{pgdn}{goto}Journal_list~{Win_on}
```

```
{Win_off}{pgdn}{goto}Journal_list~{right}{if @cellpointer("type")="b"}{Win_on}{Return}  
{left}/ppcrr{up 2}.{right}{end}{down}{down 4}{right 6}~q{if @sum(Ext_gross)}/ppr{right 5}~q  
/ppgpacq{Win_on}
```

```
{Win_off}{pgdn}{goto}Journal_list~{right}{if @cellpointer("type")="b"}{Win_on}{Return}  
{left}{app1}crr{up 2}.{right}{end}{down}{down 4}{right 6}~q{if @sum(Ext_gross)}/ppr{right 5}~q  
{app1}gq{Win_on}
```

{pgup}{windowson}

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

```
{Win_off}  
{goto}Journal_list~/re{end}{down}{right 12}~/reAccount_number~  
{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}
```

```
{home}{right 7}{end}{down}{down}
```

```
{up}/c~{down}~{down}
```

```
{goto}All_deposits~/rndAll_deposits~/rncAll_deposits~{end}{down}~  
{goto}All_expenses~/rndAll_expenses~/rncAll_expenses~{end}{down}~  
{goto}Deposit_out~/rndDeposit_out~/rncDeposit_out~{left 5}{end}{down}{right 5}~  
{goto}Payment_out~/rndPayment_out~/rncPayment_out~{left 4}{end}{down}{right 4}~  
{goto}Account_table~/rndAccount_table~/rncAccount_table~{down}{end}{down}{right}~  
{goto}Income_table~/rndIncome_table~/rncIncome_table~{down}{end}{down}{right}~  
{goto}Journal~/rndJournal~/rncJournal~{b}{right 6}{up}~{pgdn}
```

```
{if @cellpointer("type")="v"}{edit}{home}'~
```

```
{goto}Journal_output~{down 3}/dsr~d.{\b}{up}{right 6}~p~a~s{right 4}~a~g{pgdn}{pgup}{\b}
```

```
{goto}Names~/re{right}{end}{down}~/rnt~
```

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

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```
{goto}Mismatch~/re{right 4}{end}{down}~/rndMismatch~/rncMismatch~{end}{down}~
"Account~{right}'numbers not found and all Employee IDs:~
{goto}Match_1~+F3>0#or#(@cell("type",F3)="")~
/dqri{home}{down}{right 5}.\b{left 2}{up}~cTable_1~oMismatch~uq
{goto}Match_1~/re~
{goto}Account_table~Account~{goto}Income_table~Account~
{goto}Mismatch~/dqri.{end}{down}~q
{down}{if @cellpointer("type")<>"b"}{goto}Account_table~/dqci.{end}{down}~ddq
{goto}Mismatch~/dqri.{end}{down}~q
{down}{if @cellpointer("type")<>"b"}{goto}Income_table~/dqci.{end}{down}~ddq
{goto}Account_table~/re~{goto}Income_table~/re~
{goto}Mismatch~{down}{if @cellpointer("type")="b"}/reMismatch~/reMismatch2~
```

```
{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~{?}'~
```

```
{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 ENTER to continue.~
{goto}Help_add~+Help_intro~{goto}Help_extract~+Help_intro~{goto}Help_journal~+Help_intro~{goto}Help_update~+Help_intro~
/reRemove_help~/rndly~{goto}Copyright~
```

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

Transactions

Enter new deposits or checks, reconcile bank statement
{MenuCall Update}

Deposit

Deposit a check
{Deposit}{MenuBranch Update}

Balance
Balance journal accounts
{Balance}{Menubranch Journal_listing}

Expense
Add an expense account number
{Add_expense}{MenuBranch Mod_account}

Input
Input account number
{Display_account}{MenuBranch Extract}

Journal

Balance accounts, modify accounts, or printout journal with summary
{MenuCall Journal_listing}

Payment

Pay a bill

{Payment}{MenuBranch Update}

Modify

Add account numbers, alphabetize ledger

{MenuCall Mod_account}{Menubranch Journal_listing}

Income

Add an income account number

{Add_income}{MenuBranch Mod_account}

Normal
Normal printout
{Normal_extract}{MenuBranch Extract}

Extract

View or printout one account
{MenuCall Extract}

Salary

Pay a salary with deductions
{Salary}{MenuBranch Update}

Clear
Clear all journal entries
{Clear_all}

Sort
Toggle between showing accounts by name or number
{New_sort}{MenuBranch Mod_account}

Sideways
Sideways printout
{Side_extract}{MenuBranch Extract}

Register
Registration information on I'M NO ACCOUNTANT (TM)
{Paneloff}{Show_reg}{Panelon}{MenuBranch Account_menu}

Reconcile
Reconcile with checkbook
{Reconcile}{MenuBranch Update}

Normal

Normal journal listing

{Normal_print}{Menubranh Journal_listing}

Help

Help on JOURNAL MODIFY commands

{goto}Help_add~{?}{Menubranh Mod_account}

Up
Screen page up
{Display_up}{MenuBranch Extract}

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Help

Help on usage and instructions

{goto}Help_intro~{?}{Menubran

Quit

Save spreadsheet and exit

{Exit}

Bottom

Position spreadsheet at bottom of Transaction Journal

{\b}{MenuBranch Update}

Help

Help on TRANSACTION commands

{goto}Help_update~{?}{Menubran

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Sideways
Sideways journal listing
{Sideways_print}{Menubranh Journal_listing}

Help
Help on JOURNAL commands
{goto}Help_journal~{?}{Menubranh Journal_listing}

Quit
Return to previous menu
{Return}

Down
Screen page down
{Display_down}{MenuBranch Extract}

Help
Help on EXTRACT commands
{goto}Help_extract~{?}{Menubranh Extract}

Quit
Return to previous menu
{Return}

Quit
Return to previous menu
{Return}

Quit
Return to previous menu
{Return}

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Data entry table

--

After entering the final data, press ENTER again

Screens

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



|

|

|

|



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
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 cancels)

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)

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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.



<- Blank entry



<- Deposit screen



<- Payment screen



<- New expense account

<- New income account

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.

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HELP on COMMANDS

I'M NO ACCOUNTANT. (TM)
Single Business Journal Template
Copyright 1991 Willis E. Howard, III
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I'm no accountant. But I run a business and need to keep the books. The checkbook needs to be balanced. At the end of the year, my accountant needs a copy of the books, summarizing where the money came from, and where it went.

I looked at accounting software but found it too complex. The I'M NO ACCOUNTANT (TM) accounting template provides quick and easy bookkeeping for a small business.

Press PAGE DOWN for more.
Press ENTER to continue.

ALT A

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

1-2-3 Transactions Journal Extract Register Help Quit

1-2-3 enters 1-2-3 (R) READY mode.
The TRANSACTIONS menu processes new data.
The JOURNAL menu allows balancing and printouts.
The EXTRACT menu displays entries by account number.
The REGISTER item provides information on registration.
The HELP command shows these help screens.
The QUIT command from the main menu saves and exits.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

1-2-3

Almost all accounting functions can be accessed from the menu items. When other spreadsheet functions are needed, select the 1-2-3 item. The accounting menu will be turned off and you may use standard 1-2-3 (R) commands to access the information in the spreadsheet.

When you have finished and wish to return to the main accounting menu, press the ALT A key.

This is the first item on each menu. When any menu is displayed, just press the ENTER key to access the

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1-2-3 READY mode. When finished, press the ALT A key to continue accounting functions.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

TRANSACTIONS When the TRANSACTIONS item is selected from the main menu, the following menu is displayed:

1-2-3 Deposit Payment Salary Reconcile Bottom Help Quit

1-2-3 enters 1-2-3 (R) READY mode.
DEPOSIT inputs information on income received.
PAYMENT inputs information on checks which are written.
SALARY inputs information on a salary paid.
RECONCILE allows reconciliation with a bank statement.
BOTTOM positions the spreadsheet at the final entry.
HELP shows these help screens.
QUIT returns to the main menu.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

TRANSACTIONS Select the DEPOSIT item to enter information on a bank
DEPOSIT deposit. Be sure to enter the date, account number, and amount.

Keep a list of income (deposit) account numbers handy.
To make a list, select a JOURNAL printout item.
Words may be used in place of account numbers.

If the deposit amount is left blank, the data will be ignored. The spreadsheet will be positioned under the current bank balance.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

TRANSACTIONS Select the PAYMENT item to provide information on the
PAYMENT payment of an expense. Be sure that the date, account number and amount are entered.

Keep a list of expense (payment) account numbers handy.
To make a list, select a JOURNAL printout item.

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Words may be used in place of account numbers.

If the expense amount is left blank, the data will be ignored. The spreadsheet will be positioned under the current bank balance.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

TRANSACTIONS Select the SALARY item from the TRANSACTIONS menu when
SALARY you pay a salary. Tax and FICA are not computed, but may be entered on the input screen.

If the gross salary is left blank, the data will be ignored. The spreadsheet will be positioned under the current bank balance.

If the gross salary does not equal the net salary plus the deductions, the entries must be modified.

Information may be extracted by Employee ID. Use numbers different from account numbers.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

TRANSACTIONS The RECONCILE item allows the spreadsheet entries
RECONCILE to be reconciled with the bank statement. Invoke this each time you get a new bank statement, after all the month's information is entered.

After an initial setup, the spreadsheet will be positioned on an empty entry in the MONTH column. An entry from 1 to 12 indicates which month the item was processed by the bank. Either leave the cell empty or type in a number from 1 to 12, followed by the ENTER key.

Pressing ENTER until reaching the end of the spreadsheet is the only way to complete reconciliation.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

HELP From the main menu, select the HELP item to get help

Sheet1

on the commands. This screen is the help screen on HELP.

Use the PAGE UP and PAGE DOWN keys to go between the help screens. Press the ENTER key to return to the menu from which you requested help.

From 1-2-3 READY mode, press the ALT A key to return to the main accounting menu.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

JOURNAL

When the JOURNAL item is selected from the main menu, the following JOURNAL menu is displayed:

1-2-3 Balance Modify Clear Normal Sideways Help Quit

1-2-3 enters 1-2-3 (R) READY mode.
BALANCE will balance all accounts, verifying entries.
MODIFY adds new account numbers or changes sort criteria.
CLEAR erases all deposit and payment information. (BEWARE !)
NORMAL performs a journal listing on a printer.
SIDEWAYS performs a SIDEWAYS(R) journal listing.
HELP shows these help screens.
QUIT returns to the main menu.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

JOURNAL BALANCE

After entering the information for each month, the BALANCE item should be selected. All account information in the journal will be transferred to income and expense ledgers.

Total deposits will be compared against income accounts.
Total payments will be compared against expense accounts.

Improper account numbers must be corrected.
Change any of the account names and/or numbers to correspond to your chart of accounts. Add new account numbers with the JOURNAL MODIFY command.

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Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

JOURNAL
MODIFY

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

1-2-3 Expense Income Sort Help Quit

1-2-3 enters 1-2-3 (R) READY mode.
EXPENSE adds a new expense account number and name.
INCOME adds a new income account number and name.
SORT toggles between showing accounts by number or name.
HELP shows these help screens.
QUIT returns to the main menu.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

JOURNAL
MODIFY
EXPENSE

Selection of 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
new number and name, the list is sorted.

If no account number is given, the command is ignored.
The spreadsheet will be positioned to show expense
ledger entries.

Use account numbers if your accountant prefers them. It
is easier to remember single, short words to identify the
account. Set up your accounts with words if you prefer.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

JOURNAL
MODIFY
INCOME

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

If no account number is given, the command is ignored.
The spreadsheet will be positioned to show income
ledger entries.

Sheet1

Use account numbers if your accountant prefers them. It is easier to remember single, short words to identify the account. Set up your accounts with words if you prefer.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

JOURNAL
MODIFY
SORT

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

This command has no impact on the information in the ledger, only on how it is displayed.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

JOURNAL
CLEAR

Selection of JOURNAL CLEAR will erase all spreadsheet data.

All data will be lost by using this command.

The initial date and account balance must be set.
A new file name for the spreadsheet will be requested.
A new business name for the title will be requested.

Use this command to start a new year or checking account.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

JOURNAL
NORMAL

To make a printout of the spreadsheet, select the JOURNAL item from the main menu. If SIDEWAYS(R) is loaded, you may use the SIDEWAYS print item from the JOURNAL menu. Otherwise, select the NORMAL item for a normal printout

Sheet1

using the using 1-2-3 (R) print defaults.

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

Before using this template, be sure that 1-2-3 is set up properly for your printer.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

JOURNAL SIDEWAYS

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

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The SIDEWAYS(R) add-in must be attached as ALT-F7 or app1 before invoking SIDEWAYS options or else the template may be corrupted. Be sure to configure SIDEWAYS(R) for your printer.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

EXTRACT

Selection of the EXTRACT option from the main menu results in the display of the following menu:

1-2-3 Input Normal Sideways Up Down Help Quit

1-2-3 enters 1-2-3 (R) READY mode.
INPUT allows you to select one account number to view.
NORMAL generates a normal printout for that account number.
SIDEWAYS produces a sideways printout.
UP shows the previous screen up when there is one.
DOWN shows the next screen down.
HELP shows these help screens.
QUIT returns to the main menu.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

EXTRACT
INPUT

The EXTRACT INPUT command allows a set of journal entries with the same account number to be viewed. The account number will first be requested. The previous display will be erased before the new display is shown.

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

An optional 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 entries without regard to the date.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

EXTRACT
NORMAL

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

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

Before using this template, be sure that 1-2-3 is set up properly for your printer.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

EXTRACT
SIDEWAYS

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

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

The SIDEWAYS(R) add-in must be attached as ALT-F7 or app1 before invoking SIDEWAYS options or else the template may

Sheet1

be corrupted. Be sure to configure SIDEWAYS(R) for your printer.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

EXTRACT
UP

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

Use this command only when extracted information is visible on the screen.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

EXTRACT
DOWN

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

Use this command only when extracted information is visible on the screen.

Press PAGE UP or PAGE DOWN for more.
Press ENTER to continue.

THE PREVIOUS SCREEN WAS THE FINAL HELP SCREEN.

Press PAGE UP for more.
Press ENTER to continue.

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Sheet1

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