

Sheet1

See the documentation on GETTING STARTED

Date	Name	Description	Month	Bus.	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
		#VALUE!						
		#VALUE!						

Sheet1

Payments:	Accounts	Open	Open	Open	Open	Open	Open	Open
	0.00	0	1	2	3	4	5	6
Sales commissions	500	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advertising and promotion	501	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel	502	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	503	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Entertainment	504	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Signs	505	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selling expense	506	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Closing service fees	507	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Management fee	509	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Taxes, payroll	511	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office supplies	512	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Postage	513	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Shipping/handling	514	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional fees	515	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Education	517	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utilities	518	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment rental	519	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vehicle expense	520	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Licenses and fees	521	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	522	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rent	525	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dues	526	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Taxes, property	527	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Amortization of org. expense	528	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employee benefits	530	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contributions	531	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Repairs and maintenance	535	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Property upkeep	536	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest	540	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous expense	545	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cleaning	546	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office equipment	547	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Loan principal repayment (#1)	550	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Loan principal repayment (#2)	551	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mortgage	565	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Food/groceries	566	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Uniforms/clothing	567	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Healthcare	568	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Boating expense	569	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Petty cash	570	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Loan	575	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Software	580	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Books, magazines	581	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Returned items	586	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dividends	590	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Security deposit refund	591	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer to another account	592	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Sheet1

Unclassified, non-deductible	599	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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Sheet1

Open	Open	Open	Total Description
7	8	9	
0.00	0.00	0.00	0.00 Sales commissions
0.00	0.00	0.00	0.00 Advertising and promotion
0.00	0.00	0.00	0.00 Travel
0.00	0.00	0.00	0.00 Telephone
0.00	0.00	0.00	0.00 Entertainment
0.00	0.00	0.00	0.00 Signs
0.00	0.00	0.00	0.00 Selling expense
0.00	0.00	0.00	0.00 Closing service fees
0.00	0.00	0.00	0.00 Management fee
0.00	0.00	0.00	0.00 Taxes, payroll
0.00	0.00	0.00	0.00 Office supplies
0.00	0.00	0.00	0.00 Postage
0.00	0.00	0.00	0.00 Shipping/handling
0.00	0.00	0.00	0.00 Professional fees
0.00	0.00	0.00	0.00 Education
0.00	0.00	0.00	0.00 Utilities
0.00	0.00	0.00	0.00 Equipment rental
0.00	0.00	0.00	0.00 Vehicle expense
0.00	0.00	0.00	0.00 Licenses and fees
0.00	0.00	0.00	0.00 Insurance
0.00	0.00	0.00	0.00 Rent
0.00	0.00	0.00	0.00 Dues
0.00	0.00	0.00	0.00 Taxes, property
0.00	0.00	0.00	0.00 Amortization of org. expense
0.00	0.00	0.00	0.00 Employee benefits
0.00	0.00	0.00	0.00 Contributions
0.00	0.00	0.00	0.00 Repairs and maintenance
0.00	0.00	0.00	0.00 Property upkeep
0.00	0.00	0.00	0.00 Interest
0.00	0.00	0.00	0.00 Miscellaneous expense
0.00	0.00	0.00	0.00 Cleaning
0.00	0.00	0.00	0.00 Office equipment
0.00	0.00	0.00	0.00 Loan principal repayment (#1)
0.00	0.00	0.00	0.00 Loan principal repayment (#2)
0.00	0.00	0.00	0.00 Mortgage
0.00	0.00	0.00	0.00 Food/groceries
0.00	0.00	0.00	0.00 Uniforms/clothing
0.00	0.00	0.00	0.00 Healthcare
0.00	0.00	0.00	0.00 Boating expense
0.00	0.00	0.00	0.00 Petty cash
0.00	0.00	0.00	0.00 Loan
0.00	0.00	0.00	0.00 Software
0.00	0.00	0.00	0.00 Books, magazines
0.00	0.00	0.00	0.00 Returned items
0.00	0.00	0.00	0.00 Dividends
0.00	0.00	0.00	0.00 Security deposit refund
0.00	0.00	0.00	0.00 Transfer to another account

0.00 0.00 0.00 0.00 Unclassified, non-deductible

Sheet1

Deposits:	Accounts	Open	Open	Open	Open	Open	Open	Open	Open	Open
	0.00	0	1	2	3	4	5	6	7	8
Commission income	400	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sales	401	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rental income	402	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Appraisal fees	403	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest income	405	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest, tax free	406	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other income or refund	408	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sales - Real estate	410	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mortgage	412	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Principal payment	414	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Loan (#1)	415	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Loan (#2)	416	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dues	420	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bad debt recovery	430	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Shipping/handling	433	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Salary	440	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Escrow	450	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Security deposit	491	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from another account	492	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unclassified, non-taxable	499	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Sheet1

Open	Total	Description
9		
0.00	0.00	Commission income
0.00	0.00	Sales
0.00	0.00	Rental income
0.00	0.00	Appraisal fees
0.00	0.00	Interest income
0.00	0.00	Interest, tax free
0.00	0.00	Other income or refund
0.00	0.00	Sales - Real estate
0.00	0.00	Mortgage
0.00	0.00	Principal payment
0.00	0.00	Loan (#1)
0.00	0.00	Loan (#2)
0.00	0.00	Dues
0.00	0.00	Bad debt recovery
0.00	0.00	Shipping/handling
0.00	0.00	Salary
0.00	0.00	Escrow
0.00	0.00	Security deposit
0.00	0.00	Transfer from another account
0.00	0.00	Unclassified, non-taxable

Sheet1

Verify accounts:

Checkbook reconciliation:

Date

Deposit accounts:

0.00

Total deposits:

#REF! #REF!

Checks:

#REF!

FICA:

#REF!

Fed. tax:

#REF!

State tax:

#REF!

Co. tax:

#REF!

Gross salary:

#REF!

Expense accounts:

0.00

Checks+Withholding:

#REF!

Gross+Accounts:

#REF! #REF!

Name

Number Payment Deposit

Single account report:
Date

Sheet1

Business:

Name	Description	Payment	Deposit	Gross	FICA	Fed TAX	St tax
------	-------------	---------	---------	-------	------	---------	--------

Co tax

Tables:

New_Balance	0		
StrDate	5/31/93		
ValDate	34120		
Match_2	Number		
Table_1	Account	Date	Bus.
Match_1		#NAME?	
Table_3	Month		
	FALSE		
Last_row	4		
Month_col	4		
Add_dep	0.00		
Add_pay	#VALUE!		
Interval	1		
Sort_num	1		
Today	#NAME?		
Count	0		
BegDate	0		
EndDate	64000		
Table_4	Account		Bus.
Match_4			
LastCheck	-1		

Sheet1

Names:

Macros: V1.65

Autoload menu \0

Restart menu \a

Account_Menu

Update

Deposit

Payment

Salary

Salary_2

Salary_3

Reconcile

Recon_input

Another

Sheet1

Recon_end

Journal_listing

Balance

Mod_account

Add_business

Add_expense

Add_income

New_sort

New_sort2

Clear_all

Normal_print

Sideways_print
(SIDEWAYS)

Extract

Display_account

Display_2

Sheet1

Normal_extract

Side_extract
(SIDEWAYS)

Display_up

Display_down

Exit

Pause

Set_title

Win_off

Win_on

Bottom entry \b

Copy cell above \c

Define
several
ranges \d

Sheet1

Label from value \l

Name table \n

Order journal \o

String to Date \s

Unmatched entry \u

Clear signon \x

Start_up

Show_reg

Remove help \y

Help_warning

Sheet1

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~{\l}/rt{down}{down}~{\b}{left 8}~{\b}/cAdd_dep~~{right}
/cDeposit_Amount~~/rf~~{left}~{left 3}/cDeposit_Account~~{left 2}/cDeposit_class~~{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~{\l}/rt{down 2}~{\b}{left 8}~{\b}{left 2}/cPayment_account~~{Double}{left}/cPayment_c
{left}/cPayment_bus~~{Double}{\b}/cAdd_pay~~{left}/cPayment_amount~~/rf~~{right}~{down}{end}{left}{up}{\s}{\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*Entry_gross}{Branch Salary_3}
>>> GROSS does not equal NET plus deductions <<<~{Branch Salary_2}
{Win_off}/wgra{calc}{goto}Entry_Range~{\l}/rt{down 2}~{\b}{left 8}~{\b}{left 2}/cSalary_class~~{left}/cSalary_check~~
{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}{\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 9}{left 6}{windowson}{windowsoff}
/dqri{home}{down}{right 3}.\b}{left 5}{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+5}{Win_on}
{Win_off}{down}
{if @cellpointer("row")>Last_row}{branch Recon_end}
{if @cellpointer("type")<>"b"}{down}{branch another}
{Win_on}{branch Recon_input}
```

Sheet1

```
{Win_off}/wgra{calc}{windowson}{goto}Check_reconcile~{windowsoff}/re{right}{end}{down}{down 3}{right 5}~/dqr  
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,7,Table_4)~{goto}Deposit_total~@DSUM(Journal,9,Table_4)~  
{home}{pgdn}{goto}Show_Accounts~{windowson}{windowsoff}  
/reMatch_4~/dt2Account_Table~Match_4~Match_4C~/dt2Income_Table~Match_4~Match_4C~  
{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 4}~  
{pgdn}{goto}Show_accounts~{Win_on}
```

1-2-3

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

{Restart}~~

```
{Win_off}{goto}Menu_Entry~/cBusiness_screen~~{right}{down 14}{panelon}{paneloff}  
{indicate}{windowson}/ruEntry_Range~{panelon}/riMenu_Entry~/rpEntry_Range~  
{if (@cell("type",Business_number)="b")#or#(Business_number<0)#or#(Business_number>9)}{goto}Expense_list~{Win_on}{F  
{Win_off}{goto}Business_name~{\l}{edit}{home}"{del}~  
{goto}Business_exp~{right Business_number}/cBusiness_name~~{goto}Business_inc~{right Business_number}/cBusiness_n  
{pgdn}{goto}Expense_list~{Win_on}
```

```
{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{end}{right}~{down}~{down}/cExpense_name~~  
{right}/cExpense_amount~~{Double}{goto}Expense_list~{right}/dsrd.{end}{down}{end}{right}~p{right sort_num}~a~g{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{end}{right}~{down}~{down}/cIncome_name~~  
{right}/cIncome_amount~~{Double}{goto}Deposit_list~{right}/dsrd.{end}{down}{end}{right}~p{right sort_num}~a~g{Win_on}
```

```
{Win_off}{if sort_num=0}{let sort_num,1}{Branch New_sort2}  
{let sort_num,0}  
{goto}Deposit_list~{right}/dsrd.{end}{down}{end}{right}~p{right sort_num}~a~g  
{goto}Expense_list~{right}/dsrd.{end}{down}{end}{right}~p{right sort_num}~a~g
```


Sheet1

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

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

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

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

```
{Win_off}
{goto}Journal_list~/re{end}{down}{right 7}~/reAccount_number~/reClass_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 8}{end}{down}{down}
```

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

```
{goto}All_deposits~/rndAll_deposits~/rncAll_deposits~{up}{end}{right}{end}{down}~
{goto}All_expenses~/rndAll_expenses~/rncAll_expenses~{up}{end}{right}{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~{right}{end}{right}{end}{down}~
{goto}Income_table~/rndIncome_table~/rncIncome_table~{right}{end}{right}{end}{down}~
{goto}Journal~/rndJournal~/rncJournal~{b}{right 6}~
```

Sheet1

```
{if @cellpointer("type")="v"}{edit}{home}~  
  
{goto}Names~/re{right}{end}{down}~/rnt~  
  
{goto}Journal_output~{down 3}/dsr~d.{\b}{up}{right 6}~p~a~s{right 5}~a~g{pgdn}{pgup}{\b}  
  
{\l}/c~StrDate~/rvValDate~~/rfd4~  
  
{goto}Mismatch~/re{right 4}{end}{down}~/rndMismatch~/rncMismatch~{end}{down}~  
"Account~{right}numbers not found and all Employee IDs:~  
{goto}Match_1~+G3>0#or#(@cell("type",G3)="I")~  
/dqri{home}{down}{right 6}.\{\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~
```

Sheet1

```
{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_int  
/reRemove_help~/rndy~{goto}Copyright~
```

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


Transactions

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

Deposit

Deposit a check
{Deposit}{MenuBranch Update}

Balance
Balance journal
{Balance}{Menubranh Journal_listing}

Business
Add a new business name
{Add_business}{Menubranh Mod_account}

Input
Input account number
{Display_account}{Menubranch Extract}

Journal

Balance accounts, modify accounts, 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}

Expense

Add an expense account number

{Add_expense}{Menubranch Mod_account}

Normal
Normal printout
{Normal_extract}{Menubranh Extract}

Sheet1

Extract

View or printout one account
{MenuCall Extract}

Register

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

Salary

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

Reconcile

Reconcile with checkbook
{Reconcile}{MenuBranch Update}

Sheet1

Clear
Clear all journal entries
{Clear_all}

Normal
Normal journal listing
{Normal_print}{Menubranh Journal_listing}

Income
Add an income account number
{Add_income}{Menubranh Mod_account}

Sort
Toggle between sort by name and number
{New_sort}{Menubranh Mod_account}

Sideways
Sideways printout
{Side_extract}{Menubbranch Extract}

Up
Screen page up
{Display_up}{Menubbranch Extract}

Help

Help on usage and instructions

{goto}Help_intro~{?}{Menubranh Account_menu}

Bottom

Position the spreadsheet at the bottom of the Transaction Journal

{\b}{MenuBranch Update}

Sideways
Sideways journal listing
{Sideways_print}{Menubranh Journal_listing}

Help
Help on JOURNAL MODIFY commands
{goto}Help_add~{?}{Menubranh Mod_account}

Down
Screen page down
{Display_down}{Menubranch Extract}

Quit
Save spreadsheet and exit
{Exit}

Help
Help on TRANSACTION commands
{goto}Help_Update~{?}{Menubranh Update}

Quit
Return to previous menu
{Return}

Sheet1

Help	Quit
Help on JOURNAL commands	Return to previous menu
{goto}Help_journal~{?}{Menubranh Journal_listing} {Return}	

Quit
Return to previous menu
{Return}

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

Quit
Return to previous menu
{Return}



Screens

--

Date	Name	Description	Account #	Business #	Amount

DEPOSIT entry (a blank Amount cancels)

Date	Name	Description	Account #	Business #	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 #
Business #
Start date
End date



ACCOUNT and BUSINESS number entries (Both blank cancels)

Title
Number



New EXPENSE account (a blank Number cancels)

Title
Number



New INCOME account (a blank Number cancels)

Sheet1

Name
Number

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.



<- Blank entry



<- Deposit screen



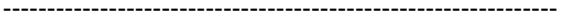
<- Payment screen



<- Expense account screen



<- Income account screen



<- Business name screen



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.

Sheet1

HELP on COMMANDS

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Multiple Business Journal Template
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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 when finished.

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 Transaction Journal Extract Register Help Quit

1-2-3 enters 1-2-3 (R) READY mode.
The TRANSACTION 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 when finished.

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 on 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

Sheet1

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 when finished.

TRANSACTION When the TRANSACTION 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 when finished.

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

Keep a list of income account numbers handy.
To make a list, select a JOURNAL printout item.

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 when finished.

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

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

Sheet1

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 when finished.

TRANSACTION SALARY Select the SALARY item from the TRANSACTION menu when 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. Business numbers are not associated with salaries.

Press PAGE UP or PAGE DOWN for more.
Press ENTER when finished.

TRANSACTION RECONCILE The RECONCILE item allows the spreadsheet entries to be reconciled with the bank statement. Invoke this each time you get a new bank statement, after all the month's information has been 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 when finished.

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 when finished.

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 when finished.

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 when finished.

JOURNAL
MODIFY

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

1-2-3 Business Expense Income Sort Help Quit

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

Press PAGE UP or PAGE DOWN for more.
Press ENTER when finished.

JOURNAL
MODIFY
BUSINESS

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

Both the business name and business number should be given.
If no business number is given, the command is ignored.
If no business name is given, the name is cleared.

Up to 10 businesses may be operated out of one checking
account with this template. If the business number is
not given for payments and deposits, the books will not
balance. The number runs from 0 to 9. Do not use labels.

Using this command only changes the ledger headings.
No information in the journal will be modified.

Press PAGE UP or PAGE DOWN for more.
Press ENTER when finished.

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.

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 when finished.

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.

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 when finished.

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 when finished.

JOURNAL
CLEAR

Selection of JOURNAL CLEAR will erase all spreadsheet data. All data will be lost by using this command.

Sheet1

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

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

Press PAGE UP or PAGE DOWN for more.
Press ENTER when finished.

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

For JOURNAL NORMAL printouts only, there is an automatic header 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 when finished.

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.

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

Press PAGE UP or PAGE DOWN for more.
Press ENTER when finished.

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 when finished.

EXTRACT INPUT The EXTRACT INPUT command allows a set of journal entries with the matching business and account number to be viewed. Either or both numbers may be given.

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. Give no business number.

An optional starting date and/or ending date may be given. No entries will be extracted before the starting date or after the ending date. The default is to ignore the date.

Press PAGE UP or PAGE DOWN for more.
Press ENTER when finished.

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, there is an automatic header 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 when finished.

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

Press PAGE UP or PAGE DOWN for more.
Press ENTER when finished.

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 when finished.

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 when finished.

THE PREVIOUS SCREEN WAS THE FINAL HELP SCREEN.

Press PAGE UP for more.
Press ENTER when finished.

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See the documentation on GETTING STARTED

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Sheet1

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V1.65