

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		

Sheet1

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			

Sheet1

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 Match_2	Number
Table_1 Match_1	Account      Date #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

## Sheet1

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	
--------	--

```
{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 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~{\l}/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 S
{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~{\l}/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}
```

# Sheet1

```
{Win_off}/wgra{calc}{windowson}{goto}Check_reconcile~{windowsoff}/re{end}{down}{right 6}~/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,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_nu
{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}
```



## Sheet1

```
{home}{down 2}/re{b}{right 6}~{home}/cInitial_date~~{s}/c{right 13}~{down}~{b}{up}/cAdd_pay~~/rf~~~
{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)}{app1}r{right 5}~q
{app1}gq{Win_on}
```

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

## Sheet1

{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~

```
{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)="I")~
/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_int
/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}

## Sheet1

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



## Sheet1

Sideways

Sideways journal listing

{Sideways\_print}{Menubrand Journal\_listing}

Help

Help on JOURNAL commands

{goto}Help\_journal~{?}{Menubrand Journal\_listing}

Quit

Return to previous menu

{Return}

Down  
Screen page down  
{Display\_down}{MenuBranch Extract}

Help  
Help on EXTRACT commands  
{goto}Help\_extract~{?}{Menubbranch Extract}

Quit  
Return to previous menu  
{Return}

Quit  
Return to previous menu  
{Return}

Quit  
Return to previous menu  
{Return}

## Sheet1

### 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



1

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135  
136  
137  
138  
139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219  
220  
221  
222  
223  
224  
225  
226  
227  
228  
229  
230  
231  
232  
233  
234  
235  
236  
237  
238  
239  
240  
241  
242  
243  
244  
245  
246  
247  
248  
249  
250  
251  
252  
253  
254  
255  
256  
257  
258  
259  
260  
261  
262  
263  
264  
265  
266  
267  
268  
269  
270  
271  
272  
273  
274  
275  
276  
277  
278  
279  
280  
281  
282  
283  
284  
285  
286  
287  
288  
289  
290  
291  
292  
293  
294  
295  
296  
297  
298  
299  
300  
301  
302  
303  
304  
305  
306  
307  
308  
309  
310  
311  
312  
313  
314  
315  
316  
317  
318  
319  
320  
321  
322  
323  
324  
325  
326  
327  
328  
329  
330  
331  
332  
333  
334  
335  
336  
337  
338  
339  
340  
341  
342  
343  
344  
345  
346  
347  
348  
349  
350  
351  
352  
353  
354  
355  
356  
357  
358  
359  
360  
361  
362  
363  
364  
365  
366  
367  
368  
369  
370  
371  
372  
373  
374  
375  
376  
377  
378  
379  
380  
381  
382  
383  
384  
385  
386  
387  
388  
389  
390  
391  
392  
393  
394  
395  
396  
397  
398  
399  
400  
401  
402  
403  
404  
405  
406  
407  
408  
409  
410  
411  
412  
413  
414  
415  
416  
417  
418  
419  
420  
421  
422  
423  
424  
425  
426  
427  
428  
429  
430  
431  
432  
433  
434  
435  
436  
437  
438  
439  
440  
441  
442  
443  
444  
445  
446  
447  
448  
449  
450  
451  
452  
453  
454  
455  
456  
457  
458  
459  
460  
461  
462  
463  
464  
465  
466  
467  
468  
469  
470  
471  
472  
473  
474  
475  
476  
477  
478  
479  
480  
481  
482  
483  
484  
485  
486  
487  
488  
489  
490  
491  
492  
493  
494  
495  
496  
497  
498  
499  
500  
501  
502  
503  
504  
505  
506  
507  
508  
509  
510  
511  
512  
513  
514  
515  
516  
517  
518  
519  
520  
521  
522  
523  
524  
525  
526  
527  
528  
529  
530  
531  
532  
533  
534  
535  
536  
537  
538  
539  
540  
541  
542  
543  
544  
545  
546  
547  
548  
549  
550  
551  
552  
553  
554  
555  
556  
557  
558  
559  
560  
561  
562  
563  
564  
565  
566  
567  
568  
569  
570  
571  
572  
573  
574  
575  
576  
577  
578  
579  
580  
581  
582  
583  
584  
585  
586  
587  
588  
589  
590  
591  
592  
593  
594  
595  
596  
597  
598  
599  
600  
601  
602  
603  
604  
605  
606  
607  
608  
609  
610  
611  
612  
613  
614  
615  
616  
617  
618  
619  
620  
621  
622  
623  
624  
625  
626  
627  
628  
629  
630  
631  
632  
633  
634  
635  
636  
637  
638  
639  
640  
641  
642  
643  
644  
645  
646  
647  
648  
649  
650  
651  
652  
653  
654  
655  
656  
657  
658  
659  
660  
661  
662  
663  
664  
665  
666  
667  
668  
669  
670  
671  
672  
673  
674  
675  
676  
677  
678  
679  
680  
681  
682  
683  
684  
685  
686  
687  
688  
689  
690  
691  
692  
693  
694  
695  
696  
697  
698  
699  
700  
701  
702  
703  
704  
705  
706  
707  
708  
709  
710  
711  
712  
713  
714  
715  
716  
717  
718  
719  
720  
721  
722  
723  
724  
725  
726  
727  
728  
729  
730  
731  
732  
733  
734  
735  
736  
737  
738  
739  
740  
741  
742  
743  
744  
745  
746  
747  
748  
749  
750  
751  
752  
753  
754  
755  
756  
757  
758  
759  
760  
761  
762  
763  
764  
765  
766  
767  
768  
769  
770  
771  
772  
773  
774  
775  
776  
777  
778  
779  
780  
781  
782  
783  
784  
785  
786  
787  
788  
789  
790  
791  
792  
793  
794  
795  
796  
797  
798  
799  
800  
801  
802  
803  
804  
805  
806  
807  
808  
809  
810  
811  
812  
813  
814  
815  
816  
817  
818  
819  
820  
821  
822  
823  
824  
825  
826  
827  
828  
829  
830  
831  
832  
833  
834  
835  
836  
837  
838  
839  
840  
84

1  
1  
1  
1  
1



|

|

|

-----

-----

-----  
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)

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

Salary

<- Salary screen

<- Initial screen

<- One account 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.

HELP on COMMANDS

I'M NO ACCOUNTANT. (TM)  
Single Business Journal Template  
Copyright 1991 Willis E. Howard, III  
All rights reserved.

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

## 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 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.

## Sheet1

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.

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.

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 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

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.

I'M NO ACCOUNTANT. (TM)  
Single Business Journal Template  
Copyright 1991 Willis E. Howard, III  
All rights reserved.

See the documentation on GETTING STARTED

This copyrighted spreadsheet template is distributed by  
Microsmith Computer Technology, POB 1473, Elkhart, IN 46515.

Unauthorized distribution prohibited.

I'M NO ACCOUNTANT. (TM)  
Single Business Journal Template  
Copyright 1991 Willis E. Howard, III

This template is provided in its entirety for your evaluation.  
Continued use of this template requires your registration.  
Send your name, address, software title and version to  
Microsmith Computer Technology, POB 1473, Elkhart, IN 46515

Please include a check for the registration fee which is  
\$30.00 for use by any single individual. Please contact  
Microsmith Computer Tehcnology for business fees.

Registered users will receive the most recent version  
and printed documentation at no additional charge.

I'M NO ACCOUNTANT. (TM)  
Single Business Journal Template  
Copyright 1991 Willis E. Howard, III

This software is supplied "AS IS". Willis E. Howard, III  
and Microsmith Computer Technology disclaim all warranties,  
expressed or implied, including, without limitation, the  
warranties of merchantability or fitness for a particular  
purpose. Absolutely no liability is assumed for damages,  
direct or consequential, which may result from its use.

## Sheet1

This I'M NO ACCOUNTANT (TM) template is a shareware program and may be freely distributed only in its entirety and only in unaltered form. It may not be distributed as part of another system. All recognized ASP distributors are authorized to distribute this software. Other distributors must write for permission to Microsmith Computer Technology at POB 1473, Elkhart, Indiana 46515.  
I'M NO ACCOUNTANT. (TM)  
Single Business Journal Template  
Copyright 1991 Willis E. Howard, III

This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.

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

V1.65