

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
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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}
```

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```
{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}
```



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```
{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}

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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~

```
{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}{Menubbranch Journal\_listing}

Help

Help on JOURNAL MODIFY commands

{goto}Help\_add~{?}{Menubbranch Mod\_account}

Up  
Screen page up  
{Display\_up}{MenuBranch Extract}

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Help

Help on usage and instructions

{goto}Help\_intro~{?}{Menubranh Account\_menu}

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~{?}{Menubranh Update}



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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 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

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

1111



|

|

|

-----

-----

-----  
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

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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.

## 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.

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## Sheet1

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

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