

	A	B
1	Connie L Bass	
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3	Lubbock, Texas 79401	
4	INSTRUCTIONS	
5	I.OPEN NEW ACCOUNT Line 12	
6	II.MONTHLY BOOKKEEPING Line 40	
7	III.YEARLY UPDATE Line 89	
8	IV.MACRO FUNCTIONS Line 95	
9	Start	
10	1.Double click MACROS.	
11	2.Press(Option Command o) To open worksheets	
12	OPEN NEW ACCOUNT	
13	1.Chart of Accounts	
14	A. DATA FORM, will open over chart of accounts. Scroll the accounts and modify to suit your	
15	accounting system. Make Changes then press enter. When Finished with data form Click exit.	
16	B. Headings INCOME, EXPENSES, ASSETS, LIABILITIES, NET WORTH	
17	a. All account under INCOME can be changed	
18	b. All account under EXPENSES except purchases can be changed.	
19	c. Under ASSETS Bank & Fixed Assets & Depr cannot be changed.	
20	d. All accounts under LIABILITIES can be changed.	
21	e. No accounts under NET WORTH can be changed.	
22	<u>C. Code, these three letters or numbers are used by the computer to</u>	
23	<u>accumulate totals. They Must be entered to journals the same as they</u>	
24	<u>have been entered on Chart of Accounts.</u>	
25	2.Enter New Account	
26	A. Work up a trial balance from your present accounting.	
27	B. Sales Journal; exit, Check Journal enter current mths date on check journal,exit.	
28	C. Enter bank balance into Bank Reconcillation,exit	
29	D. Enter onto Data Form that opens with General Journal; this is a double entry journal.	
30	Press "tab" to move from box to box, after making entries in all boxes :	
31	Press"enter" or "return" . When you have made all your entries click "exit"	
32	E. Enter debits as a positive figure. Enter credits as a negative figure.	
33	F. You will have a chance to stop or continue at this point.	
34	G. If you have an error, a beep will sound and message will appear.	
35	a. First message(General Journal Balance should be (0))	
36	b. Second message(Check CODE under ACCOUNT on general journal)	
37	c. Bank Reconcillation is out of Balance	
38	<u>d. If you have an error, after correcting, press(Option Command m)</u>	
39	e. For current date to appear on P or L, it must be entered in first line of check journal.	
40	MONTHLY BOOKKEEPING	
41	1. Sales Journal DATA FORM;(Option/Command h)	
42	THE "TAB" button moves you from date,to invoice no. etc	
43	A. Enter date.	
44	B.Invoice Number	
45	C.Customer	
46	D.Exempt Sales	
47	E.Taxable Sales	
48	F.Sales Tax	

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49	The "ENTER" or "RETURN" enters the information to the journal.	
50	Click in the "EXIT" box on the DATA FORM when finished with the form	
51	2. CHECK JOURNAL DATA FORM;(Option/Command k)	
52	THE "TAB" button moves you from date,to payee etc	
53	A. Enter current month date on first line. The P or L picks up the month & year.	
54	B. Name: Enter name of payee	
55	C. Check No. Enter check number	
56	D.Account: enter three (letter or number) code as listed on chart of accounts.	
57	E. Amount: Enter amount of check.	
58	F. Deposits: Enter Deposits at Date Made	
59	The "ENTER" or "RETURN" enters the information the journal.	
60	Click in the "EXIT" box on the DATA FORM when finished with the form	
61	3. Bank Reconciliation(Option/Command r)	
62	THE "TAB" button moves you from date,to name etc	
63	A. Date	
64	B.Name	
65	C.Check Number	
66	D.Amount of Check	
67	E. Date	
68	F. Deposit Amount	
69	G.Bank Statement Balance in first box only.	
70	<u>The "ENTER" or "RETURN" enters the information to the worksheet.</u>	
71	<u>Click in the "EXIT" box on the DATA FORM when finished with the form</u>	
72	4. GENERAL JOURNAL DATA FORM: (Option/Command g)	
73	THE "TAB" button moves you from date,to name etc	
74	A. Date	
75	B. Name: Account name	
76	C.Account: enter three (letter or number) code as listed on chart of accounts.	
77	D.Amount: Enter amount, be sure to use the first column, if first column is 0	
78	or blank this journal will not print.	
79	E.This is a double entry journal. Debits positive/credits negative.	
80	F.Can be used for depreciation, taxes payable, notes payable inventory adj, etc.	
81	<u>The "ENTER" or "RETURN" enters the information to the journal.</u>	
82	<u>Click in the "EXIT" box on the DATA FORM when finished with the form</u>	
83	Here you are given an opportunity to stop or continue.	
84	A. If you have an error, a beep sound and message will appear.	
85	a. Message CHECK JOURNAL(Check CODE under ACCOUNT)	
86	b. Message GENERAL JOURNAL (Balance should be (0)	
87	c. Message GENERAL JOURNAL(Check CODE under ACCOUNT)	
88	d. If you have an error, after correcting, press(Option Command m)	
89	YEARLY_UPDATE Option/Command y	
90	1.Press (Option Command y)	
91	A.Clears all journals	
92	B.Clears Profit or Loss statement	
93	C.Updates Net Worth on Balance Sheet.	
94	OK! YOU ARE READY FOR ANOTHER YEAR. GO TO MONTHLY BOOKKEEPING.	
95	MACRO FUNCTIONS	
96	MACROS COMMAND KEY FUNCTION	

	A		B
97	OPEN	o	Opens all worksheets
98	CLEAR_ALL	a	Clears all worksheets to allow for new acct.
99	YEARLY_UPDATE	y	Clears year to date on profit or loss, clears
100			journals,& updates net worth
101	SUBMACROS		
102	MONTHLY_DOALL	m	Calculates all, checks for errors & updates
103			profit or loss,prints,saves and closes
104	Chart of Accounts	c	Activate Chart of Accounts
105	Sales Journal	h	Activate Sales Journal
106	Check Journal	k	Activate Check Journal
107	Bank Reconcillation	r	Activate Bank Reconcillation
108	General Journal	g	Activate General Journal
109	CLEAR_JOURNALS	j	Clears journals
110	UPDATE		Updates year to date on profit or loss
111	PROG1		Calculates all, checks for errors
112	PRINT	p	Prints journals & statements
113	SAVE_CLOSE	s	Saves and Closes all worksheets.