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1	<b>Connie L Bass</b>
2	<b>1717 Ave K #221</b>
3	<b>Lubbock, Texas 79401</b>
4	<b>INSTRUCTIONS</b>
5	<b>I.OPEN NEW ACCOUNT Line 12</b>
6	<b>II.MONTHLY BOOKKEEPING Line 40</b>
7	<b>III.YEARLY UPDATE Line 89</b>
8	<b>IV.MACRO FUNCTIONS Line 95</b>
9	<b>Start</b>
10	1.Double click MACROS.
11	2.Press(Option Command o) To open worksheets
12	<b>OPEN NEW ACCOUNT</b>
13	<b>1.Chart of Accounts</b>
14	A. DATA FORM, will open over chart of accounts. Scroll the accounts and modify to suit yo
15	accounting system. Make Changes then press enter. When Finished with data form Cli
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	<b><u>C. Code, these three letters or numbers are used by the computer to</u></b>
23	<b><u>accumulate totals. They Must be entered to journals the same as they</u></b>
24	<b><u>have been entered on Chart of Accounts.</u></b>
25	<b>2.Enter New Account</b>
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	<b><u>d. If you have an error, after correcting, press(Option Command m)</u></b>
39	e. For current date to appear on P or L, it must be entered in first line of check journal
40	<b>MONTHLY BOOKKEEPING</b>
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	<b>D.Account: enter three (letter or number) code as listed on chart of accounts.</b>
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	<b>d. If you have an error, after correcting, press(Option Command m)</b>
89	<b>YEARLY_UPDATE Option/Command y</b>
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	<b>MACRO FUNCTIONS</b>
96	<b>MACROS                      COMMAND KEY                      FUNCTION</b>

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

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