

CASH DISBURSEMENTS SYSTEM D9/D9D

INSTALLATION AND OPERATING INSTRUCTIONS

*Keep these instructions for reference and training new personnel.

STARTA-SYSTEM® CONTENTS

- 25 Disbursement Journals
- 200 Double Window Envelopes
- 300
or 625 Disbursement Checks
- 1 Folding Pegboard

HOW TO BEGIN

1. Check your order. Verify that the imprint and bank information is correct on your checks.
2. Place the folding Pegboard on your desk so clamp is at the left. The pegboard will open to the right.
3. Place one Cash Disbursements Journal on the Pegboard. The highlighted peghole should be placed on the top peg according to the instructions at the bottom of the journal.

PREPARING THE JOURNAL:

1. Enter Month and Page Number in the spaces provided at the top of the journal. (See A of illustration 1)
2. In columns 1-15 on the front and columns 16-22 on the back, enter the expense categories most often used in the heading area at the top of the journal. (See B of illustration 1)
3. Refer to the Bank Balance column. Enter your current checking account balance on the green shaded line that reads "Balance Forward." (See C of illustration 1)
4. Place the first bank of shingled checks on the Pegboard by placing the fourth peghole at the top of the bank of checks on the top peg. Be sure the posting line of the lowest numbered check aligns with line number one of the journal.

* For Topwrite checks, place the first peghole on the check on the top peg.

The illustration shows a detailed view of the top portion of a Cash Disbursements Journal. The form is divided into several columns for recording transactions. At the top, there are fields for 'MONTH' and 'PAGE NUMBER'. Below these are columns for 'BALANCE FORWARD', 'OFFICE SUPPLIES', 'POSTAGE & DELIVERY', 'AUTO TRUCKS', 'UTILITIES', 'ADVERTISE', 'TRAVEL EXPENSE', 'INSURANCE', 'SHIPPING SUPPLIES', 'LEGAL', 'TRAVEL EXPENSE', 'TELEPHONE', and 'OTHER'. A green shaded line is present at the top of the grid, labeled 'BALANCE FORWARD'. Three callout boxes with arrows point to specific areas: 'A. ENTER MONTH AND PAGE NUMBER' points to the top right fields; 'B. ENTER EXPENSE CATEGORIES' points to the columns for Office Supplies, Postage & Delivery, Auto Trucks, Utilities, Advertise, and Travel Expense; 'C. ENTER CURRENT CHECKING ACCOUNT BALANCE' points to the 'BALANCE FORWARD' line.

ILLUSTRATION #1

RECORDING CASH DISBURSEMENTS:

1. Fold the checks back leaving the lowest numbered check on the journal.
 - * Topwrite checks do not need to be folded back.
2. In the Remittance box at the upper-right corner of the check enter the Number and Amount of the invoice being paid. Up to 8 different invoices may be recorded in this area if all are being paid by one check. (See A of illustration 2)
3. On the posting line beginning at the left, enter To The Order Of (Payee), Date and a Description of the disbursement (or Gross and Discount amount). Complete the posting line by entering the Check Number and the Check (net) Amount. (See B of illustration 2)
4. Write the payee's address on the lines in the body of the check below (or beside for Topwrite style) To The Order Of, if the check is to be mailed. (See C of illustration 2)
5. Fill in the check amount on the Pay line and sign the check.
6. Enter the amount of the disbursement in the appropriate distribution column(s) on the right or back side of the journal. (See D of illustration 2)
 - * If a discount was taken, enter the Gross amount in the Disbursement column.
7. Detach the check (and duplicate, if applicable) at perforation. Place the check in a double window envelope for mailing.
8. At the end of each or each group of disbursements, adjust the Bank Balance column with any checks written or deposits made. (See E of illustration 2)

The illustration shows a check from STATA SYSTEMS, INC. for \$3216.02, payable to Quality Service. The check is attached to a remittance journal. Callouts A through E point to specific areas:

- A. ENTER NUMBER AND AMOUNT OF INVOICE:** Points to the remittance box in the upper right of the check, which lists invoice numbers (3206, 3207, 3208, 3209) and amounts (23.75, 121.62, 275.00, 96.13).
- B. RECORD ALL NECESSARY INFORMATION ON THE POSTING LINE:** Points to the 'TO THE ORDER OF' field on the check, which contains 'Quality Service'.
- C. WRITE IN PAYEE'S ADDRESS:** Points to the address field on the check, which contains '11111 Street, Washington, D.C. 20000'.
- D. ENTER AMOUNT OF DISBURSEMENT IN THE APPROPRIATE DISTRIBUTION COLUMN:** Points to the 'CHECK AMOUNT' field on the check, which contains '3216.02', and the corresponding entry in the journal's distribution columns.
- E. ADJUST THE BANK BALANCE:** Points to the 'CHECK AMOUNT' field on the check, which contains '3216.02', and the corresponding entry in the journal's 'BANK BALANCE' column.

ILLUSTRATION #2

ACCESSORY ITEMS AND ADDITIONAL OPTIONS CHECKS:

Available in single Clear-Stripe™, single carbon band, carbonless duplicate or Topwrite with a choice of pantograph colors.

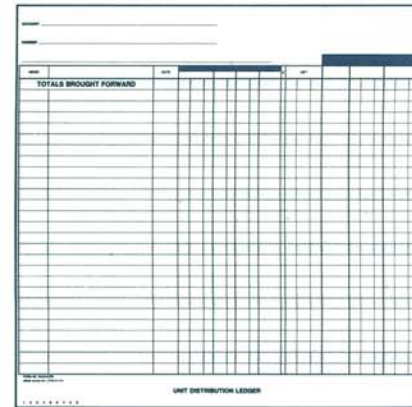
DOUBLE WINDOW ENVELOPES:

Your company name and address is positioned on the check to show through the top window as a return address. The payee name and address shows through the bottom window providing the mail to information.



DISTRIBUTION LEDGERS

Distribution ledgers provide an accurate account of invoice payments to specific vendors. Simply slide the ledger under the checks until it rests against the pegs. Information written on the check will be transferred to the Distribution Ledger and Disbursement Journal simultaneously.



EQUIPMENT

Posting trays and indexes are available to alphabetically store Distribution Ledgers. Post binders are available for storage of completed journals.



PERSONALIZED DEPOSIT TICKETS Compliments any Check Order

AVAILABLE:

SINGLE

Form No. WDT-100

24# White MICR Bond

Padded in 50's

Minimum Qty. = 250

TRIPLICATE

Form No. WDT-100-NC-3

Part #1-26# White NCR-CB

Part #2-17# Canary NCR-CFB

Part #3- 15# Pink NCR-CF

Minimum Qty. = 250

DUPLICATE

Form No. WDT-100-NC-2

Part #1-26# White NCR-CB

Part #2-15# Pink NCR-CF

Minimum Qty. = 250

