

COMBINATION DISBURSEMENTS/PAYROLL SYSTEM PD-14

INSTALLATION AND OPERATING INSTRUCTIONS

*Keep these instructions for reference and training new personnel.

STARTA-SYSTEM® CONTENTS

- 25 Combination Journals
- 25 Compensation Records
- 200 Double Window Envelopes
- 300
or 625 Combination 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 the clamp is at the left. The pegboard will open to the right.
3. Place one Combination Journal on the pegboard. The highlighted peghole on the journal should be placed on the top peg of the pegboard.

PREPARING THE JOURNAL:

1. Enter the Month and Page Number in the spaces provided at the bottom of the journal. (See A of illustration 1)
2. Head description columns with deductions that correspond with your check. (See B of illustration 1)
3. In columns 1-15 on the front and columns 17-35 on the back, enter the expense categories most often used in the heading area at the top of the journal. (See C of illustration 1)
4. Refer to the Bank Balance column. Enter your current checking account balance on the green shaded line that reads "Balance Forward." (See D of illustration 1)
5. Place the first bank of shingled checks on the Pegboard by placing the fifth 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.

The illustration shows a detailed view of the journal's header and grid. The header includes fields for 'MONTH' and 'PAGE NO.' at the bottom right, and various expense categories at the top. Callout A points to the 'MONTH' and 'PAGE NO.' fields. Callout B points to the 'OFFICE', 'SALES', 'OFFICE', 'PASSENGER', 'AUTO', 'UTILITIES', 'ADVERTISING', 'DATE', 'INSURANCE', 'SHIPPING', 'LEGAL', 'TRAVEL', and 'INVENTORY/TELEPHONE' categories. Callout C points to the 'OFFICE', 'SALES', 'OFFICE', 'PASSENGER', 'AUTO', 'UTILITIES', 'ADVERTISING', 'DATE', 'INSURANCE', 'SHIPPING', 'LEGAL', 'TRAVEL', and 'INVENTORY/TELEPHONE' categories. Callout D points to the 'BALANCE FORWARD' line in the 'BALANCE' column. The grid has 35 columns and 35 rows. The 'BALANCE' column is shaded green. The 'TOTALS THIS PAGE' and 'TOTALS TO DATE' are at the bottom left.

ILLUSTRATION #1

RECORDING CASH DISBURSEMENTS:

1. Fold the checks back leaving the lowest numbered check on the journal.
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 4 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 in the center of the check, beginning at the left, enter the Date, To The Order Of (Payee), a description of the disbursement, (or Gross and Discount amount), Check Number and the Check (net) Amount. (See B of illustration 2)
4. Fill in the Payee's address on the lines below 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 the perforation. Place the check in a double window envelope for mailing. Bring the next check down to prepare for your next disbursement entry.
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 STARTA SYSTEMS, INC. for \$397.02, payable to 'Rentals'. The check is partially filled out with handwritten information. Below the check is a 'PATROLL AND DISBURSEMENT JOURNAL' with columns for various categories like OFFICE SUPPLIES, TRAVEL, UTILITIES, etc. The journal has a 'BALANCE FORWARD' of 2146.38 and a 'TOTALS THIS PAGE' of 2236.92. Callouts A through E point to specific areas: A points to the remittance box on the check; B points to the posting line; C points to the payee address; D points to the distribution columns; and E points to the bank balance column.

DATE	DESCRIPTION	AMOUNT	DISBURSEMENT COLUMN
4/20/85	Quality Service	23.75	23.75
4/20/85	City Service & Light	121.62	121.62
4/20/85	City Rental	275.00	275.00
4/20/85	Bank Service Center	96.13	96.13
TOTALS THIS PAGE		2236.92	

ILLUSTRATION #2

PREPARING THE COMPENSATION RECORD:

1. Complete the top of the card with the employee name, address, telephone number and social security number. Enter all other pertinent information at the top. (See A of illustration 3)
2. Enter the deduction headings to correspond with your check. (See B of illustration 3)
3. Bring To Date totals forward from the previous pay period.

RECORDING THE PAYROLL

1. Fold the checks back leaving the lowest numbered check on the journal. Slide the appropriate Compensation Record under the check until it rests against the pegs. Be sure the line number of the current pay period is in line with the posting line of the check.

2. On the posting line in the center of the check, beginning at the left, enter the Date, To The Order Of and Gross Amount. (See C of illustration 3)

Note: Maintaining a daily record of hours worked on the Compensation Record requires the employee's name written on the check before inserting the record.

3. Complete the posting line by entering the necessary deductions, Check Number and the Check (net) Amount. (See D of illustration 3)
4. Enter the Gross Amount in the appropriate distribution column. (See E of illustration 3)
5. Once the posting line is complete, detach the check (and duplicate, if applicable). **Remove the Compensation Record.**
6. Enter the amount on the Pay line, sign the check and place in a double window envelope.

A. COMPLETE ALL NECESSARY INFORMATION AT THE TOP OF THE CARD

B. ENTER DEDUCTION HEADINGS TO CORRESPOND WITH YOUR CHECK

C. RECORD THE DATE, TO THE ORDER OF AND GROSS AMOUNT

D. COMPLETE THE POSTING LINE WITH DEDUCTIONS, CHECK NUMBER AND NET AMOUNT

E. ENTER THE GROSS AMOUNT IN THE APPROPRIATE DISTRIBUTION COLUMN

STAR SYSTEMS, INC.
A TIME SAVING WAY
ONE WASHINGTON SQUARE
TELEPHONE (617) 552-2244

TO THE ORDER OF: *Three Hundred Forty Four and 00/100*

DATE: *01/20* AMOUNT: *450.00*

NON-NEGOTIABLE

⑆002244⑆ 61555-55780 90 1 3 1 10⑆

STAR SYSTEMS, INC. 2244

MONTH OF *April* YEAR NO. *1* OF *01*

ILLUSTRATION #3

PROVING THE JOURNAL FOR CASH DISBURSEMENTS

WITHOUT DISCOUNTS:

1. Subtotal all columns before beginning a payroll period. (See A of illustration 4)
2. The subtotal of the Net Amount column (Col. F) must equal the total of all the Distribution columns (Col. 1-35). (See B of illustration 4)

WITH DISCOUNTS:

1. The Gross column (Col. A) less the discounts must equal the Net Amount column (Col. F).
2. The Net Amount column (Col. F) plus the discount column must equal the total of all the Distribution columns (Col. 1-35).

PROVING THE JOURNAL FOR PAYROLL:

1. Subtotal (cross foot) each column for the current pay period. Payroll entries will be in blue on the journal. (See C of illustration 4)
2. The Gross column (Col. A) less the deductions (Col. B-E) must equal the Net Amount column. (See D of illustration 4)

PROVING THE JOURNAL:

1. Enter the sum total of each column in the Totals This Page line at the bottom.
2. The Net Amount column (Col. F) plus the total of columns B-E must equal the sum total of columns 1-35. (See E of illustration 4)
3. Carrying Totals Forward- Add the Totals This Page to the totals from the previous journal page. Carry these totals forward to the next journal. By doing this your balances will always be up to date during the accounting period.

THIS JOURNAL COULD BE SECTION WHEN USED WITH AN EXP JOURNAL										PAYROLL AND DISBURSEMENT JOURNAL														
DATE	DESCRIPTION	AMOUNT	DEBIT	CREDIT	AMOUNT	DEBIT	CREDIT	AMOUNT	DEBIT	CREDIT	AMOUNT	DEBIT	CREDIT	AMOUNT	DEBIT	CREDIT	AMOUNT	DEBIT	CREDIT					
										OFFICE	SALES	OFFICE	OFFICE	OFFICE	AUTO	UTILITIES	ADVERT.	TRAVEL	INSURANCE	INVENTORY	LEGAL	TELEPHONE	REPAIRS	
										SALARIES	DISBURS.	SUPPLIES	EXPENSES	TRUCK	RENT	ADVERT.	TRAVEL	INSURANCE	INVENTORY	LEGAL	TELEPHONE	REPAIRS	REPAIRS	
	BALANCE FORWARD				2145.18																			
4/20/23	Quality Service	2376	Journals	2376																				
4/20/23	City Power & Light	121.62		121.62																				
4/20/23	O's Rental	275.00		275.00																				
4/20/23	John's Service Center	94.13	April Charges	2250	94.13																			
4/20/23	W. & Restaurant	61.99		2251	61.99																			
4/20/23	General Insurance	521.88		2252	521.88																			
4/20/23	Smith & Jones	43.67		2253	43.67																			
4/20/23	Borne Association	36.12		2254	36.12																			
4/20/23	Universal Shop	77.13		2255	77.13																			
4/20/23	Quality Service	379.02	Bank	2256	379.02																			
4/20/23	Quality Service	275.00		2257	275.00																			
4/20/23	John Smith	301.00		2258	301.00																			
4/20/23	John Miller	294.00		2259	294.00																			
4/20/23	Tom Robbins	346.00		2260	346.00																			
4/20/23	John Brown	336.00		2261	336.00																			
4/20/23	John Brown	422.00		2262	422.00																			
4/20/23	John Brown	426.00		2263	426.00																			
4/20/23	John Brown	450.00		2264	450.00																			
4/20/23	John Smith	1842.00		2265	1842.00																			
	TOTALS THIS PAGE	4573.81	341.61	171.67	31.35	29.59																		
	TOTALS TO DATE				3938.69																			

ILLUSTRATION #4

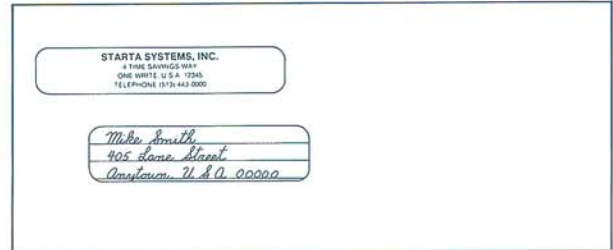
ACCESSORY ITEMS AND ADDITIONAL OPTIONS

CHECKS:

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

DOUBLE WINDOW ENVELOPES:

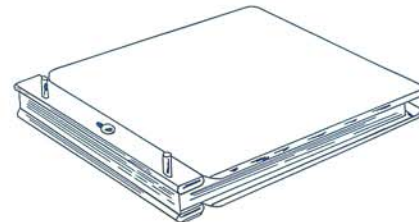
Your company name and address is positioned on the check to show through the top window as a return address. The payee name and address will appear in the bottom window providing the mail to information.



EQUIPMENT

Posting trays and indexes are available to alphabetically store Compensation Records.

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

DUPLICATE

Form No. WDT-100-NC-2
Part #1-26# White NCR-CB
Part #2-15# Pink NCR-CF
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

DEPOSIT TICKET
Please be sure all items are properly endorsed. List checks separately.
WRITE FINALLY WITH BALL POINT PEN FOR CLEAR COPY

DATE: 19 19

CURRENCY: [Grid with columns for CURRENCY and COIN]

CHECKS TO BE DEPOSITED:

STARTA SYSTEMS, INC.
4 TRIDE SAVINGS WAY
ONE WHITE U.S.A. 1234
TELEPHONE (513) 443-0000

1:155056789: 90 123 919*

56-5878 / 1896
DEPOSIT TICKET
USE BALL POINT PEN TO WRITE
IN ALL SPACES AND SIGNATURE
AREAS