

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 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 CARD

B. ENTER DEDUCTION HEADINGS TO CORRESPOND WITH YOUR CHECK

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

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

E. ENTER THE GROSS AMOUNT IN THE APPROPRIATE DISTRIBUTION COLUMN

PAYROLL AND DISTRIBUTION JOURNAL		OFFICE	SALES	OFFICE	POSTAL	ADVERT.	UTILITIES	INSURANCE	SHIPPING	LEGAL	TRAVEL	ENTERTAINMENT	REPAIRS	OTHER
		(SALARIES)	(SALARIES)	(SALARIES)	(SALARIES)	(SALARIES)	(SALARIES)	(SALARIES)	(SALARIES)	(SALARIES)	(SALARIES)	(SALARIES)	(SALARIES)	(SALARIES)
4/20/51	Beauty Parlor	121.65												
4/20/51	City Books	275.00												
4/20/51	W. J. Bond	99.13												
Brought Forward		495.78												
4/20/51	Mike Smith	450.00	24.11	0.60	2.75	1.60	2.10	35.81	60.00					
4/20/51	Mike Smith	450.00	24.11	0.60	2.75	1.60	2.10	35.81	60.00					
4/20/51	Mike Smith	450.00	24.11	0.60	2.75	1.60	2.10	35.81	60.00					
Total		1345.78	72.33	1.81	7.10	5.30	6.30	127.62	120.00					

POSTING LINE

DATE: 4/20/51 TO THE ORDER OF: Mike Smith GROSS AMOUNT: 450.00

DEDUCTIONS: 24.11 + 0.60 + 2.75 + 1.60 + 2.10 + 35.81 + 60.00 = 127.97

NET AMOUNT: 322.03

CHECK NUMBER: 2244

ILLUSTRATION #3

ACCESSORY ITEMS AND ADDITIONAL OPTIONS

CHECKS:

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

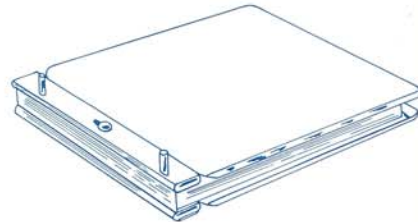
DOUBLE WINDOW ENVELOPES:

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 addressed. List checks separately.
PRESS FIRMLY WITH BALL POINT PEN FOR CLEAR COPY

DATE: 12/19/78

CURRENCY: []
COIN: []
CHECKS: []

STARTA SYSTEMS, INC.
4 TIME SAVINGS WAY
ONE WHITE, U.S.A. 12345
TELEPHONE (513) 443-0000

AMOUNT TOTAL: \$90.123.91

56-6278 / 1958
DEPOSIT TICKET
U.S. NATIONAL BANK
MEMPHIS, TENNESSEE
REGISTERED