

COMBINATION DISBURSEMENTS/PAYROLL SYSTEM PD-18

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 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. Head description columns with deductions that correspond with your check. (See B of illustration 1)
3. In columns 1-13 on the front and columns 14-19 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 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 'PAYROLL AND CASH DISBURSEMENT JOURNAL' with a grid layout. At the top, there are fields for 'MONTH' (with 'April' written in) and 'PAGE NO.' (with '13' written in). Below these are columns for 'CHECK NO.', 'CHECK AMOUNT', 'CHECK DATE', and 'CHECK NUMBER'. The main grid has 30 rows, numbered 1 to 30. The columns are headed as follows: 'BALANCE FORWARD', 'OFFICE SALARIES', 'SALES SALARIES', 'OFFICE SUPPLIES', 'PACKAGE DELIVERY', 'AUTO TRADE', 'UTILITIES', 'ADVERTISING', 'SUBSCRIPTIONS', 'INSURANCE', 'REPAIRS', 'LEGAL', 'ENTERTAINMENT', 'TRAVEL', and 'INVENTORY'. Callout A points to the 'MONTH' and 'PAGE NO.' fields. Callout B points to the 'CHECK NO.', 'CHECK AMOUNT', and 'CHECK DATE' columns. Callout C points to the 'OFFICE SALARIES' through 'INVENTORY' columns. Callout D points to the 'BALANCE FORWARD' row.

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 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), and the Check (net) Amount. (See B of illustration 2)
4. Fill in 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 the 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 STARTA SYSTEMS, INC. for \$379.02, dated 10/21/82, payable to Quality Service. The check is attached to a remittance journal. Five callout boxes with arrows point to specific areas:

- A. ENTER NUMBER AND AMOUNT OF INVOICE:** Points to the remittance box in the top right of the check, where invoice numbers and amounts are listed.
- B. RECORD ALL NECESSARY INFORMATION ON THE POSTING LINE:** Points to the posting line in the center of the check, where the date, payee name, and amount are recorded.
- C. WRITE IN PAYEE'S ADDRESS:** Points to the address lines on the back of the check.
- D. ENTER AMOUNT OF DISBURSEMENT IN THE APPROPRIATE DISTRIBUTION COLUMN:** Points to the 'Journals' column in the remittance journal, where the check amount is recorded.
- E. ADJUST THE BANK BALANCE COLUMN:** Points to the 'BALANCE FORWARD' column in the remittance journal, where the total amount is recorded.

DATE	DESCRIPTION	AMOUNT	OFFICE	SALES	OFFICE	POSTAGE	AGENCY	UTILITIES	ADVERTIS.	INSURANCE	LEGAL	INVENTORY
10/21/82	Journals	23.75										
10/21/82	City Books & Supply	121.62										
10/21/82	O.S. Rental	275.00										
	TOTAL	379.02										

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.

* Topwrite checks do not need to be folded back.

2. On the posting line in the center of the check, beginning at the left, enter the Time Worked, 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 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. Complete the check by entering 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 TIME WORKED, DATE, TO THE ORDER OF AND GROSS AMOUNT

D. COMPLETE THE POSTING LINE WITH DEDUCTIONS AND NET AMOUNT

E. ENTER THE GROSS AMOUNT IN THE APPROPRIATE DISTRIBUTION COLUMN

EMPLOYEE EARNINGS RECORD

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 Check Amount column must equal the total of all the Distribution columns (Col. 1-19). (See B of illustration 4)

WITH DISCOUNTS:

1. The Gross column less the discounts must equal the Check Amount column.
2. The Check Amount column plus the discount column must equal the total of all the Distribution columns (Col. 1-19).

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 less the deductions must equal the Check Amount column. (See D of illustration 4).

PROVING THE JOURNAL:

1. Enter the sum total of each column in the Totals line at the bottom.
2. The Check Amount column plus the total of all the deduction columns must equal the sum total of columns 1-19. (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.

PAYROLL AND CASH DISBURSEMENT JOURNAL		MONTH: <u>April</u> YEAR: <u>1957</u> PAGE NO. <u>1</u>																																			
DATE	DESCRIPTION	CHECK NO.	CHECK AMOUNT	OFFICE SALARIES	SALES SALARIES	OFFICE SUPPLIES	OFFICE REPAIRS	AUTO TRUCK	UTILITIES	ADVERTISING	INSURANCE	RENT	TELEPHONE	LEGAL	INVENTORY	TOTALS																					
BALANCE FORWARD																			2375	12142	275000	9413	6799	3412	7713	37902	49277	11724	11724	21734	21734	9347	4924				
4/1/57	Quality Forms	Journals	2375					2375																													
4/1/57	City Boxes & Signs		12142						12142																												
4/1/57	A-1 Rental		275000							275000																											
4/1/57	Janis Service Center	April Charges	9413								9413																										
4/1/57	U. S. Postmaster		6799							6799																											
4/1/57	General Insurance		3412								3412																										
4/1/57	Smith & Jones		7713									7713																									
4/1/57	Formosa Association		37902										37902																								
4/1/57	Universal Boy		49277											49277																							
4/1/57	Quality Forms	Reprints	37902																																		
4/1/57	Jayce Smith		275000																																		
4/1/57	John Miller		30100																																		
4/1/57	Tom Robbins		29400																																		
4/1/57	Bobby Bryant		39400																																		
4/1/57	Bob Thomas		33600																																		
4/1/57	Bob Martin		41200																																		
4/1/57	Dave Adams		42600																																		
4/1/57	Mike Smith		45000																																		
TOTALS																			2375	12142	275000	9413	6799	3412	7713	37902	49277	11724	11724	21734	21734	9347	4924				

A. SUBTOTAL ALL COLUMNS BEFORE BEGINNING A PAYROLL PERIOD

B. PROVING CASH DISBURSEMENTS WITHOUT DISCOUNTS. SUBTOTAL CHECK AMOUNT COLUMN = SUBTOTAL OF ALL DISTRIBUTION COLUMNS (COL. 1-19)

C. SUBTOTAL EACH COLUMN FOR THE CURRENT PAY PERIOD

D. PROVING FOR PAYROLL. GROSS COLUMN - DEDUCTIONS = CHECK AMOUNT

E. PROVING THE JOURNAL. CHECK AMOUNT COLUMN + DEDUCTIONS = SUM TOTAL OF DEDUCTIONS (COL. 1-19)

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.

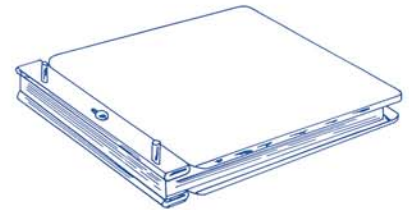
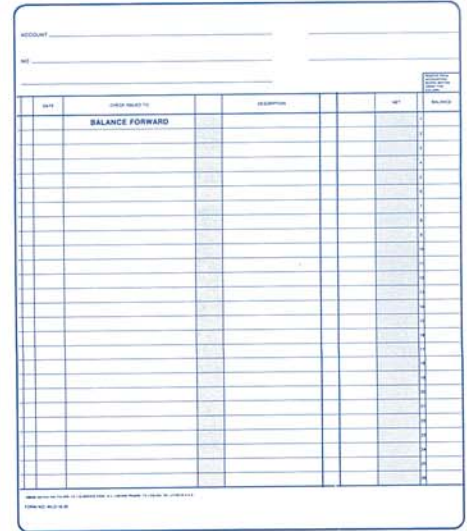
DISTRIBUTION LEDGERS

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 Combination Journal simultaneously.

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

