

COMBINATION DISBURSEMENTS/PAYROLL SYSTEM PD-35

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 peg hole should be placed on the bottom peg according to the instructions at the bottom of the journal.

PREPARING THE JOURNAL:

1. Enter Month, Year, Page Number, and your Name or Initials in the spaces provided at the bottom of the journal. (See A of Illustration 1)
2. In columns 1-14 on the front and columns 16-34 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 top peg hole of the bank of checks on the top peg of the pegboard. Be sure the posting line of the lowest numbered check aligns with line number one of the journal.

WHEN USED WITH AN ERP JOURNAL PLACE THIS JOURNAL ON THE BOTTOM

COMBINATION PAYROLL AND/OR DISBURSEMENT JOURNAL

DATE	CHECK PAID TO	REGULAR (OT) TYPE	AMOUNT	REG. BAL.	OT BAL.	OT TYPE	AMOUNT	AMOUNT	DATE	Office Salaries	Other Salaries	Office Supplies	Printing & Stationery	Rep. & Fuel	Medical	Advertising	Rep. & Salary	Insurance	Depreciation	Legal	Food & Stationery	Miscellaneous	DESCRIPTION	AMOUNT
BROUGHT FORWARD →										2165.38														
										C. ENTER YOUR CURRENT CHECKING ACCOUNT BALANCE.														
										B. ENTER EXPENSE CATEGORIES.														
										A. ENTER MONTH, YEAR, PAGE NUMBER, AND YOUR NAME OR INITIALS.														
THIS PAGE TOTALS										APRIL 19XX 1 S.B.K.														

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), the check number, and the Check (net) Amount. (See B of Illustration 2)
4. If the check is to be mailed, fill in the payee's address on the lines in the body of the check below To The Order Of. (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 appropriate distribution 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 disbursement, or group of disbursements, adjust the Bank Balance column with any checks written or deposits made. (See E of Illustration 2)

WHEN USED WITH AN EDP JOINT

A. ENTER NUMBER AND AMOUNT OF INVOICE.

DATE	CHECK NUMBER TO	REGULAR PAYEE	AMOUNT	DATE	Office Expense	Travel Expense	Telephone Expense	Postage Expense	Medical	Advertising	Charitable	Insurance	Legal	Inventory	Miscellaneous	
	400001	Quality Frame	271.62	993	271.62											
	400002	City Power & Light	275.00	994	275.00											
	400003	A-1 Rental	94.13	995	94.13											
	400004	Van's Service Center														
YOUR NAME HERE			1001		271.62		275.00		94.13		379.02					
YOUR NAME HERE			1001		271.62		275.00		94.13		379.02					

B. RECORD ALL NECESSARY INFORMATION ON THE POSTING LINE.

C. WRITE IN PAYEE'S ADDRESS.

D. ENTER AMOUNT OF DISBURSEMENT IN THE APPROPRIATE DISTRIBUTION COLUMN.

E. ADJUST THE BANK BALANCE COLUMN.

THE PAGE TOTALS: _____

TO DATE TOTALS: _____

DEPOSIT TOTALS: _____

DEPOSIT BALANCE: _____

DEPOSIT BALANCE: _____

APRIL 1951

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 Year 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, beginning at the left, in the center of the check, enter the Date, To The Order Of, and the Check Number. (See C of Illustration 3)

3. Flip to the duplicate copy of the check. On the posting line, beginning at the left, in the center of the check, enter the Gross Amount, all applicable deductions, hours worked, and overtime worked. (See D of Illustration 3)
4. Calculate the Check (or Net) Amount by subtracting all the applicable deductions from the Gross Amount. Flip back to the top copy of the check and enter the check amount on the far right side of the posting line. (See E of Illustration 3)

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

5. Enter the Gross Amount in the appropriate distribution column. (See F of Illustration 3)
6. Once the posting line is complete, detach the check (and duplicate, if applicable). **Remove the Compensation Record.**
7. 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 THE CARD.

B. ENTER DEDUCTION HEADINGS TO CORRESPOND WITH YOUR CHECK.

C. ENTER DATE, TO THE ORDER OF, AND CHECK NUMBER.

D. ON THE DUPLICATE COPY OF THE CHECK, ENTER THE GROSS AMOUNT, ALL APPLICABLE DEDUCTIONS AND HOURS WORKED.

E. ENTER THE CHECK AMOUNT.

F. ENTER THE GROSS AMOUNT IN THE APPROPRIATE DISTRIBUTION COLUMN.

EMPLOYEE COMPENSATION RECORD

ILLUSTRATION #3

ACCESSORY ITEMS AND ADDITIONAL OPTIONS:

CHECKS:

Available in single carbon band or carbonless duplicate with a choice of pantograph colors.

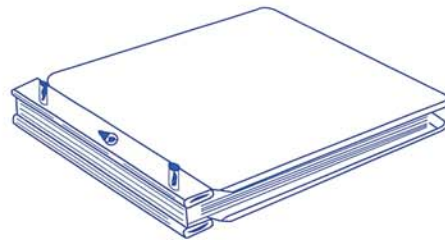
DOUBLE WINDOW ENVELOPES:

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.



BOOKBOUND 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

TRIPPLICATE

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

