



SIMPLICITY SERIES™

CASH DISBURSEMENTS SYSTEM CD-170

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 Mini-folding Pegboard

PREPARING THE JOURNAL:

1. Enter Month, Date and Page Number in the spaces provided at the top of the journal. (See A of illustration 1)
2. In columns 1-7 on the front and columns 8-16 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 "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.

HOW TO BEGIN

1. Check your order. Verify 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 Pegboard. The highlighted peghole (fourth from the top) on the journal should be placed on the top peg of the Pegboard.

CASH DISBURSEMENTS JOURNAL

POSTER COVER TOP PEG ON WRITING BOARD

MONTH: April PAGE NO.: 1 DATE: 4/20/XX

LINE NO.	DATE	AMOUNT	REFERENCE OR DESCRIPTION OF DEPOSIT	DISTRIBUTION OF EXPENSES						
				1	2	3	4	5	6	7
				OFFICE SUPPLIES	POSTAGE & DELIVERY	AUTO & TRUCK	UTILITIES	ADVERT.	INSURANCE	LEGAL
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

CALLOUTS:

- A. ENTER MONTH, DATE AND PAGE NUMBER** (Points to Month, Date, and Page No. fields)
- B. ENTER EXPENSE CATEGORIES** (Points to columns 1-7 of the Distribution of Expenses section)
- C. ENTER CURRENT CHECKING ACCOUNT BALANCE** (Points to the 'BANK BALANCE' column, specifically the 'FORWARD' line)

PROOF OF POSTING: COLUMN 4 MUST EQUAL THE SUM TOTALS OF THE EXPENSE DISTRIBUTION IN COLUMNS 1 THRU 7

TOTALS THIS PAGE **TOTALS PREVIOUS PAGE** **TOTALS TO DATE**

BANK BALANCE: FORWARD: 2165.38

DEPOSITS: DATE: AMOUNT:

ILLUSTRATION #1

RECORDING CASH DISBURSEMENTS:

1. Fold back the checks leaving the lowest numbered check on the journal.
2. In the Remittance box at the upper-right corner of the check enter the Date, 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) and a Description of the disbursement. Complete the posting line by entering the Check Number and the Check Amount. (See B of illustration 2)
4. Write 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)
7. Detach the check (and duplicate, if applicable) at perforation. Place 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)

CASH DISBURSEMENT

POSITION OVER TOP PERSON WRITING BOARD

MONTH: April

A. ENTER DATE NUMBER AND AMOUNT OF INVOICE

LINE NO.	DATE	AMOUNT	DEPOSITS	REFERENCE OR DESCRIPTION OF DEPOSIT	OFFICE SUPPLIES	POSTAGE & DELIVERY	AUTO & TRUCK	UTILITIES	ADVERT.	INSURANCE	LEGAL
1	4/20/XX	23.75			23.75						
2	4/20/XX	121.62						121.62			
3	4/20/XX	275.00							275.00		
4	4/20/XX	94.13					94.13				
BANK BALANCE											
STARTING				2164.38							
ENDING				1822.29							
TOTALS TO DATE				1569.41							

E. ADJUST THE BANK BALANCE

4/20 1126.27

D. ENTER AMOUNT OF DISBURSEMENT IN THE APPROPRIATE DISTRIBUTION COLUMN

379.02

B. RECORD ALL NECESSARY INFORMATION ON THE POSTING LINE

C. WRITE IN PAYEE'S ADDRESS

STARTA SYSTEMS, INC.
 4 TIME SAVINGS WAY
 ONE WILHE (U.S.A. 1234)
 TELEPHONE (513) 443-3000

TO THE ORDER OF: Quality Forms

1036

12-4567

123

2074.79

2079.79

1948.23

1569.41

PAY: Three Hundred Seventy Nine and 00/100 DOLLARS

4/24/XX

4/24/XX

Quality Forms

611 Elm Street

Anytown, U.S.A. 00000

NON-NEGOTIABLE

1001036* 41956-5578* 90 123 919*

TOTALS TO DATE

CARRY THIS TOTAL FORWARD TO THE TOP OF NEXT PAGE

TOTALS THIS PAGE

TOTALS PREVIOUS PAGE

TOTALS TO DATE

ILLUSTRATION #2

PROVING THE JOURNAL

1. Total all columns and enter amounts on the "Totals This Page" line. (See A of illustration 3)
2. The total of the Check Amount column (Col. A) must equal the total of all the Distribution columns (Col. 1-16). (See B of illustration 3)
3. Carrying Totals Forward - At the bottom of each journal you will note there are three lines: "Totals This Page", "Totals Previous Page" and "Totals to Date." When beginning a new journal, enter the new bank balance and carry the "Totals to Date" (amounts A and 1-16) forward to the "Totals Previous Page" line. By doing this your balances will always be up-to-date during the accounting period.

CASH DISBURSEMENTS JOURNAL																			
POSTION OVER TOP FEED ON WRITING BOARD		MONTH	PAGE NO.		DATE		DISTRIBUTION OF EXPENSES												
LINE NO.	DATE	TO THE ORDER OF	DESCRIPTION	CHECK NUMBER	CHECK AMOUNT	BANK BALANCE	LINE NO.	DATE	AMOUNT	REFERENCE OR DESCRIPTION OF DEPOSIT	OFFICE SUPPLIES	POSTAGE & DELIVERY	AUTO & TRUCK	UTILITIES	ADVERT.	INSURANCE	LEGAL		
1	4/20/XX	Quality Forms	Journals	1026	23 75	2165 39	1				23 75								
2	4/20/XX	City Power & Light		1027	121 62	2141 83	2							121 62					
3	4/20/XX	A-1 Rental		1028	275 00	2020 07	3								275 00				
4	4/20/XX	Tom's Service Center	April Charges	1029	94 13	1745 07	4						94 13						
5	4/20/XX	U. S. Postmaster		1030	61 49	1680 88	5					61 49							
6	4/20/XX	General Insurance		1031	521 88	1067 51	6									521 88			
7	4/24/XX	Smith & Sons		1032	43 67	2104 59	7	4/20	1126 87								43 67		
8	4/24/XX	U. S. Postmaster		1033	75 92	2074 79	8					75 92							
9	4/24/XX	Gas & Oil Company		1034	25 00	2049 79	9						25 00						
10	4/24/XX	Form Magazine		1035	101 36	1948 43	10							101 36					
11	4/24/XX	Quality Forms	Binders	1036	379 02	1569 41	11				379 02								
TOTALS THIS PAGE					1722 84	1569 41	TOTALS THIS PAGE					402 77	137 41	119 13	121 62	376 36	521 88	43 67	
TOTALS PREVIOUS PAGE							TOTALS PREVIOUS PAGE												
TOTALS TO DATE							TOTALS TO DATE												

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.

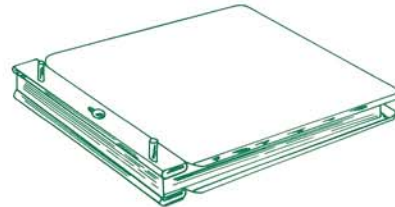
DOUBLE WINDOW ENVELOPES:

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 shows through the bottom window providing the mail to information.



STORAGE BINDER & INDEXES

Post binders provide storage for completed journals. Also available are January - December indexes to fit the post binder.



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