

ACCOUNTS PAYABLE SYSTEM AP-20/29

INSTALLATION AND OPERATING INSTRUCTIONS

*Keep these instructions for reference and training new personnel.

STARTA-SYSTEM® CONTENTS

- 25 Disbursement Journals
- 25 Purchase Journals
- 50 Accounts Payable Ledgers
- 200 Double Window Envelopes
- 300
or 625 Disbursement Checks
- 2 Folding Pegboards

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 journal on the pegboard. The highlighted peghole on the journal should be placed on the first peg of the Pegboard.

PREPARING THE JOURNAL:

1. Enter the Month and Sheet Number in the spaces provided at the top of each journal. (See A of illustration 1)
2. In the Distribution columns on the front and back of both journals, enter the expense categories most often used in the heading area at the top. (See B of illustration 1)
3. Refer to the Bank Balance column on the Cash Disbursements Journal. Enter your current checking account balance on the shaded line that reads "Totals Transferred From Previous Page". (See C of illustration 1)

CASH DISBURSEMENTS JOURNAL
*DO NOT USE THIS COLUMN FOR DIRECT PAY.

DATE	PAID TO THE ORDER OF	CHECK NUMBER	* GROSS AMOUNT DEBIT	* DISCOUNT CREDIT	CHECK AMOUNT CREDIT	MEMO	BALANCE (MEMO)	PREVIOUS BALANCE (MEMO)	LINE NO.	DEPOSITS AMOUNT	DATE	BALANCE	POSTAGE	SALES EXP.	ENTERTAIN.	FREIGHT	AUTO & TRUCK	TELEPHONE						
TOTALS TRANSFERRED FROM PREVIOUS PAGE												4639 78												
TRANSFER THESE TOTALS TO THE TOP OF NEXT SHEET																								

DISTRIBUTION OF EXPENSES MONTH OF *April* 19 *XX* SHEET NO. *1* OF *1* SHEETS

A. Enter Month and Sheet Number

B. Enter Expense Categories

C. Enter Current Checking Account Balance

FOR PERMANENT JOURNAL STORAGE ORDER POST BINDER WBP9-1111

ACCOUNTS PAYABLE COLUMN 1 BRIDGE SHOULD EQUAL COLUMN 5

ILLUSTRATION #1

PREPARING THE ACCOUNTS PAYABLE LEDGER CARDS:

1. Complete each card with the name, address and terms for all current suppliers. (See A of illustration 2)
2. Transfer the current balance to the box marked "Balance Forward". (See B of illustration 2)

RECORDING PURCHASES:

1. Pull the appropriate ledger card. Place the ledger card on the purchase journal so the first writing line of the ledger card aligns with the first writing line of the journal.
2. Beginning at the left of the ledger card, enter the Date, Vendor Name, the gross amount of the invoice in the Credit column and the Balance. (Previous balance + current invoice amount) (See C of illustration 2)
3. Enter the Previous Balance on the journal. (See D of illustration 2)

4. Distribute the amount of the invoice to the proper distribution column on the right or back side of the journal. (See E of illustration 2)

RECORDING RETURNS AND CREDITS

1. Position ledger card on the purchase journal. Refer to the Balance column on the ledger to determine the existing balance.
2. Enter this amount in the Previous Balance column on the journal.
3. On the ledger card, enter the Date and Vendor Name.
4. Enter amount of the return or credit in the Debit column. Place the new balance (previous balance minus Debit amount) in the Balance column.
5. Distribute the amount of the return or credit to the appropriate distribution column. Bracket the figure to reflect a credit.

ACCOUNTS PAYABLE VENDOR LEDGER SHEET NO. 1

SUPPLIER NAME *Quality Forms* PHONE NO. *123-4567*

ADDRESS *126 Rainbow Way* CITY *One-Wild* STATE _____

TERMS *Net 30*

A. Enter Supplier Name and Address

DATE	VENDOR NAME	CHECK OR DEBIT	DISCOUNT	CHECK AMOUNT	CREDIT	BALANCE	BALANCE (MEMO)
BEGINNING BALANCE OR BALANCE BROUGHT FORWARD FROM PREVIOUS LEDGER							
<i>4/26/61</i>	<i>Quality Forms</i>				<i>36.12</i>	<i>36.12</i>	

B. Enter the Current Balance in the Balance Forward Box

C. Enter Date, Vendor Name, Gross Amount and Balance

D. Enter the Previous Balance

E. Distribute Amount to the proper distribution column

DISTRIBUTION OF EXPENSES MONTH OF *April* 19 *XX* SHEET NO. *1* OF *1* SHEETS

LINE NO.	OFFICE SUPPLIES	UTILITIES	ADVERT.	DUES & SUBS.	INSURANCE	SHIPPING SUPPLIES	LEGAL	INVENTORY
<i>1</i>	<i>36.12</i>							

FOR LEDGER STORAGE ORDER POSTING TRAY REC. BY AND A 7th Z INDEX GUIDE W42 8611-1 (2)

FOR PERMANENT JOURNAL STORAGE ORDER POST INDEX W875-1111

ILLUSTRATION #2

PROVING THE PURCHASE JOURNAL:

1. Total all columns and enter amounts in the next to the last line at the bottom of the journal. (See A of illustration 4)
2. The Previous Balance column (Col. 4) plus the Credit column (Col. 2) minus the Debit column (Col. 1) must equal the Balance column (Col. 3). (See B of illustration 4)
3. The Credit column (Col. 2) minus the Debit column (Col. 1) must equal the sum total of all Expense Distribution Columns. (See C of illustration 4)
4. Add the totals from the current journal page to the totals from the previous page. Carry this total to the top line of the next journal page.

PURCHASE JOURNAL										DISTRIBUTION OF EXPENSES										
DATE	VENDOR NAME	INVOICE NUMBER	RETURNED MERCHANDISE DEBIT	MEMO - DESCRIPTION	AMOUNT OF PURCHASE CREDIT	BALANCE	PREVIOUS BALANCE MEMO	LINE NO.	OFFICE SUPPLIES	UTILITIES	ADVERT.	DUES & SUBS.	INSURANCE	SHIPPING SUPPLIES	LEGAL	INVENTORY				
TOTALS TRANSFERRED FROM PREVIOUS SHEET																				
4/24/xx	Quality Forms				36 02	36 02	0	1	36 02											
4/24/xx	Boston Supply Co				965 22	1609 72	644 50	2								965 22				
4/24/xx	Commercial Box & Cart				80 00	578 84	928 84	3						150 00						
4/24/xx	Ronahue Insurance				219 36	741 81	522 48	4					219 36							
4/24/xx	Jones Advertising				1236 50	2430 70	1194 20	5			1236 50									
4/24/xx	Keaton Supplies	119 89			91 70	211 59		6						(119 89)						
4/24/xx	M & M Association				643 81	1149 33	485 52	7				643 81								
4/24/xx	Stanby Lewis Atty				325 00	325 00	0	8							325 00					
4/24/xx	National Supplies				774 51	1673 59	899 08	9						774 51						
4/24/xx	Montgomery Office Supply				107 46	190 73	83 28	10	107 46											
TRANSFER THESE TOTALS TO THE TOP OF NEXT SHEET																				
			119 89		4477 97	6827 59	4465 51		143 57	0	1236 50	643 81	219 36	806 42	325 00	965 22				

B. Previous Balance
(Col. 4) + Credit Column
(Col. 2) - Debit Column
(Col. 1) = Balance Column
(Col. 3)

C. Credit Column
(Col. 2) - Debit Column
(Col. 1) = Sum Total
of all Expense Distribution
Columns

A. Total all Columns

ILLUSTRATION #4

PROVING THE CASH DISBURSEMENTS JOURNAL:

1. Total all columns and enter amounts in the next to the last line at the bottom of the journal. (See A of illustration 5)
2. The Previous Balance column (Col. 5) minus the Debit column (Col. 1) must equal the Balance column (Col. 4). (See B of illustration 5)
3. The Debit column (Col. 1) must equal the sum total of the Expense Distribution Columns. (See C of illustration 5)

*If discounts were taken the Check Amount column (Col. 3) plus the Discount column (Col. 2) must equal the sum total of the Expense Distribution Columns.

4. Add the totals from the current journal page to the totals from the previous page. Carry this total to the top line of the next journal page.

CASH DISBURSEMENTS JOURNAL										DISTRIBUTION OF EXPENSES MONTH OF <i>April</i>									
*DO NOT USE THIS COLUMN FOR DIRECT PAY.																			
DATE	PAY TO THE ORDER OF	CHECK NUMBER	DISBURSE AMOUNT	DISCOUNT	CHECK AMOUNT	MEMO	BALANCE (DEBIT)	PREVIOUS BALANCE (MEMO)	LINE NO.	DEPOSITS AMOUNT	DATE	BALANCE	POSTAGE	SALES EXP.	ENTERTAIN.	FREIGHT	AUTO & TRUCK	TELEPHONE	
TOTALS TRANSFERRED FROM PREVIOUS PAGE																			
4/21/78	County Bell	1649	65 19		65 19		0	65 19	1			46 39 78							
4/24/78	Carla's Restaurant	1650	182 37		182 37		43 81	226 18	2			4392 32			182 37				65 19
4/24/78	National Freight Lines	1651	11 62		11 62		147 92	159 54	3			4380 60			11 62				
4/24/78	Emerson Fibel Leasing	1652	438 59		438 59		0	438 59	4			3992 07					438 59		
4/24/78	Arbore Castle	1653	119 84		119 84		0	119 84	5			3822 17		119 84					
4/24/78	U.S. Postmaster	1654	46 00		46 00		0	46 00	6			3776 17	46 00						
TRANSFER THESE TOTALS TO THE TOP OF NEXT SHEET																			
			863 61		863 61		191 73	1055 54				46 00	119 84	182 37	11 62	438 59	65 19		

B. Previous Balance (Col. 5) - Debit Column (Col.1) = Balance Column (Col.4)

C. Debit Column (Col.1) = Sum Total of the Expense Distribution Columns

A. Total all Columns

ILLUSTRATION #5

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:

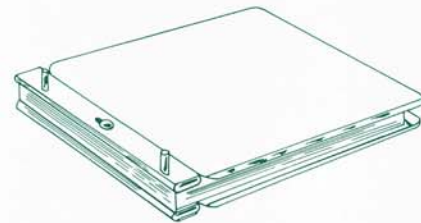
Your company name and address is positioned on the check to show through the top window as a return address. The payee name and address shows through the bottom window providing the mail to information.



EQUIPMENT:

Posting trays and indexes are available to alphabetically store Accounts Payable Ledgers.

Post binders and indexes are available for 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