

COMBINATION DISBURSEMENTS/PAYROLL SYSTEM AW-D11/D11D

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 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 cash disbursement journal on the pegboard. The top peghole on the journal should be placed on the top peg of the pegboard.

PREPARING THE JOURNAL:

1. Enter month and page number in the spaces provided at the bottom of the journal. (See A of illustration 1)
2. In columns 1-16 on the front and columns 17-42 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 checking account balance in the bank balance column. (See C of illustration 1)
4. Place the first bank of shingled checks on the pegboard by placing the fifth 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.

The illustration shows a disbursement journal form with the following sections and callouts:

- Callout A:** "ENTER MONTH AND PAGE NUMBER." Points to the bottom right corner of the journal.
- Callout B:** "ENTER EXPENSE CATEGORIES." Points to the top section of the journal, which includes columns for: Office Supplies, Postage & Delivery, Auto & Fuel, Utilities, Advertising, Bank & Equip., Insurance, Printing Supplies, Legal, and Travel & Education.
- Callout C:** "ENTER CURRENT CHECKING ACCOUNT BALANCE." Points to the "BANK BALANCE" column on the left side of the journal, which currently shows a balance of 2165.38.

The journal form includes columns for DATE, PAID TO, CHECK NUMBER, CHECK AMOUNT, and EXPLANATION. It also features a "TOTALS" section at the bottom left and a "TRANSFER BAL. BEGINS" section at the bottom center.

ILLUSTRATION #1

PROVING THE JOURNAL

WITHOUT DISCOUNTS:

1. Total all columns and enter amounts on the "totals this page" line at the bottom of the journal. (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. 1-42). (See B of illustration 3)
3. Carry Totals Forward-
Add the "totals this page" on the current journal page to the "totals from the previous page". Enter these totals on the "to date totals" line at the bottom of the current journal. Enter the "to date totals" onto the "to date totals previous page" at the bottom of your new journal. By doing this, your balances will always be up to date during the accounting period.

WITH DISCOUNTS:

1. The gross column less the discount column 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. 1-42)

DATE	PAY TO	DESCRIPTION	CHECK NUMBER	CHECK AMOUNT	DISCOUNT	NET AMOUNT	OPEN BALANCE	Office Supplies	Postage & Delivery	Auto & Truck	Utilities	Advertising	Debit & Delivery	Insurance	Charge Supplies	Legal	Food & Lodging	EXPLANATION	AMOUNT
4/20/88	Quality Forms	Journals	2227	231.75		231.75	2165.38	23.75											
4/20/88	City Press & Light		2228	121.62		121.62	2287.00				121.62								
4/20/88	A-1 Rental		2229	275.00		275.00	2562.00					275.00							
4/20/88	Joe's Service Center	April charges	2230	94.13		94.13	2467.87			94.13									
4/20/88	U.S. Postmaster		2231	81.49		81.49	2386.38	81.49											
4/20/88	General Insurance		2232	521.58		521.58	1864.80						521.58						
4/20/88	Smith & Stone		2233	43.67		43.67	1821.13									43.67			
4/20/88	Farms Association		2234	36.12		36.12	1785.01					36.12							
4/20/88	University Box		2235	77.13		77.13	1707.88							77.13					
4/20/88	Quality Forms	Borders	2236	379.02		379.02	1328.86	379.02											
				1635.97		1635.97		402.77	81.49	94.13	121.62	275.00	36.12	521.58	77.13			43.67	
							4515.57												
TOTALS THIS PAGE TO DATE TOTALS								402.77	81.49	94.13	121.62	275.00	36.12	521.58	77.13			43.67	

A. ENTER TOTALS ON "TOTALS THIS PAGE" LINE.

B. CHECK AMOUNT (COL. A) = ALL DISTRIBUTION COLUMNS (COLS. 1-42).

ILLUSTRATION #3

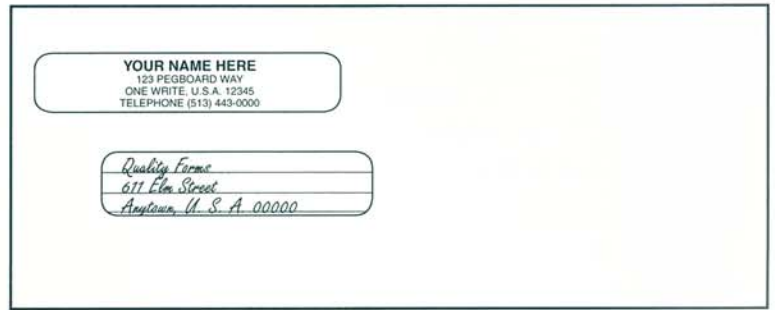
ACCESSORY ITEMS AND ADDITIONAL OPTIONS

CHECKS:

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

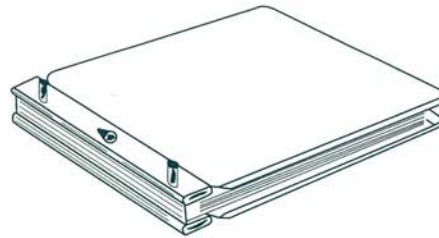
DOUBLE WINDOW ENVELOPES:

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

Post binders are available for storage of completed journals.



BOOKBOUND DEPOSIT TICKETS

Personalized to compliment any check order

Unique Wrap-around Cover can be inserted below the set for entry thus preventing copy imaging to the set below.

AVAILABLE:

SINGLE

Form No. WDT-1-WC

Carbon sheets included to make duplicate copies.

50 per book. (covered but not wrap around)

Minimum Qty. = 150

150 = \$23.50

DUPLICATE

Form No. WDT-2-NC-WC

Carbonless duplicates

50 duplicate sets per book.

Minimum Qty. = 150

150 = \$31.50

TRIPPLICATE

Form No. WDT-3-NC-WC

Carbonless triplicates

25 triplicate sets per book.

Minimum Qty. = 150

150 = \$54.00

