

COMBINATION DISBURSEMENTS/PAYROLL SYSTEM CDP-20/29

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 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 Combination Journal on the Pegboard. The highlighted peghole on the journal should be placed on the top peg of the Pegboard.

PREPARING THE JOURNAL:

1. Enter the Month and Sheet 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. 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 line that reads "Totals Transferred". (See D of illustration 1)
5. Place the first bank of shingled checks on the Pegboard by placing the second 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 detailed view of the 'COMBINATION CASH DISBURSEMENTS AND PAYROLL JOURNAL'. The form is divided into several sections:

- Header Section:** Includes 'COMBINATION CASH DISBURSEMENTS AND PAYROLL JOURNAL', 'DISTRIBUTION OF EXPENSES', 'MONTH OF *April*', '19 *XX*', and 'SHEET NO. *1* OF *1* SHEETS'.
- Check Information Section:** Contains fields for 'DATE OR PERIOD', 'PAID TO THE ORDER OF', 'CHECK NUMBER', 'CHECK AMOUNT', and 'CHECK NO.'. Below this is a 'DESCRIPTION OR DEDUCTIONS' section with sub-columns for 'FICA', 'FED WITHH', 'STATE TAX', 'CITY TAX', and 'INS'.
- Expense Categories Section:** Features columns for 'OFFICE SALARIES', 'SALES SALARIES', 'OFFICE SUPPLIES', 'POSTAGE & DELIVERY', 'AUTO & TRUCK', 'UTILITIES', 'ADVERTIS', 'DUES & SUBSCRIP', and 'INSURANCES'.
- Bank Balance Section:** Includes 'MEMO BANK BALANCE', 'DEPOSITS', and 'BALANCE'.
- Journal Grid:** A large grid with 25 numbered lines for recording transactions.
- Callouts:**
 - A:** Points to the month and sheet number fields.
 - B:** Points to the tax and deduction sub-columns.
 - C:** Points to the expense category columns.
 - D:** Points to the 'Totals Transferred' line in the bank balance section.
- Footer:** Contains 'PROVING PROCEDURES', 'FOR PERMANENT JOURNAL STORAGE ORDER POST BINDER WBPS-1111', and 'TRANSFER THESE TOTALS TO THE TOP OF NEXT SHEET'.

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 3 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), Check Number and a Description of the disbursement (or Gross and Discount amounts). Complete the posting line by entering 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)
*If a discount was taken, enter the gross amount in the disbursement column.
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)

PLACE OVER FIRST REG.

CASH DISBURSEMENTS JOURNAL

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

DATE	PAID TO THE ORDER OF	CHECK NUMBER	DESCRIPTION	CHECK AMOUNT	MEMO BANK BALANCE		LINE NO.	DISTRIBUTION OF EXPENSES															
					DEPOSITS AMOUNT	BALANCE		OFFICE SUPPLIES	POSTAGE & DELIVERY	AUTO & TRUCK	UTILITIES	ADVERT	DUES & SUBSCRIPT	INSURANCE	SHIPPING SUPPLIES	LEGAL	TRAVEL & ENTERTAIN	INVENTORY	TELEPHONE				
TOTALS TO	A. Enter Date, Number and Amount of Invoice				2165	38																	
4/20/xx	Quality		Journals	23 75			1	23 75															
4/20/xx	City			121 62			2		121 62														
4/20/xx	4" Rental	3437		275 00			3			275 00													
4/20/xx	Jim's Service Center	3438	April Charges	94 13			4		94 13														
4/20/xx	U.S. Postmaster	3439		61 49			5		61 49														
							6							521 88									
							7								43 47								
							8										126 81						
							9																
							10																
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STARTA SYSTEMS, INC.
1700 BIRCHWOOD BLVD.
THE WOODS, ILL. 60060
TELEPHONE 312-481-2000

DATE: 4/20/xx CHECK NO.: 3445 AMOUNT: 3445 00

PAY TO THE ORDER OF: Three hundred twenty-nine and 00/100 DOLLARS

DATE: 4/20/xx CHECK NO.: 3445 AMOUNT: 379 02

611 Elm Street
Anytown, U.S.A. 00000

NON-NEGOTIABLE

00 445 00123456789 9012=23456*

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

TRANSFER THESE TOTALS TO THE TOP OF NEXT SHEET

MEMO CA CR CR

1 2

FOR PERMANENT JOURNAL STORAGE UNDER POST BANDS (ITEM NO. 9895) 1111

PRINTING PROCEDURES: THE TOTAL AMOUNTS OF COLUMNS 1 PLUS 2 MUST EQUAL THE TOTAL AMOUNTS DISTRIBUTED TO COLUMNS 3 THRU 17

ILLUSTRATION #2

PREPARING THE COMPENSATION RECORD:

1. Complete the top of the card with the employee name, address, telephone number and social security number. (See A of illustration 3)
2. Enter salary rate, date of employment and mark the current quarter.
3. Enter the deduction headings to correspond with your check. (See B of illustration 3)
4. Bring to Date totals forward from 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 in the center of the check begin at the left by entering the Hours Worked, Date and To The Order Of. (See C of illustration 3)
3. Complete the posting line by entering the Check Number, Gross Pay, appropriate deductions (FICA, Fed Withholding, etc.) and the Net Check 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. Enter the amount on the Pay line, sign the check and Place in a double window envelope.

COMBINATION CASH DISBURSEMENTS AND PAYROLL JOURNAL

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

A. Complete all necessary information at the top of the card

NAME: *Mike Smith* SS: *451-00-0000* DATE STARTED: *9/24/60*

ADDRESS: *405 Lane Street* PHONE NUMBER: *456-7890*

CITY: *Anytown* STATE: *Ill.* ZIP: *00000*

B. Enter deduction headings to correspond with your checks

MEMO BANK BALANCE	DEPOSITS	BALANCE	OFFICE SALARIES	SALES SALARIES	OFFICE SUPPLIES	POSTAGE & DELIVERY	AUTO & TRUCK	UTILITIES	ADVERTIS.	DUES & SUBSCRIP.	INSURANCE
2165 38											
2191 43					23 75						
2030 01								121 62			
7748 01										275 00	
7850 88						61 49	94 13				
7889 38											
1043 31											521 88
5067 31	4000 00	4120									
5051 39											
4652 37					379 02						
4447 09				275 00							36 12
4210 79				301 00							
3888 45				294 00							
3672 68				396 00							
3411 27				336 00							
3085 78				412 00							
2797 78				426 00							
2387 54				450 00							

C. Record Hours Worked, Date and To The Order of on the posting line

DATE	TO THE ORDER OF	HOURS WORKED	GROSS PAY	FICA	FED. INC.	STATE INC.	INS.	NET AMOUNT
4/20/61	Quality Terms							
4/20/61	City Power & Light							
4/20/61	Mike Smith	450.00	26.91	51.20	4.50	2.75	5.00	359 64
4/30/61	Mike Smith	450.00	26.91	51.20	4.50	2.75	5.00	359 64
4/30/61	Mike Smith	450.00	26.91	51.20	4.50	2.75	5.00	359 64

D. Complete the posting line

PAY: *Three Hundred Fifty Nine and 64/100* DOLLARS

TO THE ORDER OF: *Mike Smith*

NUMBER: *4055* CHECK NUMBER: *4055*

DATE: *4/20/61* TIME: *4:50* DATE: *4:50* TIME: *5:00*

NET AMOUNT: *359 64*

E. Enter the Gross Amount in the appropriate distribution column

4055

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 (Col. 8) must equal the total of all the distribution columns (See B of illustration 4)

WITH DISCOUNTS:

1. The Gross column (Col. 1) less any discounts must equal the Check Amount column (Col. 8).
2. The Check Amount column (Col. 8) plus any discounts must equal the total of all the Distribution columns.

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 (Col. 1) less the Deductions (Col. 2-7) must equal the Check Amount column (Col. 8). (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 (Col. 8) plus the totals of columns 2 - 7 must equal the sum total of the distribution columns.
3. Carry the totals at the bottom of the journal to the top line of the next journal. By doing this your balance will always be up-to-date during the accounting period.

COMBINATION CASH DISBURSEMENTS AND PAYROLL JOURNAL										DISTRIBUTION OF EXPENSES										
MONTH OF <i>April</i> 19 <i>XX</i> SHEET NO. <i>1</i> OF <i>1</i> SHEETS																				
DATE	PAID TO THE ORDER OF	CHECK NO.	CHECK AMOUNT	FICA	FED. WITH.	STATE TAX	CITY TAX	INS.	LINE NO.	DEPOSITS	BALANCE	OFFICE SALARIES	SALES SALARIES	OFFICE SUPPLIES	POSTAGE & DELIVERY	AUTO & TRUCK	UTILITIES	ADVERTIS.	DUES & SUBSCRIP.	INSURANCE
TOTALS TRANSFERRED FROM PREVIOUS SHEET										2165 38										
4/20/XX	Quality Forms	4040	23 7						1		2747 43			23 75						
4/20/XX	City Power & Light	4041	121 6						2		2020 07						121 62			
4/20/XX	A-1 Rental	4042	275 0						3		1748 07							275 00		
4/20/XX	Janis Service Center	4043	94 1						4		1650 78				94 13					
4/20/XX	W. S. Postmaster	4044	61 49						5		1589 39			61 49						
4/20/XX	General Insurance	4045	521 88						6		1067 51									521 88
4/20/XX	Forms Association	4046	36 12						7	4000 00	4120								36 12	
4/20/XX	Quality Forms	4047	379 02						8		688 37			379 02						
4/20/XX	Joyce Smith	4048	275 00	15 12	38 20	3 24	2 16	5 00	9		4441 09	275 00								
4/20/XX	Ralie Miller	4049	301 00	18 92	40 77	3 46	2 55	5 00	10		4270 79	301 00								
4/20/XX	Tom Robbins	4050	294 00	18 06	39 94	3 37	2 44	5 00	11		3982 49	294 00								
4/20/XX	Sally Bryant	4051	396 00	22 85	48 17	4 16	2 62	5 00	12		3672 49	396 00								
4/20/XX	Bob Thomas	4052	336 00	19 51	43 89	3 85	2 57	5 00	13		3411 27	336 00								
4/20/XX	Brad Martin	4053	412 00	24 64	49 21	4 35	2 48	5 00	14		3085 18	412 00								
4/20/XX	Dave Adams	4054	426 00	25 64	50 23	4 42	2 72	5 00	15		2747 18	426 00								
4/20/XX	Mike Smith	4055	450 00	26 91	51 20	4 50	2 75	5 00	16		2387 50	450 00								
			2890 00	71 47	91 47	9 75	55 59	40 00	17		1206 00	1684 00	402 77	61 49	94 13	121 62	275 00	36 12	521 88	
TRANSFER THESE TOTALS TO THE TOP OF NEXT SHEET																				

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.

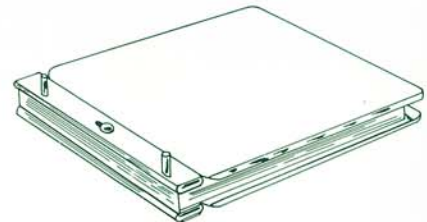
DOUBLE WINDOW ENVELOPES:

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 shows through the bottom window providing the mail to information.



EQUIPMENT:

Also available is a post binder which provides storage 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

