

Table of Contents

Introduction	1
What Does the General Ledger Program Do.	2
Minimum Required Equipment.	3
Some Decisions You Must Make Before Using the Program.	4
Creating the Actual General Ledger.	6
Details of Operation	
The Computer's Table of Contents	8
Dividing the Income & Expense Accounts into Categories	9
The Two Categories You Must Have	10
Examples of How to Set Up Categories.	11
How to Store the Account Information in the Computer	12
Adding New Accounts to the Chart of Accounts.	13
Examples of How to Add a New Account.	13
Making Changes or, Checking Accounts	15
Making Changes, Listing, Trial Balance	16
Getting a List of Accounts	16
Printing Your First Trial Balance.	16
How to Enter Your Business Transactions.	17
Setting the Date	17
Posting Transactions	17
Automatic Numbering of a Session	17
Name of the Document.	17
Entering Both Sides of a Transaction	18
Balancing a Transaction.	18
Testing Before You Post	19
Examples of Balanced Transactions.	19
Entering Your Cost-of-Goods Sold Transactions.	22
What to do if You Don't Know the Total Amount	22
Entering the Checks You've Written	23
How to Keep Track of the Check Numbers.	23
Make the Computer Total the Checks.	23
Let the Computer do the Balancing.	24
Entering Other Types of Documents.	25
How to Print a Record of the Month's Documents	26
By Account or, Document Number.	26
How to Produce an Income Statement	
Closing a Month	
Closing a Year	
Generating a Balance Sheet	
Starting All Over	

Table of Contents (continued)

List of Appendices

Appendix 1-Correcting Document Errors	30
Appendix 2-Error Messages, and What They Mean	32
Appendix 3-Account Worksheets	34

Example Reports

Appendix 4-Trial Balance (Beginning).....	44
Appendix 5-List of Accounts	45
Appendix 6-Posting Session 1 (Jan 10 Sales Report).....	46
Appendix 7-Posting Session 2 (Jan 20 Sales Report).....	48
Appendix 8-Posting Session 3 (Jan 31 Sales Report).....	50
Appendix 9-Posting Session 4 (Cost-of-Goods Sold)	52
Appendix 10-Posting Session 5 (Checks)	54
Appendix 11-Posting Session 6 (Other Documents)	57
Appendix 12-Monthly Transactions Report (Account Sequence)	59
Appendix 13-Monthly Transactions Report (Document Sequence).....	63
Appendix 14-Trial Balance (End of Month)	66
Appendix 15-Income Statement (Profit & Loss Statement	67
Appendix 16-Balance Sheet.	69
<hr/>	
Appendix 17-Trial Balance (Start of New Month).....	70
Appendix 18-How to Format Your Data Diskettes	71
Appendix 19-How to Back Up Your Diskettes	72
Appendix 20-Rotating Your Diskettes	74

Introduction

To many people, Accounting is more of an Art than a Science. In practical terms, it is merely keeping track of a company's business activities, and judging the strength, and weaknesses, on the basis of their record. The record is called a "General Ledger". Keeping accurate records is vital to a company. It is impossible to get a loan without showing the bank a "Balance Sheet" and a "Profit and Loss Statement." Both come from the General Ledger.

If this is the first time you've used a computer, this manual will make it easy. If you are unfamiliar with Accounting practices, this manual explains each step. If you are an accountant, this manual will show you how we've made your life a little simpler.

We will set up a General Ledger System for the "XYZ Company". We will use this company as our example throughout the manual. We strongly recommend that you use the examples in the manual, and follow along as we step through the procedure. This program contains many little tricks that can save you hundreds of hours of work during the year, so please bear with us.

If you want to enter your figures right away, go to the next section which will describe the decisions that you must make before entering anything. You must start with your books in balance, and your accounts defined in the stated format. It would be more helpful if you use our data the first time, because it contains most of what you might encounter during a business year, and how to handle it. It also shows in detail the little shortcuts built into the system.

When you've finished the manual, you will have a solid background in using both the TRS-80, and the General Ledger program. At that point, we will show you how to prepare the diskettes to handle your own company's General Ledger.

Once the Accounts are set up, the daily operation will probably include entering Sales Information; Cost-of-Goods Sold figures; Checks; Purchases, Payroll, etc. then Printing a Posting Summary. The TRS-80 will do everything else. Once a month with just a few keystrokes, you will prepare an Income Statement, and a Balance Sheet.

Note: If you are an independent accountant, the General Ledger Program lets you maintain separate sets of books for each company you service. A special section called "Starting All Over" allows you to create a General Ledger for each company to provide personalized reports.

What Does the General Ledger Do

FEATURES:

1. User defined Chart of Accounts (up to 100 accounts)
2. User defined 4 Digit Account Numbers
3. Automatic "Out-of-Balance" Detection
4. Automatic Entry Totaling
5. Automatic Document Balancing
6. Optional Income and Expense Categories
7. 16 Digit Accuracy
8. Prints Totals up to \$99,999,999.99 (Internal accuracy to \$99 Trillion)
9. Up to 240 Entries per Work Session
10. Up to 1830 Entries per Month
11. Automatic Well-Defined Audit Trails
12. Controlled Inputs for Error Prevention and Rapid Entries
13. Printer can be Stopped at Any Time Without Loss of Data
14. Visually-oriented Editing
15. Easy Error Correction and Recovery
16. The General Ledger System will print out several kinds of Records and Financial Statements. These include:
 - a. Trial Balance
 - b. Posting Summaries
 - c. Monthly Transaction Reports
 - d. Income Statement (Profit & Loss Statement)
 - e. Balance Sheet
 - f. Chart of Accounts

Minimum Required Equipment

Model I:

TRS-80 16K Level II Keyboard
TRS-80 16K Expansion Interface
Two TRS-80 Disk Drives
A TRS-80 Line Printer capable of printing 80 columns per line and Printer
Cable.
TRS-80 Video Monitor

Model III:

TRS-80 32K Model III with Two Disk Drives
TRS-80 Line Printer capable of printing 80 columns per line and Printer
Cable.

It is assumed you have reviewed the general operational procedures for your equipment as explained in the Disk Owner's Manual and are now aware of how to power on your computer, load the Disk Operating System, etc.

Some Decisions You Must Make Before Using GL

Putting your General Ledger into a computer requires some modifications to the way your Ledger is set up. This is because the computer needs to see some of the information in a certain place to keep track of everything. Some of the account numbers you are using will have to change to realize all the benefits of the TRS-80 General Ledger system.

The General Ledger program is structured around the use of 4 digit account numbers, between 1001 and 9999. The program will accept up to 100 of these 4 digit numbers.

Some of the account "Types" must be located within specific number ranges. These are the specific areas:

1. The "YEAR-TO-DATE P & L" account number must be between 2001 and 2999.
2. The "RETAINED EARNINGS" account number must also be between 2001 and 2999. (Where you place them within this range is not important to the computer.)
3. All of your Income & Expense accounts must be above 2999. (3000 to 9999)
4. You must have at least one Income account, and one Expense account. They must each be assigned to a category. They cannot have the same category number. One of your Income accounts must be assigned to Category 1. Your Expense accounts must be assigned to a category between 3 and 6.
5. There are additional Income & Expense categories that are optional. If you want to use these categories to obtain more detailed Income Statements, you will have to group your Income & Expense accounts by category, as explained in "Dividing the Income & Expense Accounts Into Categories".

The following is an outline showing the recommended Account Structure:

Account #:	Type of Account:
1000-1999	ASSETS
2000-2499	LIABILITIES
2500-2997	CAPITAL
2998	YEAR-TO-DATE P&L (Profit & Loss)
2999	RETAINED EARNINGS

Some Decisions You Must Make Before Using GL (Continued)

3000-3999	SALES AND INCOME
4000-4999	COST OF SALES
5000-9999	EXPENSES

This structure adheres to generally accepted accounting principles. If you wish to depart from this outline for any reason, please check to determine if any of the Account Numbers violate the 5 specific rules listed above.

Creating the Actual General Ledger

Diskettes can be damaged through contact with magnetic fields, mis-handling, etc. To insure against loss of your program, before you begin running General Ledger, you should make a copy (BACKUP) of your program diskette, and file it in a safe place. A Program diskette has been included for both the Model I and Model III. An unformatted Data diskette has been included for your Model I or Model III computer. You must also prepare (FORMAT) a blank diskette, which will be used to store your Chart of Accounts and each month's transactions. If you are not familiar with BACKUP and FORMAT functions, refer to Appendices 19 and 20 in the back of this manual for detailed instructions.

Follow these steps in exact order:

1. Turn on the system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).
2. Insert the Backup Copy of the "GL" in Drive #0.
3. Insert your data diskette in Drive #1.
4. Press the Reset button on your computer.

The screen will show:

DOS READY (Model I) or
TRSDOS Ready (Model III)
HOW MANY FILES?
MEM SIZE?
READY

This is what you type:

B A S I C, press **ENTER**.

Press **ENTER**.

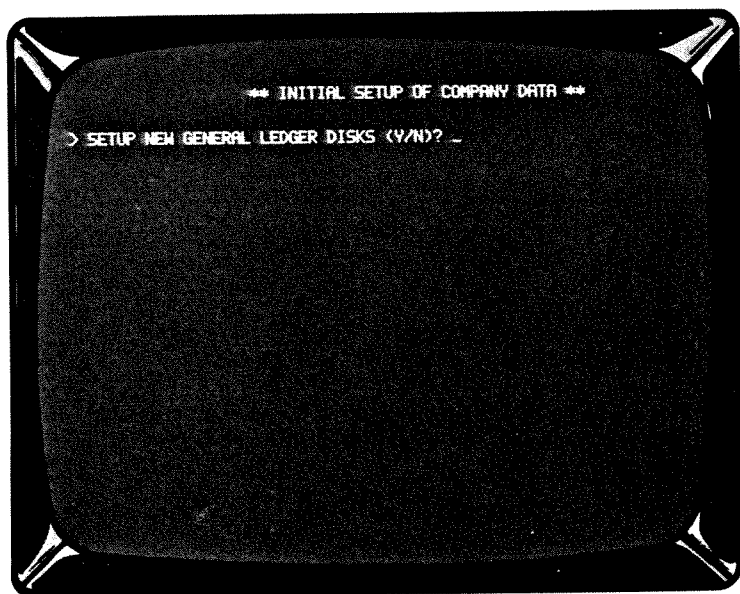
Press **ENTER**.

R U N " G L I N I T ",

press **ENTER**.

Run "GLINIT" only the first time you use GL. From then on, run "GL".

The screen will show:



Creating the Actual General Ledger (Continued)

Press the **Y** key.

The screen will clear, and then show:

```

** INITIAL SETUP OF COMPANY DATA **

> SETUP NEW GENERAL LEDGER DISKS (Y/N)? Y
LOAD BLANK, FORMATTED DISK INTO DRIVE 1
> DEPRESS 'ENTER' WHEN READY (TYPE '0' TO EXIT)? _

```

After you follow the instructions, the screen will display:

```

** INITIAL SETUP OF COMPANY DATA **

1) COMPANY NAME .....
2) CURRENT DATE ..... 00/00/00
3) YEAR START DATE ..... 00/00/00
4) YEAR-TO-DATE P & L ACCT # .. 0
5) RETAINED EARNINGS ACCT # ... 0
(PRESS 'ENTER' FOR NO CHANGE)
> ENTER COMPANY NAME: _____

```

Type in the following sample data exactly as shown:

ENTER COMPANY NAME:

X Y Z **C O M P A N Y**,
and press **ENTER**.

ENTER CURRENT DATE:

0 1 7 0 1 7 8 1,
and press **ENTER**.

ENTER YEAR START DATE:

0 1 7 0 1 7 8 1,
and press **ENTER**.

ENTER YEAR-TO-DATE P & L ACCT #:

2 9 9 8, and press **ENTER**.

ENTER RETAINED EARNINGS ACCT #:

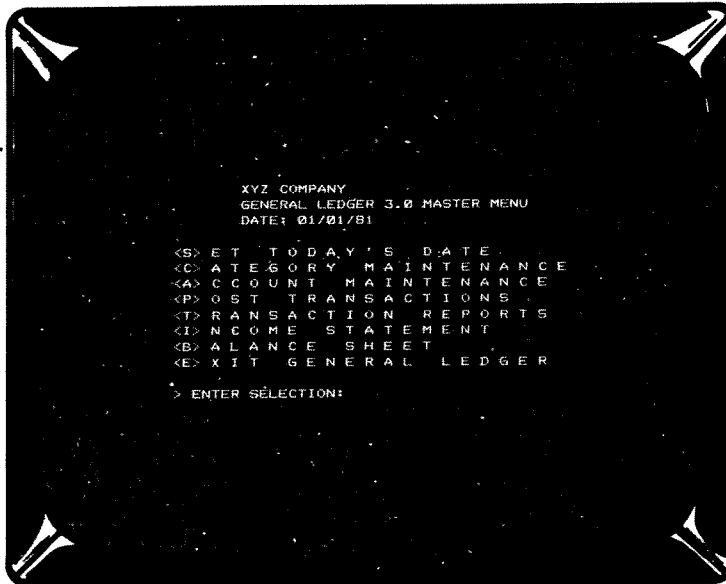
2 9 9 9, and press **ENTER**.

ARE ALL ENTRIES CORRECT (Y/N)?

Y

The Computer's Table of Contents

The Computer's Table of Contents is called a "Master Menu". This is how it appears on your screen:



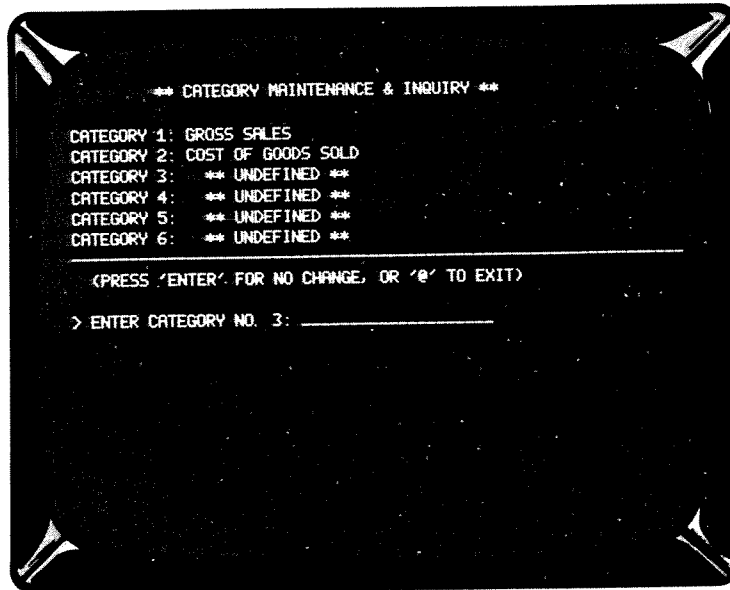
This is what each function does:

(S)ET TODAY'S DATE	Lets you reset the date for each new work session.
(C)ATEGORY MAINTENANCE	Allows you to define Income and Expense Categories.
(A)CCOUNT MAINTENANCE	Lets you work on Accounts and print Trial Balance.
(P)OST TRANSACTIONS	This is the function that you will use the most. You enter and post your transactions with this option.
(T)RANSACTION REPORTS	Provides a recap of Month-to-Date Transactions.
(I)NCOME STATEMENT	This is the company's "Profit & Loss" Statement.
(B)ALANCE SHEET	This is the End-of-the-Month Balance Sheet. You print the Balance Sheet after you close-out the books for the month.
(E)XIT GENERAL LEDGER	Allows you to end the GL program. Always end your program with this command . . . never do it by simply cutting the power on your system.

Right now, we are going to start defining our categories.

Dividing the Income & Expense Accounts into Categories

Press **C** for (C)ATEGORY MAINTENANCE.



```

** CATEGORY MAINTENANCE & INQUIRY **

CATEGORY 1: GROSS SALES
CATEGORY 2: COST OF GOODS SOLD
CATEGORY 3:  ** UNDEFINED **
CATEGORY 4:  ** UNDEFINED **
CATEGORY 5:  ** UNDEFINED **
CATEGORY 6:  ** UNDEFINED **

(PRESS 'ENTER' FOR NO CHANGE, OR 'q' TO EXIT)

> ENTER CATEGORY NO. 3: 
```

This part of the program lets you set up sub-groupings of income and expenses on your Income Statement. You can have up to six sub-groupings, or “categories”.

Notice that Categories 1 and 2 are already assigned by the system to “GROSS SALES” and “COST OF GOODS SOLD”. If your business is a service business (example: a law firm), and you don’t have merchandise or goods to sell . . . then you probably won’t use the “COST OF GOODS” category. In this case, you just won’t assign any accounts to Category 2, and it will never appear on reports or the screen.

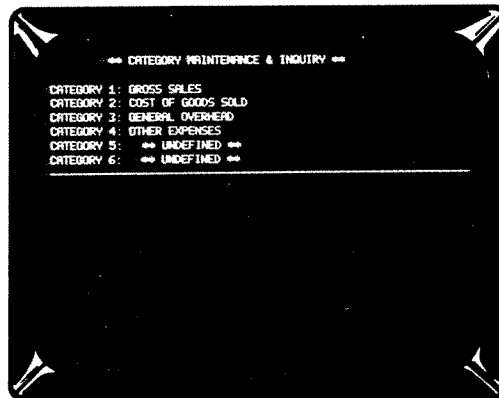
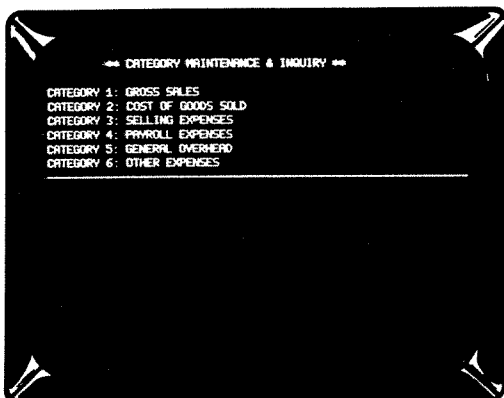
If you only need one section for Expenses on your Income Statement, then you would type something like “GENERAL OVERHEAD” for Category 3. Then, when you want to set up your chart of accounts (coming up next) . . . just give every applicable expense account a Category 3 number.

Dividing the Income & Expense Accounts into Categories (Continued)

Suppose, however, that you want to use several . . . or all four of the optional categories. For example, you might want to break down your expenses as follows:

MANUFACTURER/RETAILER

IF YOU HAVE A LAW FIRM, ETC.



Note: If you are a service-based company, you will not assign any account numbers to Category 2. Do not use it for anything. (It is designed for Retail/Manufacturing companies to subtract "COST-OF-GOODS SOLD" from their "GROSS SALES" to arrive at a Gross Profit.) Just ignore Category 2 — it won't ever show up on your printouts, as long as you don't assign any account numbers to Category 2.

The Two Categories You Must Have

There are two catches to using the Category sub-divisions.

1. Remember, regardless of your type of business, if GL is to work correctly, you must have at least one Income account assigned to Category 1. Regardless of whether you call it "GROSS SALES" or "GROSS REVENUE". If you are a manufacturer or retailer, you must also have at least one Expense account number assigned to Category 2, "COST-OF-GOODS SOLD". (If you don't, you will not get a "Gross Profit" listing in the Income Statement.) A service company must have at least one Expense account number assigned to one of the other four optional categories.
2. If you use the optional categories, you must keep the account numbers in sequence and the categories in sequence as well. When accounts are listed in numeric order, the categories must be in numeric order too.

Dividing the Income & Expense Accounts into Categories (Continued)

You cannot do this:

<u>A/C No.</u>	<u>Description</u>	<u>Category</u>
4001	Sales Commissions	3
4002	Advertising	3
4003	Admin. Salaries	4
4004	Clerical Salaries	4
4005	Factory Labor	5
4006	Promotion	3 ←-----<
4007	Factory Supplies	5
4008	Rent Expense	6

Why is this wrong? Look at Account Number 4006. Category Number 3 is between a pair of Category 5 accounts.

Got the idea? When you set up your accounts in numeric order, set up your categories in the same order. From low to high, and don't mix them up. Leave some unused numbers between your initial account numbers, and between blocks of account numbers. That way, you can always add new accounts. Get the account numbers and the category numbers to track — as the account numbers go up, the category numbers go up too.

Examples of How to Set Up Categories

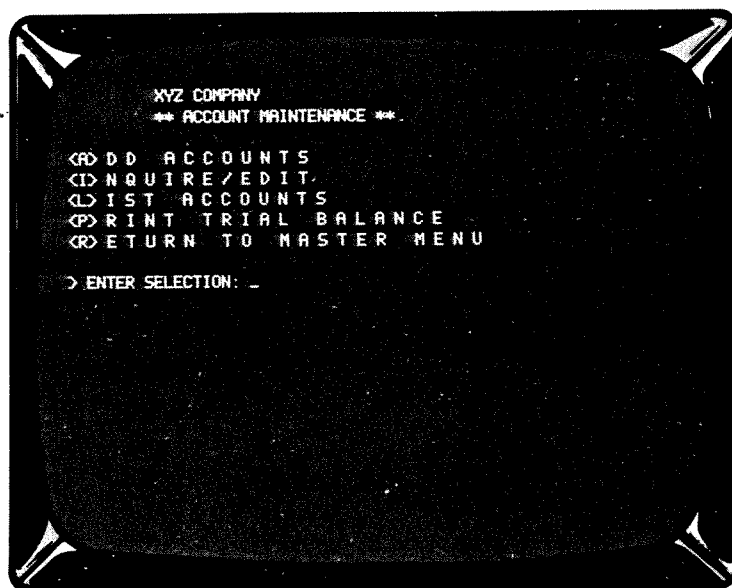
To see an example of the way your categories should be planned, look at the Trial Balance print out in the back of the manual. (Appendix 4)

For our XYZ Company, we will call Category 3, "SELLING EXPENSES", and Category 4 will be "GENERAL OVERHEAD". We will leave the last two categories undefined, so press **ENTER** two times after you enter Categories 3 & 4. When the computer asks if you did everything right, press **Y**, which will store the new categories, and return you to the Master Menu.

Before you actually start your own set of books, we strongly urge you to use the worksheets we have provided (Appendix 3) to decide on the account numbers and categories for your company. Separate worksheets are included for each of the five types of accounts. At the top of each worksheet is the recommended account number range.

How to Store the Account Information in the Computer

You are now ready to set up your Chart of Accounts, and enter the beginning Trial Balance. On the Master Menu, press **[A]**, for (A)CCOUNT MAINTENANCE. The screen will show the Account Maintenance Menu:



(A)DD ACCOUNTS

This is the function we will use to set up the chart of accounts. You will also add any new accounts here, when you use your own account numbers, later on.

(I)NQUIRE/EDIT

Use this option to find an existing account. It will give you all the information it has about the account, and let you make any necessary changes to that information.

(L)IST ACCOUNTS

This is similar to printing a Trial Balance, except it doesn't balance anything — it just lists all the accounts you have.

(P)RINT TRIAL BALANCE

Prints a list of your accounts, and tries to balance them to help you find errors that may have occurred while entering the account information. It suppresses the "Year-to-Date P & L" account (in our XYZ Company, it's Acct. #2998), since all this account does is show the net balance of all income and expense accounts. The account is a place for the computer to store the year-to-date profit or loss, so it can be printed on your balance sheet as "Year-to-Date P & L". You must still enter this as a "Year-to-Date P & L" account number. It has to be a valid account when you are setting up your company's books.

Adding New Accounts to the Chart of Accounts

(R)ETURN TO MASTER MENU Does just what it says — it takes you back to the Computer's Table of Content (back to the start of the GL program).

Since we are going to start our Chart of Accounts, as far as the computer is concerned, they are all new accounts. We will press **A** to (A)DD ACCOUNTS. The screen will look like this:

```
XYZ COMPANY
** ACCOUNT MAINTENANCE **

ACCOUNT NUMBER .....
DESCRIPTION .....
TYPE (A/L/C/I/E) .....
CATEGORY (1-6) .....
PREVIOUS MONTH TRANS .....
CURRENT MONTH TRANS .....
YEAR-TO-DATE TRANS .....

-----

> ENTER ACCOUNT NUMBER: _____

ENTER 'Q' FOR ACCOUNT NUMBER TO EXIT
```

We are going to start adding the accounts shown in the list of accounts (Appendix 5). Since we don't want to forget the two required accounts (YEAR-TO-DATE P & L, and RETAINED EARNINGS), let's put those in first. We will go through this first account, question by question to explain each line. Here is what you will type in response to each question that appears below the dash line on the screen:

Examples of How to Add a New Account

ENTER ACCOUNT NUMBER: ----- You type: **2 9 9 9** , and press **ENTER**. This is pretty straightforward, since you are just entering the new account number.

ENTER DESCRIPTION: ----- Type: **R E T A I N E D E A R N I N G S**, and press **ENTER**.

This is one of the "must have" accounts. Remember, the account number you use here, for retained earnings, must be the same as you entered in Initial Setup. This also applies to your Year-to-Date P & L account entry. For examples of other account descriptions, check the List of Accounts (Appendix 5). This is the place for the name of the account.

ENTER TYPE (A/L/C/I/E): — You simply press **C**. The five types of accounts are Assets, Liabilities, Capital, Income, and Expenses. Retained Earnings would be considered a Capital account, so you press **C** .

How to Add a New Account (Continued)

ENTER CATEGORY (1-6): — This question won't appear for this account. The category question only comes up for Income or Expense accounts. Because we told the computer this was a "CAPITAL" account, it won't ask about a category.

ENTER PREVIOUS MONTH TRANS: — You simply press **ENTER**, for a zero. XYZ COMPANY started using the computer January 1, 1981. They closed out the books, and decided not to show previous month. If you are transferring your company's books to the computer, it's easier if you start at the beginning of the company's fiscal year. If you have to start in mid-year, you might put in the transactions from the last completed month, as a reference. It is not required by the program.

CURRENT MONTH TRANS — This is not a question. The only way numbers are entered on this line is by posting transactions. We will discuss posting in a future chapter, so ignore this line for now.

ENTER YEAR-TO-DATE TRANS: — Type: **- 1 7 9 2 0 . 3 0**, and press **ENTER**. Remember, the — sign must precede the transaction amount. A company always has some Assets, Capital, and Liabilities, so this is a carryover from last year. If you're starting in mid-year, you will have to include Income and Expenses, as well.

ARE ALL ENTRIES CORRECT (Y/N)? — This is your chance to review everything you have just typed, and make any changes if necessary. Just to get a feel for this editing feature, press **N**. Notice the questions start all over again. If you press **ENTER**, the computer will assume the line is correct as it appears, and will move down to the next line till it gets to the "Are all entries correct" question again. If you make an error, type the correct answer when the line comes around. It will replace the old value. If you answer **N**, the whole process is repeated till you finally answer **Y**.

Now add account number 2998, using the information in the List of Accounts (Appendix 5). Then, starting with account number 1001, add all the accounts shown, till you have stored the last account, number 6112. At that point, type an **@** symbol as the account number, and press **ENTER**. You are now back at the ACCOUNT MAINTENANCE Menu.

Making Changes, or Checking Accounts

Even though we will not be using this section now, you should be familiar with the INQUIRE/EDIT section. You will use this section to delete unused accounts, or find a specific account, or make changes to accounts. Press the **I** key for (I)NQUIRE/EDIT.

A screenshot of a terminal window showing the 'XYZ COMPANY' ACCOUNT MAINTENANCE menu. The menu lists several fields: ACCOUNT NUMBER, DESCRIPTION, TYPE (A/L/C/I/E), CATEGORY (1-6), PREVIOUS MONTH TRANS, CURRENT MONTH TRANS, and YEAR-TO-DATE TRANS. Below these fields, there are four function keys: (F)IND, (A)DD, (N)EXT, and (P)REVIOUS. At the bottom, there is a prompt '> ENTER SELECTION: '.

```
XYZ COMPANY
** ACCOUNT MAINTENANCE **

ACCOUNT NUMBER .....
DESCRIPTION .....
TYPE (A/L/C/I/E) .....
CATEGORY (1-6) .....
PREVIOUS MONTH TRANS .....
CURRENT MONTH TRANS .....
YEAR-TO-DATE TRANS .....

<F>IND      <A>DD      <N>EXT      <P>REVIOUS
<E>DIT      <D>ELETE   <R>ETURN TO MENU

> ENTER SELECTION: _
```

(F)IND

Lets you find a specific account. To use it, type **F**, and then enter the account number you are seeking.

(A)DD

This puts you back in the (A)DD ACCOUNTS mode temporarily, so you can add to your list of accounts. If you type an **@** symbol (to get out of the (A)dd mode), you return to the INQUIRE/EDIT "Menu", and not the Master Menu.

(N)EXT

This brings up the next account in the list of accounts, and lets you step through the accounts, one at a time. If you want to find the first account in your list, you don't have to use (F)IND. At the start, simply press **N** to bring up the first account.

(P)REVIOUS

The same function as (N)EXT, but in reverse. It lets you step backward through the accounts. It won't find the last account in the list, but it will let you work backwards from the last account shown on the screen.

(E)DIT

Allows you to change SOME of the information about an existing account.

Making Changes, Listing, Trial Balance

(D)ELETE

This is a very powerful feature that lets you delete an account completely from your chart of accounts. If you have any current transactions using the account, the program will prevent you from deleting the account, since the balance sheet would come out wrong. Even after you tell the computer to delete an unused account, it will ask if you are sure you want to delete. Be very careful when deleting. Be sure you understand what you're doing.

(R)ETURN TO MENU

Takes you back to the start of the ACCOUNT MAINTENANCE Menu.

At this point, you want to return to the start of ACCOUNT MAINTENANCE, so press **R** to get back to the Account Maintenance Menu.

Getting a List of Accounts

If you haven't turned on the printer, do it now. We are going to print two reports. The first report will be a "List of Accounts", so press **L** for "LIST ACCOUNTS". This report is for you to keep handy so you will be able to find an account when you are doing your posting (which is coming up next). When the computer asks which accounts you want to list, type **1 0 0 0 - 9 9 9 9**, and press **ENTER**.

Printing Your First Trial Balance

After the printer has stopped, tear off the List of Accounts, and press **P** to "(P)RINT TRIAL BALANCE". If you entered all the accounts correctly, the bottom line "Balance" will be all 0s. If you did it wrong, you will get numbers in the first and third transaction columns. Check the Trial Balance example in the back of the manual (Appendix 4) account by account, until you find the mistake. Use the INQUIRE/EDIT mode to delete the account, and re-enter the account with the correct information. Print a new list and a new balance sheet, then press **R**, since we're finished with the ACCOUNT MAINTENANCE section.

In the previous section, you have learned how to set up a beginning Chart of Accounts, and Trial Balance. You should have your List of Accounts handy, since you will be posting to these accounts. We are going to enter the equivalent of one month of posting for the XYZ Company, but we will do it in the next few minutes.

Setting the Date

The XYZ Company posts transactions every 10 days, so the first posting session will be on January 10, 1981. That means we have to change the date, so press **[S]** to (S)ET TODAY'S DATE. Enter the date of this first session which is 01/10/81.

Posting Transactions

We are now going to post our accumulated sales through that date, so press **[P]** to go to the (P)OST TRANSACTIONS section. The screen will show:

```

                                XYZ COMPANY
                                GENERAL LEDGER TRANSACTION POSTING
                                DATE: 01/10/81          SESSION: 1
DOCUMENT ..... 1001 ---
POSTING DATE ..
ISSUE DATE ....
AMOUNT .....
-----
ACCT  DESCRIPTION          AMOUNT (OR ?)      Y/N
-----
> ENTER NAME OF DOCUMENT ('a' TO EXIT): .....
```

Automatic Numbering of a Session

SESSION 1

You'll notice that the screen shows the new correct date. To the right of the date, the screen shows "SESSION 1". Each session of posting is automatically numbered. This is part of the "Audit Trail" to help you track down a specific transaction easily, at any later date.

Name of the Document

The next line on the screen says DOCUMENT 1001 ---.

At the bottom of the screen, the program is asking for the name of the document. This document name should describe the transaction you are about to enter. We will call Document 1001 our "JAN 10 SALES REPORT". Type in this name, and press **[ENTER]**.

Since we will be posting this document today, you can simply press **[ENTER]** to use the date at the top of the screen as our posting date.

The ISSUE DATE is for checks and invoices, so just use the same date by pressing **[ENTER]**.

Entering Both Sides of a Transaction

XYZ Company has sold \$15,498.08 worth of products as of January 10 to customers on 30 day open account. That means we also have \$15,498.08 worth of "Accounts Receivable". That has to be balanced against our "30 Day Charge Sales" Account.

For ENTER AMOUNT, we will type **1 5 4 9 8 . 0 8** , and press **ENTER** . That number will appear under the Issue date to let you know that you must have balancing entries which total this amount. What does that mean? It means that the positive numbers have to add up to the total, AND the negative amounts must also equal the total. The negative numbers and positive numbers must cancel each other out. The computer will ask you if the entries are correct. If they are, press **Y** .

Note: Every positive total must have a negative, offsetting total. That's how the accounts stay in balance. The number of entries is not important. Just so the totals balance.

Important Note: When you ADD to Income, or Liabilities, the figures are always negative. This is a fundamental principle of the TRS-80 General Ledger. If you remember this point, the rest will be easy.

The program now asks us to enter the first account number. Type in **1 0 0 3** , and press **ENTER** . The screen automatically prints the account name, "ACCOUNTS RECEIVABLE", and asks for an amount. Since this is a single entry amount, you will type **1 5 4 9 8 . 0 8** , and press **ENTER** .

The General Ledger will ask if the entire line is correct in every detail. This is your chance to check the entry for errors. If the entry is correct, press **Y** .

Balancing a Transaction

The number is transferred to the upper half of the screen below the SESSION 1, and right below the number, you will see 0.00. That's a computer signal to you that you must enter a negative balancing amount, at some point, to balance the document. Since we are balancing to "30 DAY CHARGE SALES", type **3 0 0 2** , and press **ENTER** . The TRS-80 will print the name of the account, which is "30 DAY CHARGE SALES".

You must now type in the negative amount which will balance this transaction, so type **- 1 5 4 9 8 . 0 8** , and press **ENTER** . The TRS-80 will again ask you to check the entire line to be sure it's correct. Did you remember to type a minus sign before the number? Is the amount correct? Is it going to the right account? If the line is correct, then type a **Y**

Note: If you make an error while posting, see Appendix 1, for correction details.

The screen will indicate that DOCUMENT 1001 of SESSION 1 has been completed and is in balance. Press **ENTER** . The computer is now ready to work on DOCUMENT 1002 of SESSION 1. Since this Session consists of only one transaction, there will be no DOCUMENT 1002. Simply type an **@** symbol, and press **ENTER** . That will end this session.

The General Ledger Program requires you to print a recap of the session as an "AUDIT TRAIL". If the printer is disconnected, or unplugged, or shut off, the program will wait till you have turned the printer on. You can now press **ENTER** to print the Session Recap. **THIS IS NOT AN OPTIONAL REPORT. YOU MUST PRINT A SESSION RECAP. KEEP THESE RECAPS AS YOUR PERMANENT FILE.**

After the TRS-80 prints the recap, it will give you one last chance to check your entries. If they are wrong, you can cancel the entire session at this point. It will not post this session if you type an **N**. Since we didn't make any errors, we will type a **Y**. (If you made an error, type **N**. You can now redo DOCUMENT 1001.) After you press **Y**, you will be returned to the Master Menu.

Examples of Balanced Transactions

POSTING – SESSION 2

Today is January 20, 1981, and we are back at the Master Menu. It's time for another posting session. Press **S** to set the date to 01/20/81. (Remember to press **ENTER** after you type in the date.)

Press **P** to return to the (P)OST TRANSACTIONS function. After the computer reads the Chart of Accounts into memory, you will see the familiar posting format that you saw in SESSION 1 . . . with two significant changes.

The screen tells you that this is your second work session (SESSION 2), and that you are posting to DOCUMENT 1002 this time. These are two of the "AUDIT TRAILS" to help you keep things straight. This is the "JAN 20 SALES REPORT", so type this in as the name of DOCUMENT 1002, and press **ENTER**.

XYZ Company has taken in \$4,567.09 in cash sales for their products. Most of the cash will be put in the bank, and part of the cash will be kept on hand. We have deposited \$4,000.00 in the bank, and we have \$567.09 on hand. Recording these activities will be our purpose in SESSION 2.

Press **ENTER** to use the current date for "POSTING DATE", and press **ENTER** again to use it for the "ISSUE DATE".

The amount will be \$4,567.09, so type that in, and press **ENTER**. Check all your entries for errors, and if they are correct, type a **Y**. Now we are going to tell the computer where the money went to, and where it came from.

The cash we kept on hand will be noted in Account #1001. That is our "CASH ON HAND" account. The rest of the money went into the bank, which is Account #1002, "CASH IN BANK". The entire amount is coming from Account #3001, "CASH SALES".

Examples of Balanced Transactions (Continued)

Here is how your entries should appear:

ACCT	DESCRIPTION	AMOUNT	Y/N
1001	CASH ON HAND	567.09	Y
1002	CASH IN BANK	4000.00	Y
3001	CASH SALES	4567.09	Y

(Don't forget to press **ENTER** after each account number, and after each amount.)

Note: Here's a little trick if you type the wrong account number by mistake:

Let's say you typed 2001 by mistake as your first account number. The computer is waiting for you to enter an amount to that account number. Don't enter any amount. Just press **ENTER**. That will take you back to the start of the line. You can then type in the correct account number.

The screen will tell you that DOCUMENT 1002 of SESSION 2 is in balance, and complete. You can press **ENTER**. We will end SESSION 2 by typing an @ symbol, and **ENTER**.

As before, you must print a recap of this session. Simply follow the directions on the screen. When you are finished, the program will return you to the Master Menu.

SESSION 3

Today is January 31, 1981. Since it is the end of the month, we have some work ahead of us, so let's get right to it. At the Master Menu, set today's date to 01/31/81, and press **ENTER**. This is another transaction posting session, so press **P**.

The name of DOCUMENT 1003 will be "JAN 31 SALES REPORT". Type it in, and press **ENTER**. Press **ENTER** two more times to use the current date for Posting Date and Issue Date. Enter \$1,345.54 as the amount to be balanced, and press **ENTER**.

That amount came into XYZ Company from sales made with credit cards. You received the credit card company's check, and you deposited it in the bank. Now, you are going to record the transaction in the General Ledger. Here is the sequence you will follow:

Type a **Y** to let the computer know that all the information you have entered so far is correct. Type **1 0 0 2**, and press **ENTER**, for the "CASH IN BANK" account. Enter the \$1,345.54 in that account, to let the computer know where the money went. (Remember to press **ENTER** after the amount.) Type a **Y** if the line is correct. Type **3 0 0 3** for the "CREDIT CARD SALES" account, and press **ENTER**. Now, type in the balancing amount (the same amount with a minus sign in front of it), and press **ENTER**, and then press **Y** to tell the computer the line is correct.

The screen will look like this when you finish:

```

XYZ COMPANY
GENERAL LEDGER TRANSACTION POSTING
DATE: 01/31/81      SESSION: 3
DOCUMENT ..... 1003 -- JAN 31 SALES REPORT
POSTING DATE .. 01/31/81      1,345.54
ISSUE DATE .... 01/31      1,345.54-
AMOUNT ..... 1,345.54
-----
ACCT  DESCRIPTION      AMOUNT(OR ??)  V/N
1002  CASH IN BANK      1,345.54      Y
3003  CREDIT CARD SALES  1,345.54-     Y

** DOCUMENT BALANCED --- PRESS 'ENTER' TO CONTINUE **
    
```

You can finish SESSION 3 in the same manner as before. Take a quick break while the computer does the recap, and session posting. When we return to the Master Menu, we will post a "COST-OF-GOODS SOLD" transaction in the next Transaction Posting session. Don't skip the next few sections, even if you work for a service-based company, such as a law firm. We are going to show you some tricks that are built into the General Ledger Program, to save you a lot of time when you're posting transactions.

Entering Your Cost-of-Goods Sold Transactions

SESSION 4

It's still January 31, 1981, so you don't have to change the date. Simply press **P**. DOCUMENT 1004 will be named "COST OF GOODS SOLD", so type that in, and press **ENTER**. For the dates, use the same trick as the previous sessions.

We now have to record the cost of the inventory that we sold in the 3 previous sessions: This is not the total selling price, it is how much the products that we sold cost us. We have to balance cost for the sales against our Inventory. We are going to enter the information as we did before, but with one difference.

What to Do if You Don't Know the Total Amount

This time we don't know the total we are going to use, or how much we are going to subtract from our inventory. What do we do? We just let the TRS-80 do the calculating for us, and tell us what the amount should be. Here's how it works: The program is asking us for an amount, but we don't know the amount. Type a **?**, and press **ENTER**. The screen informs us that the amount is unknown, and lets us know the computer is aware of that fact. Now type in these accounts and figures:

ACCT	DESCRIPTION	AMOUNT	Y/N
3101	COST OF SALES/CASH	2106.18	Y
3102	COST OF SALES/CHG	8102.06	Y
3103	COST OF SALES/ CR CD	645.16	Y

These three amounts represent the cost-of-goods sold, for the sales that XYZ Company made. If you look at the screen, just under the Session number, you'll see that the TRS-80 has been keeping a running total of our entries. Now we know how much to take out of our "MERCHANDISE INVENTORY" account. We also know our balancing amount which was listed as "UNKNOWN" at the start of this session. Our final entry should balance DOCUMENT 1004.

Here is the missing last entry:

ACCT	DESCRIPTION	AMOUNT	Y/N
1005	MDSE INVENTORY	-10853.40	Y

(Don't forget to press **ENTER** after the first two items, and don't forget to put a minus sign in front of the amount of this entry.) You can now end SESSION 4 in the usual manner. After you have done the Recap, and the posting, we will do a Session of checks, with a few more tricks to add to your list.

SESSION 5

In this session, we are going to post all the checks that we have written in the last month. We will show you how to include the check numbers, the date the check was issued, and a shortcut for transactions with two unknowns. If you are ready to start Session 5, press **[P]** to return to the Transaction Posting section.

We will show you how to do the first few documents in this session, and then you can do the remaining documents on your own, using the information we will give you. This session consists of 14 separate documents. (We have shown you examples of several entries per document — now you will try several documents in one session.)

How to Keep Track of the Check Numbers

When posting checks, two additional facts must be included in each document. What was the check number, and when was it written (the issue date)? We can include the check number right in the name of the document. Our first check was check number 101. We paid \$82.45 to the "Fort Worth Star Telegram" for a newspaper ad. We wrote the check on January 5, 1981. This transaction will be our first document. We will also let the computer do a little more calculating for us to save time.

The name of DOCUMENT 1005 will be "101 FW STAR TELEGRAM". The 101 in front of the name gives us a record of the check number. Type this in and press **[ENTER]**. It is still January 31, 1981, so press **[ENTER]** to use the current date as the Posting Date.

We wrote the check on January 5, 1981, and that is the date we will use as the Issue date. Type **[0][1][7][0][5]**, and press **[ENTER]**. Issue date should show: 01/05. Even though we know the amount, type a **[?]**, and press **[ENTER]**. Why? Because it saves time by not typing all the numbers.

The \$82.45 will be charged to our "ADVERTISING" expense account. That will be our first entry. Type **[4][1][0][1]**, and press **[ENTER]**. The amount is \$82.45. Type that in, and press **[ENTER]**. Type a **[Y]** if the line is correct.

Make the Computer Total the Checks

This is where we let the computer do the rest of the work. Type **[1][0][0][2]**, and press **[ENTER]**. That's our "CASH IN BANK" account, which will balance out this document. Instead of typing in the negative amount, just type a **[?]**, and press **[ENTER]**. By typing a question mark, you told the computer, "OK, I've given you all the positive numbers. You give me the negative total, and balance the transaction." The computer sees that you are waiting for an answer to fill in Account number 1002. It knows you have entered a positive amount already, so you must be ready to balance the transaction. Now all you do is press **[Y]**. The computer inserts the correct amount in the "UNKNOWN" amount line, enters the negative amount in the Bank Account, and balances the document. Press **[ENTER]** to go to the next document, and let's do another transaction.

Let the Computer Do the Balancing

The second ☐ you type may be used on your LAST entry, to make the computer balance your document. Even if your balancing AMOUNT is known, you can save time by using the ☐ to balance the document.

In DOCUMENT 1006, we will record that XYZ COMPANY wrote check 102 to MARY SMITH. The check was a commission check for \$345.23. So the document name will be "102 MARY SMITH". The check issue date was January 8, 1981.

This is what your entries will look like:

DOCUMENT NAME	<input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="2"/> <input type="checkbox"/> <input type="text" value="M"/> <input type="text" value="A"/> <input type="text" value="R"/> <input type="text" value="Y"/> <input type="checkbox"/> <input type="text" value="S"/> <input type="text" value="M"/> <input type="text" value="I"/> <input type="text" value="T"/> <input type="text" value="H"/> (Don't forget to press <input type="button" value="ENTER"/>)
POSTING DATE	Press <input type="button" value="ENTER"/>
ISSUE DATE	<input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="7"/> <input type="text" value="0"/> <input type="text" value="8"/> , and press <input type="button" value="ENTER"/>
AMOUNT	Type a <input type="checkbox"/> , and press <input type="button" value="ENTER"/>
ENTRIES CORRECT	Press <input type="text" value="Y"/>
ACCT	<input type="text" value="4"/> <input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="2"/> , and press <input type="button" value="ENTER"/>
AMOUNT	<input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="5"/> <input type="text" value="."/> <input type="text" value="2"/> <input type="text" value="3"/> , and press <input type="button" value="ENTER"/>
Y/N	Press <input type="text" value="Y"/>
ACCT	<input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="2"/> , and press <input type="button" value="ENTER"/>
AMOUNT	<input type="checkbox"/> , press <input type="button" value="ENTER"/>
Y/N	Press <input type="text" value="Y"/>

Document 1006 is now balanced, so press to go on to Document 1007. At this point you should be getting the idea of posting. The rest of SESSION 5 you can enter by yourself, using the data in Appendix 10. After you have entered all the documents, complete the session in the usual manner.

SESSION 6

You're ready to try this session by yourself. All the information you need for this session will be found in Appendix 11. Enter all documents, and try to use the question marks to save time.

Notice in this session that the last two documents carry the description . . .

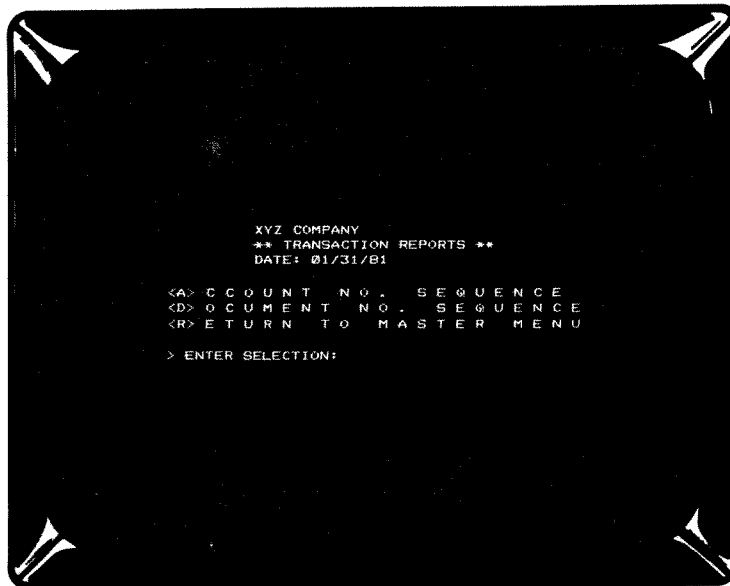
ACCT REC JOURNAL PURCHASES JOURNAL

This is just a sample entry which indicates that you might have another journal (manual or computer) where all "Accounts Receivable" invoices are listed and totaled, and this entry to the GENERAL LEDGER represents the summary amounts from that journal. Or, you might keep all "Merchandise Purchases" on a separate journal, and the same process applies. The possibilities are really up to you, and the way you want to keep your own accounting records.

This is the last posting session for the month. After you have printed your recap and posted the session, you will be ready to print a complete record of the month's transactions.

How to Print a Record of the Month's Documents

You are now ready to ask for some reports of the month's transactions, so press **T**, and the screen will show:



By Account, or Document Number

You will want to print your transactions in account number sequence (as shown in Appendix 12), so press **A** and the printer will begin to print your report. This is a primary part of your accounting records, and should be carefully and systematically filed. When the report is finished, you should press **D** if you want a printout by document number of all documents entered this month. You will already have this information in your session recaps, but you might want the whole month on one printout. If you want this printout, press **D**. If you are following our XYZ COMPANY example, your printout should match Appendices 12 and 13.

When you are ready to go on, press **R** to return to the Master Menu. Before you print your financial statements for the month, it is a good idea to print a Trial Balance. Just press **A** at the Master Menu to enter the (A)ccount Maintenance section. When the Account Maintenance Menu appears, simply press **P** in order to print your Trial Balance. The XYZ COMPANY end-of-month Trial Balance is in Appendix 14. Once the Trial Balance has printed, press **R** to return to the Master Menu.

Press **I** for (I)NCOME STATEMENT. When you are asked to enter the ENDING DATE FOR THE PERIOD, simply press **ENTER**. Remember, unless you are told otherwise, pressing **ENTER** for a date will use the current date. Your printout should match Appendix 15. At the end of the printout the computer will automatically bring us to the next section which is:

Closing a Month

Since this is the end of the month, you will answer **YES** to the question END OF MONTH (YES/NO). If you had typed **NO**, you will be returned to the Master Menu, and the month will not be closed.

Now the program will ask you if this is the END OF YEAR ALSO (YES/NO). Since it is only January 31, type **NO**, and press **ENTER**.

Closing a Year

Answer both of the above questions **YES**.

Generating a Balance Sheet

At the end of both of these closings, your computer will ask if you WISH TO PRINT A BALANCE SHEET (Y/N). This is usually where you will print the Balance Sheet, because a Balance Sheet will be OUT OF BALANCE until you do a closing. There might be times during a month when someone might request a Balance Sheet. You can simply print one by pressing **B** at the Master Menu without doing a closing. Just be aware that an OUT OF BALANCE condition will occur if you haven't done a closing or if you posted an invalid document.

When you request a Balance Sheet, the program will ask you whether you want a one page or two page Balance Sheet. Press **S** for a single page Balance Sheet, press **T** for a two page Balance Sheet, or press **@** to exit to the Master Menu. If you have a lot of Assets and Liabilities, you will probably want to print a two page Balance Sheet (try both ways and see which looks nicer).

Except for a few details, you have completed the General Ledger Manual, and you have learned how to use the Radio Shack General Ledger Program. From here on, everything is easy. The important thing is that you did the books correctly, and you got a feel for using the computer to save time, and eliminate a lot of tedious entering. In the back of this manual are examples of every printout, so you can compare your printouts to the examples. They should be identical.

The next section of the manual is very important. It will tell you how to erase everything we have done, so that you can enter your own company's information. You will learn how to take care of the diskettes, and how to rotate them so you have "backup" copies in case something happens to one of the diskettes.

We sincerely hope this manual has been of some assistance to you in learning the General Ledger system. We realize that we may have overlooked some things. If we have, we apologize. Nothing in life is ever perfect, but if we have helped make your life a little easier, then we have done our job.

The Radio Shack General Ledger is only one part of a comprehensive series of related business programs. See your Radio Shack store, Dealer or Computer Center for further details.

Once you have finished reviewing your GENERAL LEDGER and want to do some REAL work, it is quite simple to start over again. Just follow this steps:

1. Place your General Ledger diskettes in drives 0 and 1. Turn on the computer in the usual fashion. You should see DOS READY (Model I) or TRSDOS Ready (Model III) on the screen.
2. Type **K I L L □ C T R L**, and press **ENTER**.
3. Type **K I L L □ G L J O U R**, and press **ENTER**.
4. Type **K I L L □ D E T A I L**, and press **ENTER**.
5. Type **K I L L □ G L M A S T E R**, and press **ENTER**.
(If the screen shows; FILE NOT IN DIRECTORY, and you've spelled everything right, then don't worry about it, go on to the next KILL command. You never created the file in the first place. These files are created as you enter data.)
6. You are all set to start over again. At this point, go to the section titled "Creating the Actual General Ledger", and run "GLINIT".

Each time you create a ledger for a company, the first program you must RUN is GLINIT. This is described in the "Creating the Actual General Ledger" section. Run GLINIT only once per company. Run GL from then on to use the General Ledger.

* NOTE TO ACCOUNTANTS *

For each company you set up, you will need two diskettes. The first diskette will be a BACKUP copy of your original General Ledger diskette which comes in this manual. (The original General Ledger diskette should NEVER be used to actually run the General Ledger program. It is only used for copying.) The second diskette is used to store transactions and the chart of accounts. Each data diskette MUST be FORMATTED before use.

Appendix 1 – Correcting Document Errors

This section is primarily concerned with the correction of Posting errors. Most errors that occur in the account or category sections can be corrected by simply voiding the old entry, and creating a new correct entry, or account. Transaction Posting is a bit more difficult, since there are many places for errors to occur during a normal period of posting. Here are several error situations, and how to recover from them:

IF YOU ENTER THE WRONG AMOUNT FOR THE ENTRY TOTAL:

1. After you enter the amount, the program asks you if all entries are correct. This is your first chance to correct the error. Press **N** .
2. Type in the account information (using the error amount) and balance the document with your second entry. Print a Posting Summary. When the program asks if you want to post this session, press **N** . You will return to the start of the same session. Now you can enter the correct figures.
3. If the overall amount is too low, you can use two documents to post the correct amount. Post the low amount in the first document, and post the rest of the amount in the next document. Both documents must be balanced.
4. If the overall amount is too high, and you've made a lot of entries to this document, you probably don't want to cancel all your efforts. Here's a little trick; Finish all the normal entries, using the correct figures. Now you're at the point where the document would be in balance, except for the error. OK, pick an account, any account. Type in the account number, and the amount of the error. (Not the whole amount, just how much you went over the correct amount.) Press **Y** to let the computer know the line is correct. For the next entry, type in the SAME account number, and enter the minus amount of the error. Presto, the document is balanced, and you can go on to the next document. What about the crazy amount in that last account? Don't worry about it. We put some money into it, and took it right back out. It won't even show up on your balance sheet, or income statement. You can indicate what you did on the posting recap.

IF YOU DISCOVER AN ERROR AFTER YOU HAVE POSTED A SESSION:

Here is the document you typed:

```
DOCUMENT 1020 – FEB 10 SALES REPORT
1003  ACCOUNTS RECEIVABLE      15498.80
3002  30 DAY CHG SALES         -15498.80
    **DOCUMENT BALANCED**
```


Appendix 1 – Correcting Documents Errors (Continued)

Let's say you used the wrong amounts for this document, and you already posted that session. The amount should have been \$15498.08, and you used \$15498.80. You have to correct the 72 cent error. This is what you do: In the next available session, we will reverse the amounts in the new document, to cancel out Document 1020. Let's say it's Session 12. Here is what you type:

```
DOCUMENT 1041 - R E V E R S E   D O C .   1 0 2 0
1 0 0 3 ACCOUNTS RECEIVABLE   - 1 5 4 9 8 . 8 0
3 0 0 2 30 DAY CHG SALES      1 5 4 9 8 . 8 0
      **DOCUMENT BALANCED**
```

We have now canceled out Document 1020. Now we can call Document 1042 CORRECTED DOC. 1020, and we can enter the right amounts this time. Anyone can follow what happened at any time, and the books are now correct.

Appendix 2 — Error Messages, and What They Mean

Program will not accept your input

You are trying to enter information the program doesn't want, or you are using the wrong format. Dates should be entered as MM/DD/YY. Amounts should be entered as 000.00. For menu options, type the requested letter.

** RETAINED EARNINGS AND YEAR-TO-DATE P & L MUST BE DIFFERENT **

Both accounts have the same account number. One of the accounts must be changed to a different account number.

** ACCOUNT # MUST BE BETWEEN 2001 AND 2999 **

You attempted to assign RETAINED EARNINGS or YEAR-TO-DATE P & L to an account number below 2001 or above 2999. Assign a number within the specified range.

** 100 ACCOUNTS ALREADY IN FILE **

You have reached the maximum account capacity of GL. Go back to the INQUIRE/EDIT mode, and delete any unnecessary accounts, or combine some accounts.

** ACCOUNT 0000 MUST BE (A)DDED **

You tried to return to the Master Menu without adding Retained Earnings or Year-to-Date P & L. Select (A)DD ACCOUNTS and enter them.

** ACCOUNT NOT FOUND **

(F)IND couldn't find the requested account. Check for a possible typing error.

** ACCOUNT EXISTS **

You tried to (A)DD an account which had already been typed in. The existing account is automatically displayed for your inspection.

?? EDIT WHAT ??

?? DELETE WHAT ??

The computer doesn't know what to edit or delete because there is no account specified. Use (F)IND or (N)EXT to select the desired account.

** FIRST ACCOUNT **

There are no (P)REVIOUS accounts. This is the first.

** LAST ACCOUNT **

There is no (N)EXT account. This is the last account.

** ACCOUNT IN USE — CAN'T DELETE **

The computer refuses to (D)ELETE the requested account. A transaction has been posted to that account and deleting it would put you out of balance. You may delete the account after the month has been closed, and you have printed an Income Statement.

**** RETAINED EARNINGS AND Y-T-D P & L MUST BE CAPITAL ACCOUNTS ****
While (A)DDing your Retained Earnings or Year-to-Date P&L accounts, you entered an account TYPE of something other than CAPITAL. Press **C** for account TYPE.

**** INCOME & EXPENSE ACCOUNTS MUST BE OVER 2999 ****
You pressed either **I** or **E** as the account TYPE of an account with a number below 3000. All Income and Expense accounts must be numbered 3000 to 9999.

**** PRINTER NOT READY ****
Your line printer is disconnected, turned off, out of paper, or the PRINT switch on the front of the printer is off. Fix your printer and press **ENTER**.

**** NOT FOUND ****
You requested a transaction to be performed with a non-existent account.

**** INVALID ****
If you try to add entries that exceed the amount you originally specified as your total amount, the computer will not accept the number. It will also print an INVALID if you try to enter a **?** as your first entry without having an amount to balance against.

> ARE YOU SURE (Y/N)?
A double-check for trouble areas. It gives you one more chance to determine if you really want to do what you requested. Go very slow if you see this question.

**** THIS IS ONLY FISCAL MONTH NUMBER 00**
> ARE YOU SURE YOU WANT A YEAR END CLOSING (YES/NO)?
You are trying to do a year end closing before the end of the fiscal year. This is a double-check to make sure you have a valid reason for doing this.

**** OUT OF BALANCE ****
Somewhere along the month's postings, you have created an out of balance condition. Go back and check the recaps. The amount you're out of balance may help pinpoint the problem entry.

[illegible]

ACCOUNT RANGE: 2000-2409

37

ACCOUNT RANGE: 3000 & up

43

Appendix 4

PAGE 1

XYZ COMPANY
GENERAL LEDGER TRIAL BALANCE
DATE: 01/01/81

ACCT NO.	DESCRIPTION	ACCT TYPE	CAT. CODE	TRANSACTION ACTIVITY		
				PREVIOUS MO.	CURRENT MO.	YEAR TO DATE
1001	CASH ON HAND	A	-	0.00	0.00	667.09
1002	CASH IN BANK	A	-	0.00	0.00	5,248.08
1003	ACCOUNTS RECEIVABLE	A	-	0.00	0.00	15,498.08
1004	BAD DEBT ALLOWANCE	A	-	0.00	0.00	500.00-
1005	MDSE INVENTORY	A	-	0.00	0.00	22,146.60
1006	FIXED ASSETS	A	-	0.00	0.00	11,000.00
1007	DEPR ALLOWANCE	A	-	0.00	0.00	3,250.00-
2001	ACCOUNTS PAYABLE	L	-	0.00	0.00	17,257.89-
2002	TAXES WITHHELD	L	-	0.00	0.00	1,000.00-
2003	NOTES PAYABLE	L	-	0.00	0.00	6,056.00-
2004	ACCRUED PAYROLL	L	-	0.00	0.00	1,809.23-
2005	ACCRUED TAXES	L	-	0.00	0.00	766.43-
2501	COMMON STOCK	C	-	0.00	0.00	5,000.00-
2502	PREFERRED STOCK	C	-	0.00	0.00	3,000.00-
2503	TREASURY STOCK	C	-	0.00	0.00	2,000.00
2999	RETAINED EARNINGS	C	-	0.00	0.00	17,920.30-
3001	CASH SALES	I	1	0.00	0.00	0.00
3002	30 DAY CHG SALES	I	1	0.00	0.00	0.00
3003	CREDIT CARD SALES	I	1	0.00	0.00	0.00
3101	COST OF SALES/CASH	E	2	0.00	0.00	0.00
3102	COST OF SALES/CHG	E	2	0.00	0.00	0.00
3103	COST OF SALES/CR CD	E	2	0.00	0.00	0.00
4101	ADVERTISING	E	3	0.00	0.00	0.00
4102	COMMISSIONS	E	3	0.00	0.00	0.00
4103	PROMOTION	E	3	0.00	0.00	0.00
4104	PUBLICITY	E	3	0.00	0.00	0.00
5101	SALESMEN'S SALARIES	E	3	0.00	0.00	0.00
5102	CLERICAL SALARIES	E	4	0.00	0.00	0.00
5103	ADMIN SALARIES	E	4	0.00	0.00	0.00
5104	MANAGEMENT SALARIES	E	4	0.00	0.00	0.00
6101	COMPUTER FEES	E	4	0.00	0.00	0.00
6102	DUES & SUBSCRIPTIONS	E	4	0.00	0.00	0.00
6103	AUTO EXPENSES	E	4	0.00	0.00	0.00
6104	RENT EXPENSE	E	4	0.00	0.00	0.00
6105	UTILITIES	E	4	0.00	0.00	0.00
6106	TAXES	E	4	0.00	0.00	0.00
6107	DEPRECIATION	E	4	0.00	0.00	0.00
6108	ACCOUNTING	E	4	0.00	0.00	0.00
6109	LEGAL FEES	E	4	0.00	0.00	0.00
6110	INTEREST	E	4	0.00	0.00	0.00
6111	SUPPLIES	E	4	0.00	0.00	0.00
6112	TRAVEL	E	4	0.00	0.00	0.00
BALANCE =				0.00	0.00	0.00

Appendix 5

499A

PAGE 1

XYZ COMPANY
GENERAL LEDGER ACCOUNT LIST
DATE: 01/01/81

ACCT NO.	DESCRIPTION	ACCT TYPE	CAT. CODE	TRANSACTION ACTIVITY			
				PREVIOUS MO.	CURRENT MO.	YEAR TO DATE	
1001	CASH ON HAND	A	-	0.00	0.00	667.09	
1002	CASH IN BANK	A	-	0.00	0.00	5,248.08	
1003	ACCOUNTS RECEIVABLE	A	-	0.00	0.00	15,498.08	
1004	BAD DEBT ALLOWANCE	A	-	0.00	0.00	500.00-	
1005	MDSE INVENTORY	A	-	0.00	0.00	22,146.60	
1006	FIXED ASSETS	A	-	0.00	0.00	11,000.00	
1007	DEPR ALLOWANCE	A	-	0.00	0.00	3,250.00-	
2001	ACCOUNTS PAYABLE	L	-	0.00	0.00	17,257.89-	
2002	TAXES WITHHELD	L	-	0.00	0.00	1,000.00-	
2003	NOTES PAYABLE	L	-	0.00	0.00	6,056.00-	
2004	ACCRUED PAYROLL	L	-	0.00	0.00	1,809.23-	
2005	ACCRUED TAXES	L	-	0.00	0.00	766.43-	
2501	COMMON STOCK	C	-	0.00	0.00	5,000.00-	
2502	PREFERRED STOCK	C	-	0.00	0.00	3,000.00-	
2503	TREASURY STOCK	C	-	0.00	0.00	2,000.00	
2998	YEAR-TO-DATE P & L	C	-	0.00	0.00	0.00	
2999	RETAINED EARNINGS	C	-	0.00	0.00	17,920.30-	
3001	CASH SALES	I	1	0.00	0.00	0.00	
3002	30 DAY CHG SALES	I	1	0.00	0.00	0.00	
3003	CREDIT CARD SALES	I	1	0.00	0.00	0.00	
3101	COST OF SALES/CASH	E	2	0.00	0.00	0.00	
3102	COST OF SALES/CHG	E	2	0.00	0.00	0.00	
3103	COST OF SALES/CR CD	E	2	0.00	0.00	0.00	
4101	ADVERTISING	E	3	0.00	0.00	0.00	
4102	COMMISSIONS	E	3	0.00	0.00	0.00	
4103	PROMOTION	E	3	0.00	0.00	0.00	
4104	PUBLICITY	E	3	0.00	0.00	0.00	
5101	SALESMEN'S SALARIES	E	3	0.00	0.00	0.00	
5102	CLERICAL SALARIES	E	4	0.00	0.00	0.00	
5103	ADMIN SALARIES	E	4	0.00	0.00	0.00	
5104	MANAGEMENT SALARIES	E	4	0.00	0.00	0.00	
6101	COMPUTER FEES	E	4	0.00	0.00	0.00	
6102	DUES & SUBSCRIPTIONS	E	4	0.00	0.00	0.00	
6103	AUTO EXPENSES	E	4	0.00	0.00	0.00	
6104	RENT EXPENSE	E	4	0.00	0.00	0.00	
6105	UTILITIES	E	4	0.00	0.00	0.00	
6106	TAXES	E	4	0.00	0.00	0.00	
6107	DEPRECIATION	E	4	0.00	0.00	0.00	
6108	ACCOUNTING	E	4	0.00	0.00	0.00	
6109	LEGAL FEES	E	4	0.00	0.00	0.00	
6110	INTEREST	E	4	0.00	0.00	0.00	
6111	SUPPLIES	E	4	0.00	0.00	0.00	
6112	TRAVEL	E	4	0.00	0.00	0.00	

Appendix 6

SESSION 1 PAGE 1

XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/10/81

DOCUMENT SEQUENCE

ACCT NO. DESCRIPTION	ACCT TYPE	ENTRY TYPE	POSTING DATE	ISSUE DATE	AMOUNT
=====					
** DOCUMENT: 1001 -- JAN 10 SALES REPORT					
1003 ACCOUNTS RECEIVABLE	A	M	01/10/81	01/10	15,498.08
3002 30 DAY CHG SALES	I	M	01/10/81	01/10	15,498.08-
TOTAL					0.00 **

SESSION TOTAL 0.00

XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/10/81

ACCOUNT SUMMARY

ACCT NO.	DESCRIPTION	AMOUNT
1003	ACCOUNTS RECEIVABLE	15,498.08
3002	30 DAY CHG SALES	15,498.08-

TOTAL		0.00

Appendix 7

SESSION 2 PAGE 1

XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/20/81

DOCUMENT SEQUENCE

ACCT NO. DESCRIPTION	ACCT TYPE	ENTRY TYPE	POSTING DATE	ISSUE DATE	AMOUNT
=====					
** DOCUMENT: 1002 -- JAN 20 SALES REPORT					
1001 CASH ON HAND	A	M	01/20/81	01/20	567.09
1002 CASH IN BANK	A	M	01/20/81	01/20	4,000.00
3001 CASH SALES	I	M	01/20/81	01/20	4,567.09-
			TOTAL		0.00 **

SESSION TOTAL 0.00

XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/20/81

ACCOUNT SUMMARY

ACCT NO.	DESCRIPTION	AMOUNT
1001	CASH ON HAND	567.09
1002	CASH IN BANK	4,000.00
3001	CASH SALES	4,567.09-

TOTAL 0.00

Appendix 8

SESSION 3 PAGE 1

XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/31/81

DOCUMENT SEQUENCE

ACCT NO. DESCRIPTION	ACCT TYPE	ENTRY TYPE	POSTING DATE	ISSUE DATE	AMOUNT
=====					
** DOCUMENT: 1003 -- JAN 31 SALES REPORT					
1002 CASH IN BANK	A	M	01/31/81	01/31	1,345.54
3003 CREDIT CARD SALES	I	M	01/31/81	01/31	1,345.54-
TOTAL					0.00 **

SESSION TOTAL 0.00

XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/31/81

ACCOUNT SUMMARY

ACCT NO.	DESCRIPTION	AMOUNT
1002	CASH IN BANK	1,345.54
3003	CREDIT CARD SALES	1,345.54-

TOTAL		0.00

XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/31/81

DOCUMENT SEQUENCE

ACCT NO. DESCRIPTION	ACCT TYPE	ENTRY TYPE	POSTING DATE	ISSUE DATE	AMOUNT
=====					
** DOCUMENT: 1004 -- COST OF GOODS SOLD					
3101 COST OF SALES/CASH	E	M	01/31/81	01/31	2,106.18
3102 COST OF SALES/CHG	E	M	01/31/81	01/31	8,102.06
3103 COST OF SALES/CR CD	E	M	01/31/81	01/31	645.16
1005 MDSE INVENTORY	A	M	01/31/81	01/31	10,853.40-
TOTAL					0.00 **

SESSION TOTAL 0.00

XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/31/81

ACCOUNT SUMMARY

ACCT NO.	DESCRIPTION	AMOUNT
1005	MDSE INVENTORY	10,853.40-
3101	COST OF SALES/CASH	2,106.18
3102	COST OF SALES/CHG	8,102.06
3103	COST OF SALES/CR CD	645.16

TOTAL		0.00

Appendix 10

SESSION 5 PAGE 1

XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/31/81

DOCUMENT SEQUENCE

ACCT NO. DESCRIPTION	ACCT TYPE	ENTRY TYPE	POSTING DATE	ISSUE DATE	AMOUNT	
=====						
** DOCUMENT: 1005 --	101	FW	STAR TELEGRAM			
4101 ADVERTISING	E	M	01/31/81	01/05	82.45	
1002 CASH IN BANK	A	M	01/31/81	01/05	82.45-	
			TOTAL		0.00	**
** DOCUMENT: 1006 --	102	MARY	SMITH			
4102 COMMISSIONS	E	M	01/31/81	01/08	345.23	
1002 CASH IN BANK	A	M	01/31/81	01/08	345.23-	
			TOTAL		0.00	**
** DOCUMENT: 1007 --	103	ACME	SUPPLIES			
4103 PROMOTION	E	M	01/31/81	01/10	45.67	
1002 CASH IN BANK	A	M	01/31/81	01/10	45.67-	
			TOTAL		0.00	**
** DOCUMENT: 1008 --	104	BUSINESS	WEEK			
6102 DUES & SUBSCRIPTIONS	E	M	01/31/81	01/12	36.00	
1002 CASH IN BANK	A	M	01/31/81	01/12	36.00-	
			TOTAL		0.00	**
** DOCUMENT: 1009 --	105	ROACH	PUBLIC REL			
4104 PUBLICITY	E	M	01/31/81	01/13	100.00	
1002 CASH IN BANK	A	M	01/31/81	01/13	100.00-	
			TOTAL		0.00	**
** DOCUMENT: 1010 --	106	JACK	SAYLES			
5101 SALESMEN'S SALARIES	E	M	01/31/81	01/14	500.00	
1002 CASH IN BANK	A	M	01/31/81	01/14	500.00-	
			TOTAL		0.00	**
** DOCUMENT: 1011 --	107	MARTY	MANAGER			
5104 MANAGEMENT SALARIES	E	M	01/31/81	01/15	987.78	
1002 CASH IN BANK	A	M	01/31/81	01/15	987.78-	
			TOTAL		0.00	**
** DOCUMENT: 1012 --	108	TECH	COMPUTERS			
6101 COMPUTER FEES	E	M	01/31/81	01/16	1,234.45	
1002 CASH IN BANK	A	M	01/31/81	01/16	1,234.45-	
			TOTAL		0.00	**

XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/31/81

DOCUMENT SEQUENCE

ACCT NO. DESCRIPTION	ACCT TYPE	ENTRY TYPE	POSTING DATE	ISSUE DATE	AMOUNT
=====					
** DOCUMENT: 1013 -- 109 MOBIL OIL					
6103 AUTO EXPENSES	E	M	01/31/81	01/18	134.34
1002 CASH IN BANK	A	M	01/31/81	01/18	134.34-
			TOTAL		0.00 **
** DOCUMENT: 1014 -- 110 ASSOC REALTY					
6104 RENT EXPENSE	E	M	01/31/81	01/20	1,234.34
1002 CASH IN BANK	A	M	01/31/81	01/20	1,234.34-
			TOTAL		0.00 **
** DOCUMENT: 1015 -- 111 TEXAS ELECTRIC					
6105 UTILITIES	E	M	01/31/81	01/24	348.98
1002 CASH IN BANK	A	M	01/31/81	01/24	348.98-
			TOTAL		0.00 **
** DOCUMENT: 1016 -- 112 STANDARD OFFICE					
6111 SUPPLIES	E	M	01/31/81	01/28	3.22
1002 CASH IN BANK	A	M	01/31/81	01/28	3.22-
			TOTAL		0.00 **
** DOCUMENT: 1017 -- 113 PERCY'S TOURS					
6112 TRAVEL	E	M	01/31/81	01/25	45.00
1002 CASH IN BANK	A	M	01/31/81	01/25	45.00-
			TOTAL		0.00 **
** DOCUMENT: 1018 -- 114 CAPITAL EQUIP CO					
1006 FIXED ASSETS	A	M	01/31/81	01/25	1,000.00
1002 CASH IN BANK	A	M	01/31/81	01/25	1,000.00-
			TOTAL		0.00 **

SESSION TOTAL 0.00

XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/31/81

ACCOUNT SUMMARY

ACCT NO.	DESCRIPTION	AMOUNT
1002	CASH IN BANK	6,097.46-
1006	FIXED ASSETS	1,000.00
4101	ADVERTISING	82.45
4102	COMMISSIONS	345.23
4103	PROMOTION	45.67
4104	PUBLICITY	100.00
5101	SALESMEN'S SALARIES	500.00
5104	MANAGEMENT SALARIES	987.78
6101	COMPUTER FEES	1,234.45
6102	DUES & SUBSCRIPTIONS	36.00
6103	AUTO EXPENSES	134.34
6104	RENT EXPENSE	1,234.34
6105	UTILITIES	348.98
6111	SUPPLIES	3.22
6112	TRAVEL	45.00

TOTAL 0.00

Appendix 11

SESSION 6 PAGE 1

XYZ COMPANY GENERAL LEDGER POSTING SUMMARY DATE: 01/31/81

DOCUMENT SEQUENCE

ACCT NO. DESCRIPTION	ACCT TYPE	ENTRY TYPE	POSTING DATE	ISSUE DATE	AMOUNT
** DOCUMENT: 1019 -- PAYROLL REGISTER					
5102 CLERICAL SALARIES	E	M	01/31/81	01/31	432.56
2004 ACCRUED PAYROLL	L	M	01/31/81	01/31	432.56-
			TOTAL		0.00 **
** DOCUMENT: 1020 -- PAYROLL REGISTER					
5103 ADMIN SALARIES	E	M	01/31/81	01/31	876.67
2004 ACCRUED PAYROLL	L	M	01/31/81	01/31	876.67-
			TOTAL		0.00 **
** DOCUMENT: 1021 -- JAN P/R TAX					
6106 TAXES	E	M	01/31/81	01/31	166.43
2005 ACCRUED TAXES	L	M	01/31/81	01/31	166.43-
			TOTAL		0.00 **
** DOCUMENT: 1022 -- PRICE & WATERS					
6108 ACCOUNTING	E	M	01/31/81	01/31	800.00
2001 ACCOUNTS PAYABLE	L	M	01/31/81	01/31	800.00-
			TOTAL		0.00 **
** DOCUMENT: 1023 -- DUDLEY LEGALMAN					
6109 LEGAL FEES	E	M	01/31/81	01/31	457.89
2001 ACCOUNTS PAYABLE	L	M	01/31/81	01/31	457.89-
			TOTAL		0.00 **
** DOCUMENT: 1024 -- DEPR SCHEDULE					
6107 DEPRECIATION	E	M	01/31/81	01/31	250.00
1007 DEPR ALLOWANCE	A	M	01/31/81	01/31	250.00-
			TOTAL		0.00 **
** DOCUMENT: 1025 -- 1ST NATL BANK					
6110 INTEREST	E	M	01/31/81	01/31	56.00
2003 NOTES PAYABLE	L	M	01/31/81	01/31	56.00-
			TOTAL		0.00 **
** DOCUMENT: 1026 -- ACCT REC JOURNAL					
1002 CASH IN BANK	A	M	01/31/81	01/31	5,000.00
1003 ACCOUNTS RECEIVABLE	A	M	01/31/81	01/31	5,000.00-
			TOTAL		0.00 **
** DOCUMENT: 1027 -- PURCHASE JOURNAL					
1005 MDSE INVENTORY	A	M	01/31/81	01/31	8,000.00
2001 ACCOUNTS PAYABLE	L	M	01/31/81	01/31	8,000.00-
			TOTAL		0.00 **

SESSION TOTAL 0.00

XYZ COMPANY
GENERAL LEDGER POSTING SUMMARY
DATE: 01/31/81

ACCOUNT SUMMARY

ACCT NO.	DESCRIPTION	AMOUNT
1002	CASH IN BANK	5,000.00
1003	ACCOUNTS RECEIVABLE	5,000.00-
1005	MDSE INVENTORY	8,000.00
1007	DEPR ALLOWANCE	250.00-
2001	ACCOUNTS PAYABLE	9,257.89-
2003	NOTES PAYABLE	56.00-
2004	ACCRUED PAYROLL	1,309.23-
2005	ACCRUED TAXES	166.43-
5102	CLERICAL SALARIES	432.56
5103	ADMIN SALARIES	876.67
6106	TAXES	166.43
6107	DEPRECIATION	250.00
6108	ACCOUNTING	800.00
6109	LEGAL FEES	457.89
6110	INTEREST	56.00

TOTAL 0.00

Appendix 12

PAGE 1

XYZ COMPANY MONTHLY TRANSACTIONS REPORT DATE: 01/31/81

ACCOUNT NO. SEQUENCE

DOCUMENT	DESCRIPTION		AMOUNT	
=====				
** ACCT	1001 CASH ON HAND	A **		
1002	JAN 20 SALES REPORT M	01/20/81	567.09	
	TOTAL		567.09	
** ACCT	1002 CASH IN BANK	A **		
1002	JAN 20 SALES REPORT M	01/20/81	4,000.00	
1003	JAN 31 SALES REPORT M	01/31/81	1,345.54	
1005	101 FW STAR TELEGRAM M	01/31/81	82.45-	
1006	102 MARY SMITH M	01/31/81	345.23-	
1007	103 ACME SUPPLIES M	01/31/81	45.67-	
1008	104 BUSINESS WEEK M	01/31/81	36.00-	
1009	105 ROACH PUBLIC REL M	01/31/81	100.00-	
1010	106 JACK SAYLES M	01/31/81	500.00-	
1011	107 MARTY MANAGER M	01/31/81	987.78-	
1012	108 TECH COMPUTERS M	01/31/81	1,234.45-	
1013	109 MOBIL OIL M	01/31/81	134.34-	
1014	110 ASSOC REALTY M	01/31/81	1,234.34-	
1015	111 TEXAS ELECTRIC M	01/31/81	348.98-	
1016	112 STANDARD OFFICE M	01/31/81	3.22-	
1017	113 PERCY'S TOURS M	01/31/81	45.00-	
1018	114 CAPITAL EQUIP CO M	01/31/81	1,000.00-	
1026	ACCT REC JOURNAL M	01/31/81	5,000.00	
	TOTAL		4,248.08	
** ACCT	1003 ACCOUNTS RECEIVABLE	A **		
1001	JAN 10 SALES REPORT M	01/10/81	15,498.08	
1026	ACCT REC JOURNAL M	01/31/81	5,000.00-	
	TOTAL		10,498.08	
** ACCT	1005 MDSE INVENTORY	A **		
1004	COST OF GOODS SOLD M	01/31/81	10,853.40-	
1027	PURCHASE JOURNAL M	01/31/81	8,000.00	
	TOTAL		2,853.40-	
** ACCT	1006 FIXED ASSETS	A **		
1018	114 CAPITAL EQUIP CO M	01/31/81	1,000.00	
	TOTAL		1,000.00	
** ACCT	1007 DEPR ALLOWANCE	A **		
1024	DEPR SCHEDULE M	01/31/81	250.00-	
	TOTAL		250.00-	
** ACCT	2001 ACCOUNTS PAYABLE	L **		
1022	PRICE & WATERS M	01/31/81	800.00-	
1023	DUDLEY LEGALMAN M	01/31/81	457.89-	
1027	PURCHASE JOURNAL M	01/31/81	8,000.00-	
	TOTAL		9,257.89-	
** ACCT	2003 NOTES PAYABLE	L **		
1025	1ST NATL BANK M	01/31/81	56.00-	
	TOTAL		56.00-	

XYZ COMPANY
MONTHLY TRANSACTIONS REPORT
DATE: 01/31/81

ACCOUNT NO. SEQUENCE

DOCUMENT	DESCRIPTION	AMOUNT
** ACCT	2004 ACCRUED PAYROLL	L **
1019	PAYROLL REGISTER M	01/31/81 432.56-
1020	PAYROLL REGISTER M	01/31/81 876.67-
	TOTAL	1,309.23-
** ACCT	2005 ACCRUED TAXES	L **
1021	JAN P/R TAX M	01/31/81 166.43-
	TOTAL	166.43-
** ACCT	3001 CASH SALES	I **
1002	JAN 20 SALES REPORT M	01/20/81 4,567.09-
	TOTAL	4,567.09-
** ACCT	3002 30 DAY CHG SALES	I **
1001	JAN 10 SALES REPORT M	01/10/81 15,498.08-
	TOTAL	15,498.08-
** ACCT	3003 CREDIT CARD SALES	I **
1003	JAN 31 SALES REPORT M	01/31/81 1,345.54-
	TOTAL	1,345.54-
** ACCT	3101 COST OF SALES/CASH	E **
1004	COST OF GOODS SOLD M	01/31/81 2,106.18
	TOTAL	2,106.18
** ACCT	3102 COST OF SALES/CHG	E **
1004	COST OF GOODS SOLD M	01/31/81 8,102.06
	TOTAL	8,102.06
** ACCT	3103 COST OF SALES/CR CD	E **
1004	COST OF GOODS SOLD M	01/31/81 645.16
	TOTAL	645.16
** ACCT	4101 ADVERTISING	E **
1005	101 FW STAR TELEGRAM M	01/31/81 82.45
	TOTAL	82.45
** ACCT	4102 COMMISSIONS	E **
1006	102 MARY SMITH M	01/31/81 345.23
	TOTAL	345.23
** ACCT	4103 PROMOTION	E **
1007	103 ACME SUPPLIES M	01/31/81 45.67
	TOTAL	45.67
** ACCT	4104 PUBLICITY	E **
1009	105 ROACH PUBLIC REL M	01/31/81 100.00
	TOTAL	100.00
** ACCT	5101 SALESMEN'S SALARIES	E **

XYZ COMPANY
MONTHLY TRANSACTIONS REPORT
DATE: 01/31/81

ACCOUNT NO. SEQUENCE

DOCUMENT	DESCRIPTION			AMOUNT
1010	106 JACK SAYLES	M	01/31/81	500.00
	TOTAL			500.00
** ACCT	5102 CLERICAL SALARIES		E **	
1019	PAYROLL REGISTER	M	01/31/81	432.56
	TOTAL			432.56
** ACCT	5103 ADMIN SALARIES		E **	
1020	PAYROLL REGISTER	M	01/31/81	876.67
	TOTAL			876.67
** ACCT	5104 MANAGEMENT SALARIES		E **	
1011	107 MARTY MANAGER	M	01/31/81	987.78
	TOTAL			987.78
** ACCT	6101 COMPUTER FEES		E **	
1012	108 TECH COMPUTERS	M	01/31/81	1,234.45
	TOTAL			1,234.45
** ACCT	6102 DUES & SUBSCRIPTIONS		E **	
1008	104 BUSINESS WEEK	M	01/31/81	36.00
	TOTAL			36.00
** ACCT	6103 AUTO EXPENSES		E **	
1013	109 MOBIL OIL	M	01/31/81	134.34
	TOTAL			134.34
** ACCT	6104 RENT EXPENSE		E **	
1014	110 ASSOC REALTY	M	01/31/81	1,234.34
	TOTAL			1,234.34
** ACCT	6105 UTILITIES		E **	
1015	111 TEXAS ELECTRIC	M	01/31/81	348.98
	TOTAL			348.98
** ACCT	6106 TAXES		E **	
1021	JAN P/R TAX	M	01/31/81	166.43
	TOTAL			166.43
** ACCT	6107 DEPRECIATION		E **	
1024	DEPR SCHEDULE	M	01/31/81	250.00
	TOTAL			250.00
** ACCT	6108 ACCOUNTING		E **	
1022	PRICE & WATERS	M	01/31/81	800.00
	TOTAL			800.00
** ACCT	6109 LEGAL FEES		E **	
1023	DUDLEY LEGALMAN	M	01/31/81	457.89
	TOTAL			457.89
** ACCT	6110 INTEREST		E **	

XYZ COMPANY
MONTHLY TRANSACTIONS REPORT
DATE: 01/31/81

ACCOUNT NO. SEQUENCE

DOCUMENT	DESCRIPTION			AMOUNT
1025	1ST NATL BANK	M	01/31/81	56.00
			TOTAL	56.00
** ACCT	6111 SUPPLIES		E **	
1016	112 STANDARD OFFICE	M	01/31/81	3.22
			TOTAL	3.22
** ACCT	6112 TRAVEL		E **	
1017	113 PERCY'S TOURS	M	01/31/81	45.00
			TOTAL	45.00

TOTAL 0.00

Appendix 13

PAGE 1

XYZ COMPANY
MONTHLY TRANSACTIONS REPORT
DATE: 01/31/81

DOCUMENT NO. SEQUENCE

ACCT	DESCRIPTION	AMOUNT
** DOCUMENT 1001 JAN 10 SALES REPORT M **		
1003	ACCOUNTS RECEIVABLE A 01/10/81	15,498.08
3002	30 DAY CHG SALES I 01/10/81	15,498.08-
	TOTAL	0.00
** DOCUMENT 1002 JAN 20 SALES REPORT M **		
1001	CASH ON HAND A 01/20/81	567.09
1002	CASH IN BANK A 01/20/81	4,000.00
3001	CASH SALES I 01/20/81	4,567.09-
	TOTAL	0.00 **
** DOCUMENT 1003 JAN 31 SALES REPORT M **		
1002	CASH IN BANK A 01/31/81	1,345.54
3003	CREDIT CARD SALES I 01/31/81	1,345.54-
	TOTAL	0.00
** DOCUMENT 1004 COST OF GOODS SOLD M **		
3101	COST OF SALES/CASH E 01/31/81	2,106.18
3102	COST OF SALES/CHG E 01/31/81	8,102.06
3103	COST OF SALES/CR CD E 01/31/81	645.16
1005	MDSE INVENTORY A 01/31/81	10,853.40-
	TOTAL	0.00
** DOCUMENT 1005 101 FW STAR TELEGRAM M **		
4101	ADVERTISING E 01/31/81	82.45
1002	CASH IN BANK A 01/31/81	82.45-
	TOTAL	0.00
** DOCUMENT 1006 102 MARY SMITH M **		
4102	COMMISSIONS E 01/31/81	345.23
1002	CASH IN BANK A 01/31/81	345.23-
	TOTAL	0.00
** DOCUMENT 1007 103 ACME SUPPLIES M **		
4103	PROMOTION E 01/31/81	45.67
1002	CASH IN BANK A 01/31/81	45.67-
	TOTAL	0.00
** DOCUMENT 1008 104 BUSINESS WEEK M **		
6102	DUES & SUBSCRIPTIONS E 01/31/81	36.00
1002	CASH IN BANK A 01/31/81	36.00-
	TOTAL	0.00
** DOCUMENT 1009 105 ROACH PUBLIC REL M **		
4104	PUBLICITY E 01/31/81	100.00
1002	CASH IN BANK A 01/31/81	100.00-
	TOTAL	0.00
** DOCUMENT 1010 106 JACK SAYLES M **		
5101	SALESMEN'S SALARIES E 01/31/81	500.00

XYZ COMPANY
MONTHLY TRANSACTIONS REPORT
DATE: 01/31/81

DOCUMENT NO. SEQUENCE

ACCT	DESCRIPTION			AMOUNT
1002	CASH IN BANK	A	01/31/81	500.00-
	TOTAL			0.00
** DOCUMENT	1011 107 MARTY MANAGER		M **	
5104	MANAGEMENT SALARIES	E	01/31/81	987.78
1002	CASH IN BANK	A	01/31/81	987.78-
	TOTAL			0.00
** DOCUMENT	1012 108 TECH COMPUTERS		M **	
6101	COMPUTER FEES	E	01/31/81	1,234.45
1002	CASH IN BANK	A	01/31/81	1,234.45-
	TOTAL			0.00
** DOCUMENT	1013 109 MOBIL OIL		M **	
6103	AUTO EXPENSES	E	01/31/81	134.34
1002	CASH IN BANK	A	01/31/81	134.34-
	TOTAL			0.00
** DOCUMENT	1014 110 ASSOC REALTY		M **	
6104	RENT EXPENSE	E	01/31/81	1,234.34
1002	CASH IN BANK	A	01/31/81	1,234.34-
	TOTAL			0.00
** DOCUMENT	1015 111 TEXAS ELECTRIC		M **	
6105	UTILITIES	E	01/31/81	348.98
1002	CASH IN BANK	A	01/31/81	348.98-
	TOTAL			0.00
** DOCUMENT	1016 112 STANDARD OFFICE		M **	
6111	SUPPLIES	E	01/31/81	3.22
1002	CASH IN BANK	A	01/31/81	3.22-
	TOTAL			0.00
** DOCUMENT	1017 113 PERCY'S TOURS		M **	
6112	TRAVEL	E	01/31/81	45.00
1002	CASH IN BANK	A	01/31/81	45.00-
	TOTAL			0.00
** DOCUMENT	1018 114 CAPITAL EQUIP CO		M **	
1006	FIXED ASSETS	A	01/31/81	1,000.00
1002	CASH IN BANK	A	01/31/81	1,000.00-
	TOTAL			0.00
** DOCUMENT	1019 PAYROLL REGISTER		M **	
5102	CLERICAL SALARIES	E	01/31/81	432.56
2004	ACCRUED PAYROLL	L	01/31/81	432.56-
	TOTAL			0.00
** DOCUMENT	1020 PAYROLL REGISTER		M **	
5103	ADMIN SALARIES	E	01/31/81	876.67
2004	ACCRUED PAYROLL	L	01/31/81	876.67-
	TOTAL			0.00

XYZ COMPANY
MONTHLY TRANSACTIONS REPORT
DATE: 01/31/81

DOCUMENT NO. SEQUENCE

ACCT	DESCRIPTION			AMOUNT
** DOCUMENT 1021 JAN P/R TAX M **				
6106	TAXES	E	01/31/81	166.43
2005	ACCRUED TAXES	L	01/31/81	166.43-
	TOTAL			0.00
** DOCUMENT 1022 PRICE & WATERS M **				
6108	ACCOUNTING	E	01/31/81	800.00
2001	ACCOUNTS PAYABLE	L	01/31/81	800.00-
	TOTAL			0.00
** DOCUMENT 1023 DUDLEY LEGALMAN M **				
6109	LEGAL FEES	E	01/31/81	457.89
2001	ACCOUNTS PAYABLE	L	01/31/81	457.89-
	TOTAL			0.00
** DOCUMENT 1024 DEPR SCHEDULE M **				
6107	DEPRECIATION	E	01/31/81	250.00
1007	DEPR ALLOWANCE	A	01/31/81	250.00-
	TOTAL			0.00
** DOCUMENT 1025 1ST NATL BANK M **				
6110	INTEREST	E	01/31/81	56.00
2003	NOTES PAYABLE	L	01/31/81	56.00-
	TOTAL			0.00
** DOCUMENT 1026 ACCT REC JOURNAL M **				
1002	CASH IN BANK	A	01/31/81	5,000.00
1003	ACCOUNTS RECEIVABLE	A	01/31/81	5,000.00-
	TOTAL			0.00
** DOCUMENT 1027 PURCHASE JOURNAL M **				
1005	MDSE INVENTORY	A	01/31/81	8,000.00
2001	ACCOUNTS PAYABLE	L	01/31/81	8,000.00-
	TOTAL			0.00

TOTAL 0.00

Appendix 14

PAGE 1

XYZ COMPANY
GENERAL LEDGER TRIAL BALANCE
DATE: 01/31/81

ACCT NO.	DESCRIPTION	ACCT TYPE	CAT. CODE	TRANSACTION ACTIVITY		
				PREVIOUS MO.	CURRENT MO.	YEAR TO DATE
1001	CASH ON HAND	A	-	0.00	567.09	1,234.18
1002	CASH IN BANK	A	-	0.00	4,248.08	9,496.16
1003	ACCOUNTS RECEIVABLE	A	-	0.00	10,498.08	25,996.16
1004	BAD DEBT ALLOWANCE	A	-	0.00	0.00	500.00-
1005	MDSE INVENTORY	A	-	0.00	2,853.40-	19,293.20
1006	FIXED ASSETS	A	-	0.00	1,000.00	12,000.00
1007	DEPR ALLOWANCE	A	-	0.00	250.00-	3,500.00-
2001	ACCOUNTS PAYABLE	L	-	0.00	9,257.89-	26,515.78-
2002	TAXES WITHHELD	L	-	0.00	0.00	1,000.00-
2003	NOTES PAYABLE	L	-	0.00	56.00-	6,112.00-
2004	ACCRUED PAYROLL	L	-	0.00	1,309.23-	3,118.46-
2005	ACCRUED TAXES	L	-	0.00	166.43-	932.86-
2501	COMMON STOCK	C	-	0.00	0.00	5,000.00-
2502	PREFERRED STOCK	C	-	0.00	0.00	3,000.00-
2503	TREASURY STOCK	C	-	0.00	0.00	2,000.00
2999	RETAINED EARNINGS	C	-	0.00	0.00	17,920.30-
3001	CASH SALES	I	1	0.00	4,567.09-	4,567.09-
3002	30 DAY CHG SALES	I	1	0.00	15,498.08-	15,498.08-
3003	CREDIT CARD SALES	I	1	0.00	1,345.54-	1,345.54-
3101	COST OF SALES/CASH	E	2	0.00	2,106.18	2,106.18
3102	COST OF SALES/CHG	E	2	0.00	8,102.06	8,102.06
3103	COST OF SALES/CR CD	E	2	0.00	645.16	645.16
4101	ADVERTISING	E	3	0.00	82.45	82.45
4102	COMMISSIONS	E	3	0.00	345.23	345.23
4103	PROMOTION	E	3	0.00	45.67	45.67
4104	PUBLICITY	E	3	0.00	100.00	100.00
5101	SALESMEN'S SALARIES	E	3	0.00	500.00	500.00
5102	CLERICAL SALARIES	E	4	0.00	432.56	432.56
5103	ADMIN SALARIES	E	4	0.00	876.67	876.67
5104	MANAGEMENT SALARIES	E	4	0.00	987.78	987.78
6101	COMPUTER FEES	E	4	0.00	1,234.45	1,234.45
6102	DUES & SUBSCRIPTIONS	E	4	0.00	36.00	36.00
6103	AUTO EXPENSES	E	4	0.00	134.34	134.34
6104	RENT EXPENSE	E	4	0.00	1,234.34	1,234.34
6105	UTILITIES	E	4	0.00	348.98	348.98
6106	TAXES	E	4	0.00	166.43	166.43
6107	DEPRECIATION	E	4	0.00	250.00	250.00
6108	ACCOUNTING	E	4	0.00	800.00	800.00
6109	LEGAL FEES	E	4	0.00	457.89	457.89
6110	INTEREST	E	4	0.00	56.00	56.00
6111	SUPPLIES	E	4	0.00	3.22	3.22
6112	TRAVEL	E	4	0.00	45.00	45.00
BALANCE =				0.00	0.00	0.00

Appendix 15

PAGE 1

XYZ COMPANY
INCOME STATEMENT
PERIOD ENDING: 01/31/81

DATE: 01/31/81

ACCT	DESCRIPTION	CURRENT	%	YEAR-TO-DATE	%

** GROSS SALES **					

3001	CASH SALES	4,567.09-	21.3	4,567.09-	21.3
3002	30 DAY CHG SALES	15,498.08-	72.4	15,498.08-	72.4
3003	CREDIT CARD SALES	1,345.54-	6.3	1,345.54-	6.3
**	TOTAL GROSS SALES	21,410.71-	100.0	21,410.71-	100.0

** COST OF GOODS SOLD **					

3101	COST OF SALES/CASH	2,106.18	9.8	2,106.18	9.8
3102	COST OF SALES/CHG	8,102.06	37.8	8,102.06	37.8
3103	COST OF SALES/CR CD	645.16	3.0	645.16	3.0
**	TOTAL COST OF GOODS SOLD	10,853.40	50.7	10,853.40	50.7

GROSS PROFIT		10,557.31-	49.3	10,557.31-	49.3

** SELLING EXPENSES **					

4101	ADVERTISING	82.45	0.4	82.45	0.4
4102	COMMISSIONS	345.23	1.6	345.23	1.6
4103	PROMOTION	45.67	0.2	45.67	0.2
4104	PUBLICITY	100.00	0.5	100.00	0.5
5101	SALESMEN'S SALARIES	500.00	2.3	500.00	2.3
**	TOTAL SELLING EXPENSES	1,073.35	5.0	1,073.35	5.0

** GENERAL OVERHEAD **					

5102	CLERICAL SALARIES	432.56	2.0	432.56	2.0
5103	ADMIN SALARIES	876.67	4.1	876.67	4.1
5104	MANAGEMENT SALARIES	987.78	4.6	987.78	4.6
6101	COMPUTER FEES	1,234.45	5.8	1,234.45	5.8
6102	DUES & SUBSCRIPTIONS	36.00	0.2	36.00	0.2
6103	AUTO EXPENSES	134.34	0.6	134.34	0.6
6104	RENT EXPENSE	1,234.34	5.8	1,234.34	5.8
6105	UTILITIES	348.98	1.6	348.98	1.6
6106	TAXES	166.43	0.8	166.43	0.8
6107	DEPRECIATION	250.00	1.2	250.00	1.2
6108	ACCOUNTING	800.00	3.7	800.00	3.7
6109	LEGAL FEES	457.89	2.1	457.89	2.1
6110	INTEREST	56.00	0.3	56.00	0.3
6111	SUPPLIES	3.22	0.0	3.22	0.0

XYZ COMPANY
INCOME STATEMENT
PERIOD ENDING: 01/31/81

PAGE 2

DATE: 01/31/81

ACCT DESCRIPTION	CURRENT	%	YEAR-TO-DATE	%
6112 TRAVEL	45.00	0.2	45.00	0.2
** TOTAL GENERAL OVERHEAD	7,063.66	33.0	7,063.66	33.0
TOTAL INCOME	21,410.71-	100.0	21,410.71-	100.0
TOTAL EXPENSE	18,990.41	88.7	18,990.41	88.7
NET PROFIT (NEGATIVE NO. = LOSS)	2,420.30	11.3	2,420.30	11.3

Appendix 16

PAGE 1

XYZ COMPANY
BALANCE SHEET
DATE: 01/31/81

ACCT	DESCRIPTION	AMOUNT
=====		
	++++++ ASSETS ++++++	
1001	CASH ON HAND	1,234.18
1002	CASH IN BANK	9,496.16
1003	ACCOUNTS RECEIVABLE	25,996.16
1004	BAD DEBT ALLOWANCE	500.00-
1005	MDSE INVENTORY	19,293.20
1006	FIXED ASSETS	12,000.00
1007	DEPR ALLOWANCE	3,500.00-
TOTAL ASSETS		64,019.70
	++++++ LIABILITIES ++++++	
2001	ACCOUNTS PAYABLE	26,515.78-
2002	TAXES WITHHELD	1,000.00-
2003	NOTES PAYABLE	6,112.00-
2004	ACCRUED PAYROLL	3,118.46-
2005	ACCRUED TAXES	932.86-
TOTAL LIABILITIES		37,679.10-
2501	COMMON STOCK	5,000.00-
2502	PREFERRED STOCK	3,000.00-
2503	TREASURY STOCK	2,000.00
2998	YEAR-TO-DATE P & L	2,420.30-
2999	RETAINED EARNINGS	17,920.30-
TOTAL CAPITAL		26,340.60-
TOTAL LIABILITIES & CAPITAL		64,019.70-

Appendix 17

PAGE 1

XYZ COMPANY
GENERAL LEDGER TRIAL BALANCE
DATE: 01/31/81

ACCT NO.	DESCRIPTION	ACCT TYPE	CAT. CODE	TRANSACTION ACTIVITY		
				PREVIOUS MO.	CURRENT MO.	YEAR TO DATE
1001	CASH ON HAND	A	-	567.09	0.00	1,234.18
1002	CASH IN BANK	A	-	4,248.08	0.00	9,496.16
1003	ACCOUNTS RECEIVABLE	A	-	10,498.08	0.00	25,996.16
1004	BAD DEBT ALLOWANCE	A	-	0.00	0.00	500.00-
1005	MDSE INVENTORY	A	-	2,853.40-	0.00	19,293.20
1006	FIXED ASSETS	A	-	1,000.00	0.00	12,000.00
1007	DEPR ALLOWANCE	A	-	250.00-	0.00	3,500.00-
2001	ACCOUNTS PAYABLE	L	-	9,257.89-	0.00	26,515.78-
2002	TAXES WITHHELD	L	-	0.00	0.00	1,000.00-
2003	NOTES PAYABLE	L	-	56.00-	0.00	6,112.00-
2004	ACCRUED PAYROLL	L	-	1,309.23-	0.00	3,118.46-
2005	ACCRUED TAXES	L	-	166.43-	0.00	932.86-
2501	COMMON STOCK	C	-	0.00	0.00	5,000.00-
2502	PREFERRED STOCK	C	-	0.00	0.00	3,000.00-
2503	TREASURY STOCK	C	-	0.00	0.00	2,000.00
2999	RETAINED EARNINGS	C	-	0.00	0.00	17,920.30-
3001	CASH SALES	I	1	4,567.09-	0.00	4,567.09-
3002	30 DAY CHG SALES	I	1	15,498.08-	0.00	15,498.08-
3003	CREDIT CARD SALES	I	1	1,345.54-	0.00	1,345.54-
3101	COST OF SALES/CASH	E	2	2,106.18	0.00	2,106.18
3102	COST OF SALES/CHG	E	2	8,102.06	0.00	8,102.06
3103	COST OF SALES/CR CD	E	2	645.16	0.00	645.16
4101	ADVERTISING	E	3	82.45	0.00	82.45
4102	COMMISSIONS	E	3	345.23	0.00	345.23
4103	PROMOTION	E	3	45.67	0.00	45.67
4104	PUBLICITY	E	3	100.00	0.00	100.00
5101	SALESMEN'S SALARIES	E	3	500.00	0.00	500.00
5102	CLERICAL SALARIES	E	4	432.56	0.00	432.56
5103	ADMIN SALARIES	E	4	876.67	0.00	876.67
5104	MANAGEMENT SALARIES	E	4	987.78	0.00	987.78
6101	COMPUTER FEES	E	4	1,234.45	0.00	1,234.45
6102	DUES & SUBSCRIPTIONS	E	4	36.00	0.00	36.00
6103	AUTO EXPENSES	E	4	134.34	0.00	134.34
6104	RENT EXPENSE	E	4	1,234.34	0.00	1,234.34
6105	UTILITIES	E	4	348.98	0.00	348.98
6106	TAXES	E	4	166.43	0.00	166.43
6107	DEPRECIATION	E	4	250.00	0.00	250.00
6108	ACCOUNTING	E	4	800.00	0.00	800.00
6109	LEGAL FEES	E	4	457.89	0.00	457.89
6110	INTEREST	E	4	56.00	0.00	56.00
6111	SUPPLIES	E	4	3.22	0.00	3.22
6112	TRAVEL	E	4	45.00	0.00	45.00
BALANCE =				0.00	0.00	0.00

This process prepares blank diskettes for use on the disk system. All data diskettes must be formatted before being used. Here's how you do it:

- 1 — Turn on your system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).
- 2 — Insert a diskette containing TRSDOS in Drive #0 and close the door. (The Program diskette in this package contains TRSDOS.)
- 3 — Insert a blank diskette in Drive # 1 and close the door.
- 4 — Press the Reset button.

Model I:

The screen will show:

```
DOS READY
WHICH DRIVE IS TO BE USED?
DISKETTE NAME?
CREATION DATE (MM/DD/YY)?
MASTER PASSWORD?
DO YOU WANT TO LOCK OUT
ANY TRACKS?
HIT "ENTER" TO CONTINUE
```

Model III:

The screen will show:

```
TRSDOS Ready
Format Which Drive?
Diskette Name?
Master Password?
```

You type:

```
FORMAT press ENTER
1 press ENTER
DATA81 press ENTER
01/01/81 press ENTER
PASSWORD press ENTER
```

```
NO press ENTER
Press ENTER
```

You type:

```
FORMAT press ENTER
1 press ENTER
DATA81 press ENTER
PASSWORD press ENTER
```

If you are re-using an old disk, the computer may show: DISKETTE contains DATA. Use Disk or not? If this question appears, type **Y** and press **ENTER**. The computer will start formatting the disk in Drive 1.

After the disk is formatted, you will return to TRSDOS Ready. Remove the formatted disk from Drive 1, and mark the disk with the name you've chosen. Always use a felt-tip marking pen. Pencils and ball point pens can damage the disk surface.

Use this procedure EXACTLY:

- 1) Turn on your system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).
- 2) Insert a new, blank diskette in Drive # 1.
- 3) Close the Drive # 1 Door.
- 4) Insert the diskette you wish to copy in Drive # 0, and close the door.
- 5) Press the Reset button.

Model I:

The screen will show:

DOS READY
SOURCE DRIVE NUMBER?
DESTINATION DRIVE NUMBER?
BACKUP DATE (MM/DD/YY)?
HIT "ENTER" TO CONTINUE

You type:

BACKUP and press **ENTER**
0 and press **ENTER**
1 and press **ENTER**
01/01/81 and press **ENTER**
(Example for January 1, 1981)
Press **ENTER** and you will be returned to DOS READY.

Model III:

The screen will show:

Enter Date (MM/DD/YY)?
Enter Time (HH:MM:SS)?
TRSDOS Ready
SOURCE Disk Master Password

You type:

01/01/81 and press **ENTER**
(Example for January 1, 1981)
Press **ENTER**
BACKUP and press **ENTER**
PASSWORD and press **ENTER**

Note: If you are using a new disk, the system will Format the disk for you.

If you are re-using an old disk, one or two additional questions may appear, depending on the previous contents of the disk. You may see:

Diskette contains DATA. Use Disk or not?

or:

Do you wish to RE-FORMAT the diskette?

If the questions appear, type **Y** and press **ENTER** for each question. When the process is done, the screen will show:

****Backup Complete****

Model I/III:

Now we can check to see if the "BACKUP" procedure was successful:

- 1) Remove the original diskette from Drive #0.
- 2) Take the Backup Diskette out of Drive # 1. Place the Backup copy in Drive # 0 and close the door.
- 3) Press the Reset button. If the screen shows: DOS READY (Model I) or TRSDOS Ready (Model III), your Backup was successful.

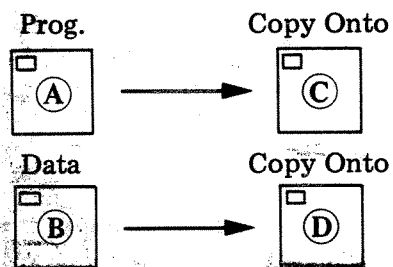
Appendix 20 — Rotating Your Diskettes

When you're using your system, get in the habit of making copies of both diskettes at the end of the day. The next day, use the copies that you just made. It's a very inexpensive form of insurance. You might consider even carrying the backup copies home at night in case of fire, theft, or vandalism. You should also save the diskettes that contain the last completed month.

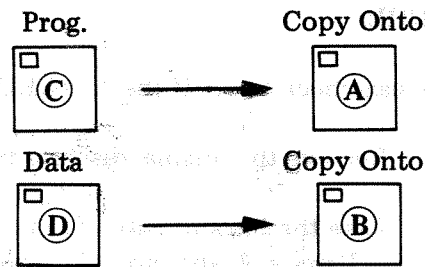
Here's an example, using 2 extra diskettes:

The first day's diskettes we will call A and B. The next day's diskettes will be called C and D.

Day One



Day Two



On the second day, you will take A, and B, and use them as blank diskettes to copy C and D. If something happens to a diskette, you still have the last backup copy to rely on. Four extra diskettes will give you three days of record protection.

Be sure to keep the last completed month's set of diskettes till you complete the current month. This is very important in case of a major problem.

Note: The most effective method for erasing diskettes is by using a Radio Shack Bulk Tape Eraser, Stock No. 44-210.