

COMPATIBLE ACCOUNTS RECEIVABLE SYSTEM AR-9

INSTALLATION AND OPERATING INSTRUCTIONS

*Keep these instructions for reference and training new personnel.

STARTA-SYSTEM® CONTENTS

- 25 Sales and Cash Received Journals
- 50 Accounts Receivable Ledgers
- 200 Double Window Envelopes
- 100 Deposit Slips
- 300
or 625 Statements
- 1 Folding Pegboard

HOW TO BEGIN

1. Check your order. Verify the imprint information is correct on your statements.
2. Place the folding pegboard on your desk so clamp is at the left. The pegboard will open to the right.
3. Place one journal on the pegboard. The first peghole on the journal should be placed on the first peg of the Pegboard.

PREPARING THE JOURNAL:

1. Enter the Month and Page Number in the spaces provided at the top of each journal. (See A of illustration 1)
2. In the heading area at the top of the journal, enter the sales categories used most often. (See B of illustration 1)

PREPARING THE LEDGER CARDS AND STATEMENTS:

1. Type or write the Name, Address, City and State on the customer's statement. Repeat this step on the ledger card. (See C of illustration 1)
2. Carry balances forward to the Balance column of the new statement. Place an "X" through the corresponding Previous Balance line on the ledger card. (See D of illustration 1)

The illustration shows a 'STATEMENT' and an 'ACCOUNTS RECEIVABLE LEDGER' side-by-side. The statement is from 'WAGNER-TODD & ASSOCIATES, INC.' and includes a section for customer information. The ledger card has columns for 'SALES TAX' and 'DEPT. A' through 'DEPT. G', and a 'BALANCE' column. Callout A points to the 'MONTH' and 'PAGE NO.' fields at the top of the ledger card. Callout B points to the 'SALES TAX' and 'DEPT.' columns. Callout C points to the customer information section on the statement. Callout D points to the 'BALANCE' column on the ledger card and the 'BALANCE' section on the statement.

STATEMENT		ACCOUNTS RECEIVABLE LEDGER										
WAGNER-TODD & ASSOCIATES, INC. 133 QUALITY DR. PHONE 583-1234 ANYTOWN, U.S.A. 98000		SALES TAX	DEPT. A	DEPT. B	DEPT. C	DEPT. D	DEPT. E	DEPT. F	DEPT. G	BALANCE	MONTH: April	PAGE NO. 1
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
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ILLUSTRATION #1

RECORDING SALES:

* If you use separate journals, use the Sales Journal to record Invoices.

1. Select the customer's ledger card and statement for the first sales slip or invoice to be posted.
2. Place the ledger card on the journal so it rests against the pegs. The first writing line of the ledger must align with the first writing line of the journal.
3. Place the customer statement over the ledger card so it rests against the pegs. Be sure the first writing line of the statement aligns with the first writing line of the ledger card.
4. From the sales slip or invoice, enter on the statement the Date, Reference Number, and Description (i.e. Invoice Number). Enter the Amount of the invoice in the Charge column. Extend the new balance to the Balance column on the statement. (See A of illustration 2)
5. The previous figure in the Balance column on the statement should be entered on the ledger card in the Previous Balance column for the current posting. If the customer did not have a previous balance, enter zero in this column. (See B of illustration 2)
6. Copy the customer's name from the statement or ledger card to the Name column on the journal. (See C of illustration 2)
7. Distribute the invoice amount to the appropriate Sales Distribution column(s). (See D of illustration 2)
8. Remove the ledger card and statement. Place the customer statement in a double window envelope for mailing.
9. Repeat steps 1-8 for each charge slip or invoice.

* NOTE: The Reference Number indicates the type of journal and the page and line number where the transaction is posted. Therefore S/R-1-8 indicates a combination Sales and Cash Receipts Journal, page 1, line 8.

STATEMENT
WAGNER-TODD & ASSOCIATES, INC.
 125 QUALITY DR. PHONE 888-1234
 ANYTOWN, U.S.A. 00000

Mike Smith Inc.
 405 Lane Street
 Anytown, U.S.A. 00000

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

DATE	REFERENCE	DETAIL	CHARGE	BALANCE FORWARD	BALANCE
4/20	S/R-1-8	INV. NO. 3892	48 26	124 00	174 26

ACCOUNTS RECEIVABLE LEDGER

DATE	NAME	SALES TAX	DEPT. A	DEPT. B	DEPT. C	DEPT. D	DEPT. E	DEPT. F	DEPT. G	DEPT. H	DEPT. I	DEPT. J	DEPT. K	DEPT. L	DEPT. M	DEPT. N	DEPT. O	DEPT. P	DEPT. Q	DEPT. R	DEPT. S	DEPT. T	DEPT. U	DEPT. V	DEPT. W	DEPT. X	DEPT. Y	DEPT. Z	PREVIOUS BALANCE	CHARGE	NEW BALANCE
	Quality Products	6 95							106 92																						
	Jim's Service Center	24 35	374 55																												
	Blomberg Insurance	33 92																													
	The Barber Co.	4 21																													
	Smith & Sons	12 61			194 00																										
	Central Stores	15 29																													
	Discount Outlet	5 27																													
	Mike Smith Inc.	2 85																													

APRIL 19 XX PAGE NO. 1

GENERAL LEDGER
 ACCOUNT NO. 100000

Callout Boxes:

- A. Enter All Necessary Information from the Invoice to the Customer Statement.** (Points to the invoice details on the statement)
- B. Enter the Previous Balance on the Ledger Card.** (Points to the 'PREVIOUS BALANCE' column on the ledger card)
- C. Enter the Customer's Name onto the Journal.** (Points to the 'NAME' column on the ledger card)
- D. Distribute the Invoice Amount to the Appropriate Distribution Column(s).** (Points to the 'SALES TAX' and 'DEPT.' columns on the ledger card)

ILLUSTRATION #2

PROVING THE JOURNAL:

1. Total all columns and enter the amounts in the Totals This Page line at the bottom of the journal. (See A of illustration 4)
2. Add the total of the Previous Balance column to the total of the Charges (debit) column. This sum total less the total of the Credit column must equal the total of the New Balance column. (See B of illustration 4)
3. Add the Totals This Page to the totals from the previous journal page to determine Totals To Date. Carry the Totals To Date forward to the next journal.

ACCOUNTS RECEIVABLE CONTROL										SALES DISTRIBUTION										MONTH: April		PAGE NO. 1																	
DATE	INVOICE NO.	DEBIT	ACCOUNT RECEIVABLE		DEBIT	AMOUNT	NAME	SALES TAX	DEPT. A	DEPT. B	DEPT. C	DEPT. D	DEPT. E	DEPT. F	DEPT. G	DEPT. H	DEPT. I	DEPT. J	DEPT. K	DEPT. L	DEPT. M	DEPT. N	DEPT. O	DEPT. P	DEPT. Q	DEPT. R	DEPT. S	DEPT. T	DEPT. U	DEPT. V	DEPT. W	DEPT. X	DEPT. Y	DEPT. Z	GENERAL LEDGER	ACCOUNT	AMOUNT		
BALANCE FORWARD																																							
4/20	SR-1-1	INV. NO. 3885	113 87		113 87	✓	Quality Products	6 95																															
4/20	SR-1-2	INV. NO. 3886	398 90		445 60	44 70	Jim's Garage Center	24 35	374 55																														
4/20	SR-1-3	INV. NO. 3887	555 80		680 10	124 30	General Insurance	33 92																															
4/20	SR-1-4	INV. NO. 3888	69 04		69 04	✓	The Barber Co.	6 31																															
4/20	SR-1-5	INV. NO. 3889	206 61		206 61	✓	Smith & Sons	12 61		194 00																													
4/20	SR-1-6	INV. NO. 3890	250 46		378 04	127 58	Central Stores	15 29																															
4/20	SR-1-7	INV. NO. 3891	86 29		86 29	✓	Discount Outlet	5 27																															
4/20	SR-1-8	INV. NO. 3892	48 26		174 26	126 00	Mike Smith Inc.	2 95																															
4/30	SR-1-N	CK. NO. 3218		86 29	✓	86 29	Discount Outlet																																
4/30	SR-1-11	CK. NO. 746		100 00	106 61	206 61	Smith & Sons																																
4/30	SR-1-12	CK. NO. 819		69 04	✓	69 04	The Barber Co.																																
4/30	SR-1-13	CK. NO. 1188		250 46	127 58	378 04	Central Stores																																
4/30	SR-1-14	CK. NO. 1043		174 26	✓	174 26	Mike Smith Inc.																																
TOTALS THIS PAGE			1729 23	680 05	2388 00	1 338 82		105 55	374 55	194 00	45 31	106 92	316 14	64 83	521 88																								
TOTALS TO DATE																																							

A. Total all Columns and Enter on Totals This Page Line.

B. Total of Previous Balance Column + Total Debit Column - Total of Credit Column = Total of New Balance Column.

ILLUSTRATION #4

ACCESSORY ITEMS AND ADDITIONAL OPTIONS

RECEIPTS:

A receipt will give you and your customer proof of payment. Receipts may be used in conjunction with the statement and ledger card.

JOURNALS:

Available in Sales, Cash Receipts or Combination Sales and Cash Received.

DOUBLE WINDOW ENVELOPES:

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



EQUIPMENT:

Posting trays and indexes are available to alphabetically store Compensation Records.

Post binders are available for storage of completed journals.

