COMPATIBLE ACCOUNTS PAYABLE SYSTEM FP-2200

INSTALLATION AND OPERATING INSTRUCTIONS

*Keep these instructions for reference and training new personnel.

STARTA-SYSTEM® CONTENTS

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

HOW TO BEGIN

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

PREPARING THE JOURNAL:

1. Enter the Date and Page Number in the spaces provided at the bottom of each journal. (See A of illustration 1)
2. In the Distribution columns on the front and back of both journals, enter the expense categories most often used in the heading area at the top. (See B of illustration 1)
3. Refer to the Bank Balance column on the Disbursements Journal. Enter your current checking account balance on the first line. (See C of illustration 1)

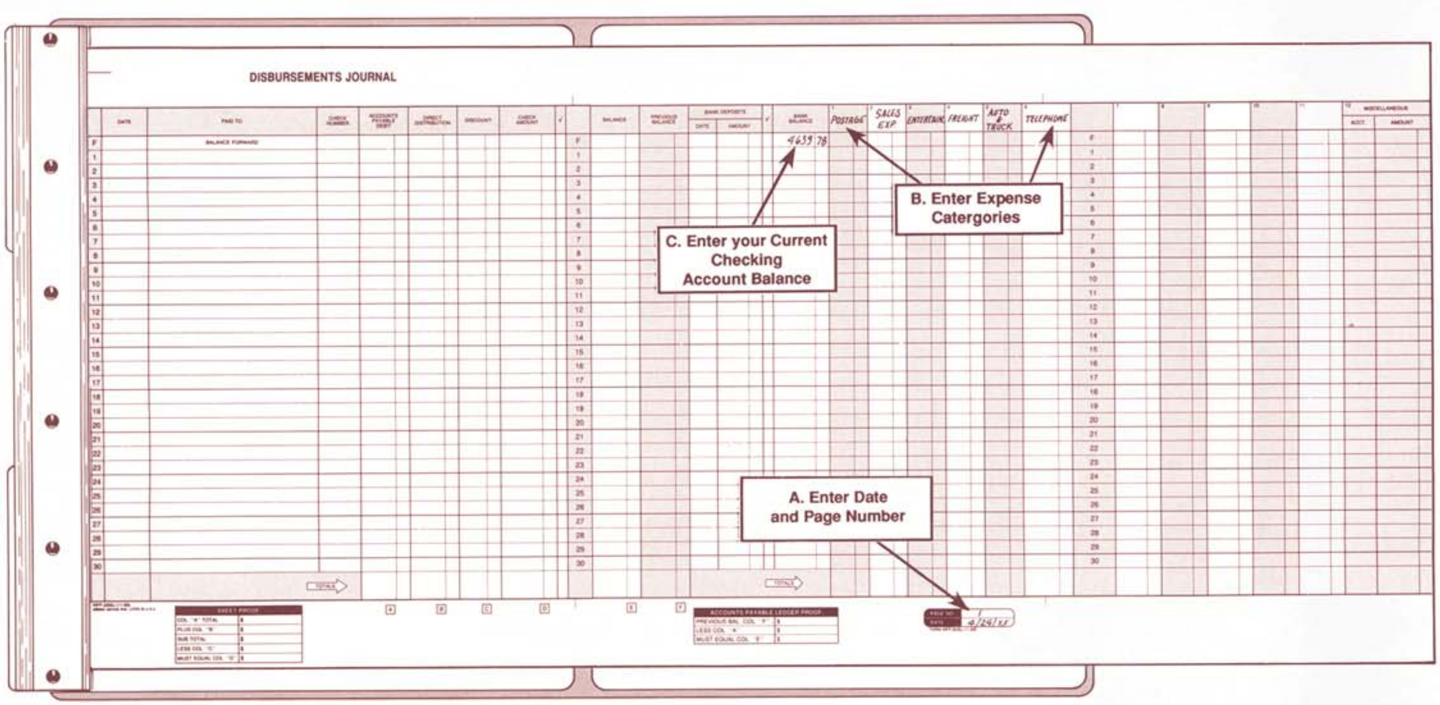


ILLUSTRATION #1

PREPARING THE ACCOUNTS PAYABLE LEDGER CARDS:

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

RECORDING PURCHASES:

1. Pull the appropriate ledger card. Place the ledger card on the purchase journal so the first writing line of the ledger card aligns with the first writing line of the journal.
2. Beginning at the left of the ledger card, enter the Date, the Name of the supplier, the gross amount of the invoice in the Invoice Amount column and the Balance. (Previous balance + current invoice amount) (See C of illustration 2)
3. Enter the Previous Balance on the journal. (See D of illustration 2)
4. Distribute the amount of the invoice to the proper distribution column on the right or back side of the journal. (See E of illustration 2)

RECORDING RETURNS AND CREDITS:

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

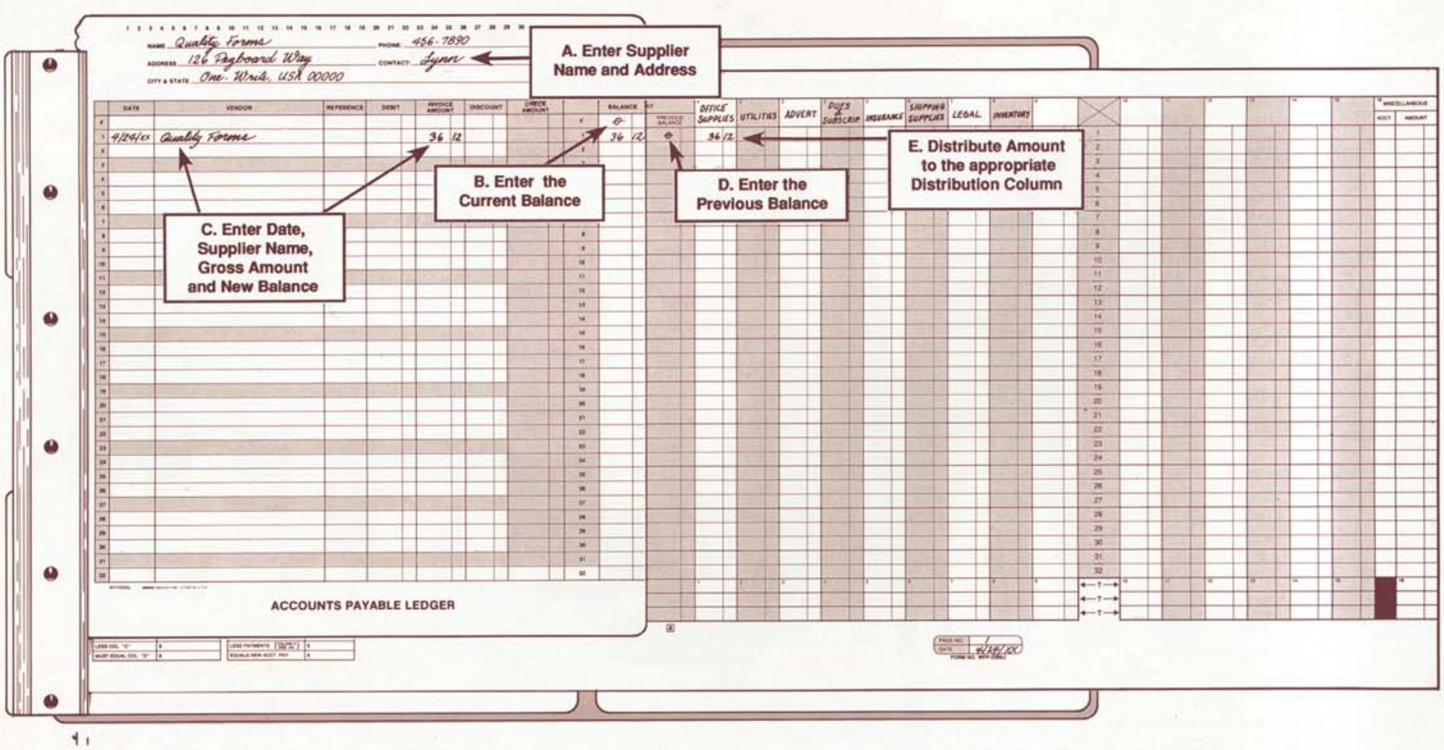


ILLUSTRATION #2

RECORDING CASH DISBURSEMENTS:

1. Place the first bank of shingled checks on the pegboard by placing the first peghole at the top of the bank of checks on the top peg. Be sure the posting line of the lowest numbered check aligns with line number one (or next available line) on the journal.
2. Fold the checks back leaving the lowest numbered check on the journal. Slide the ledger card under the checks aligning the next open line of the ledger with the posting line of the check.
3. On the posting line in the center of the check, beginning at the left, enter the Date, To The Order Of, Check Number, the Gross Amount, the Discount and the Net Amount. (See A of illustration 3)
4. Record the new balance on the ledger card and enter the previous balance on the journal.
5. In the Remittance box at the upper right corner of the check enter the Date, Number and Amount of the invoice being paid. Up to four different invoices may be recorded in this area if all are being paid by one check. (See B of illustration 3)
6. Remove the Accounts Payable Ledger card.
7. Write in the payee's address on the lines below To The Order Of if the check is to be mailed. (See C of illustration 3)
8. Fill in the check amount on the Pay line and sign the check.
9. Enter the Gross Amount of the disbursement in the appropriate distribution column(s) on the right or back side of the journal. (See D of illustration 3)
10. Detach the check (and duplicate, if applicable) at perforation. Place the check in a double window envelope for mailing.
11. At the end of each or each group of disbursements, adjust the Bank Balance column with any checks written or deposits made. (See E of illustration 3)

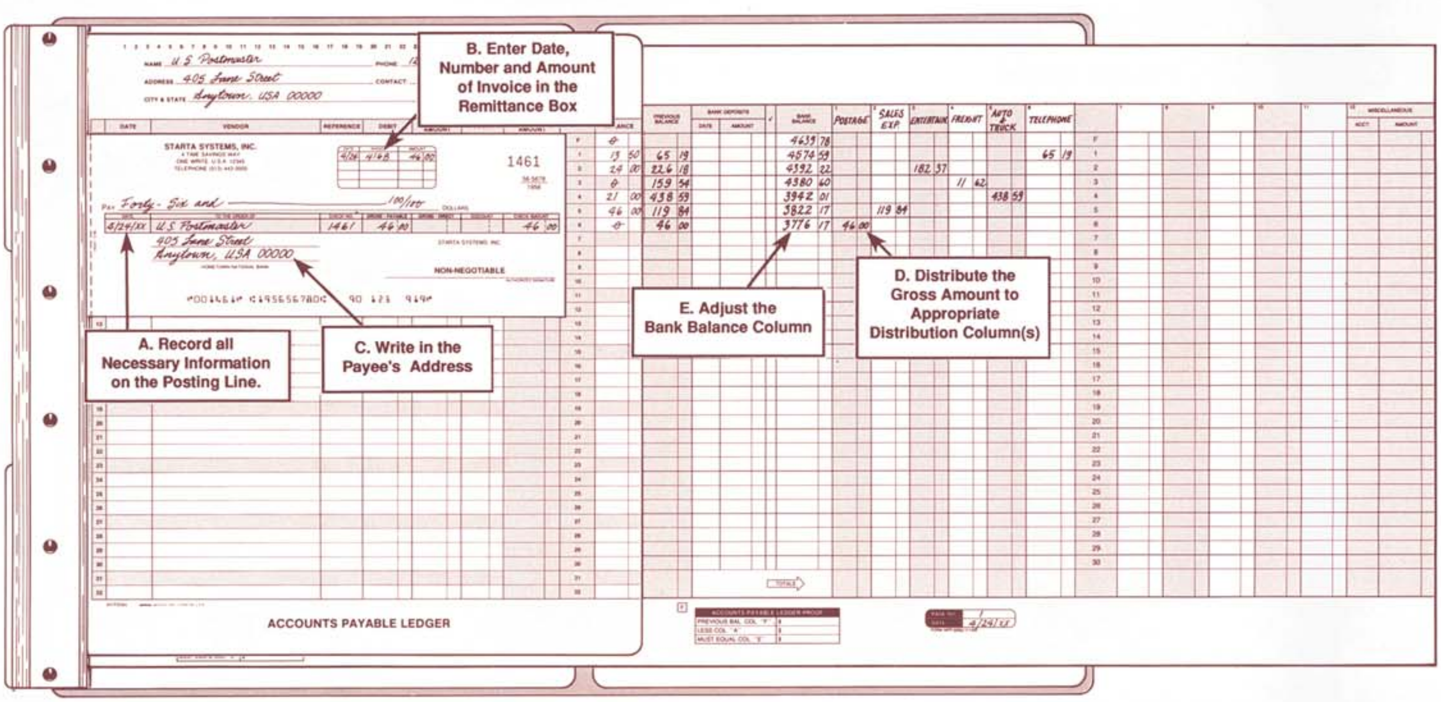


ILLUSTRATION #3

PROVING THE PURCHASE JOURNAL:

1. Total all columns and enter amounts in the This Page Totals line at the bottom of the journal. (See A of illustration 4)
2. The Previous Balance column (Col.A) plus the Credit column (Col. B) minus the Debit column (Col. C) must equal the Balance column (Col. D). (See B of illustration 4)
3. The Credit column (Col. B) minus the Debit column (Col. C) must equal the sum total of columns 1-46. (See C of illustration 4)
4. Add the Totals This Page to the Totals Previous Page to determine the Totals To Date.

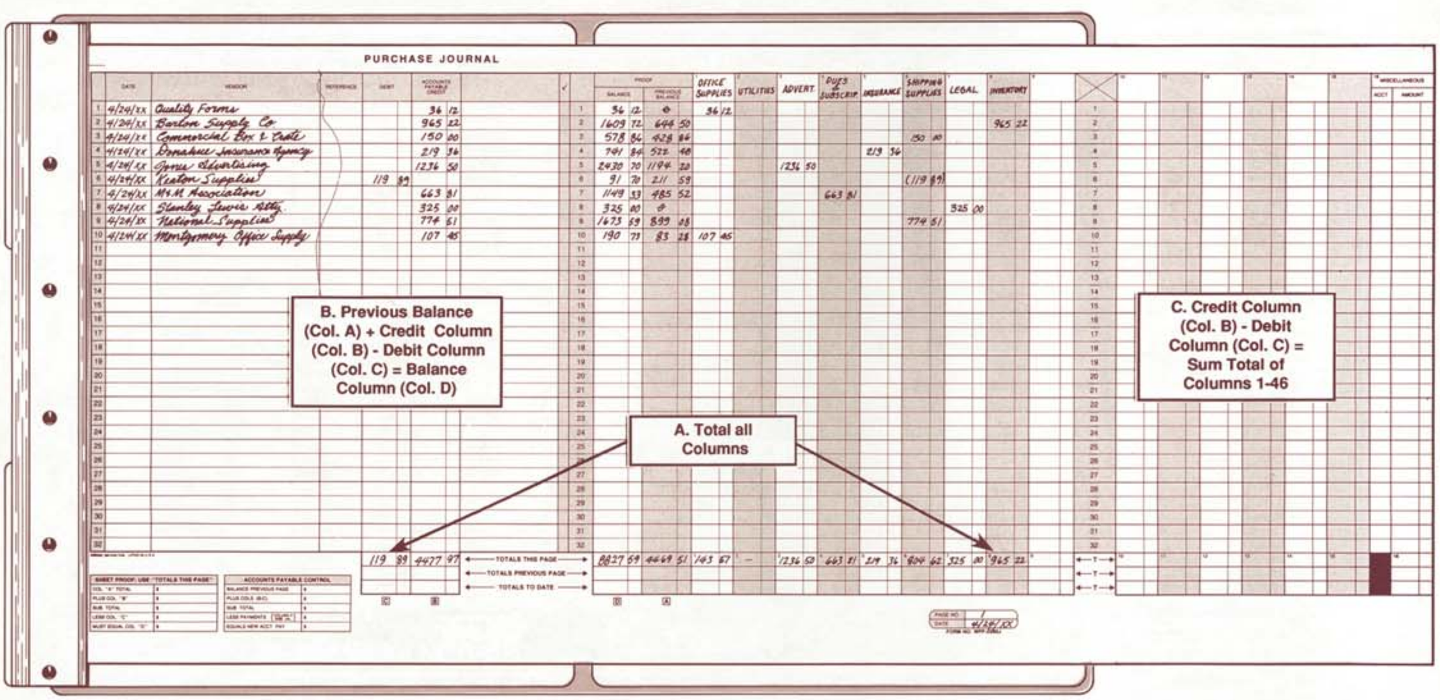


ILLUSTRATION #4

PROVING THE DISBURSEMENTS JOURNAL:

1. Total all columns and enter amounts in the Totals line at the bottom of the journal. (See A of illustration 5)
2. The Previous Balance column (Col. F) minus the Debit column (Col. A) must equal the Balance column (Col. E). (See B of illustration 5)
3. The Debit column (Col. A) must equal the sum total of columns 1-42. (See C of illustration 5)

   *If discounts were taken the Check Amount column (Col. D) plus the Discount column (Col. C) must equal columns 1-42.
4. Add the totals from the current journal page to the totals from the previous page. Carry this total to the Balance Forward line of the next journal page.

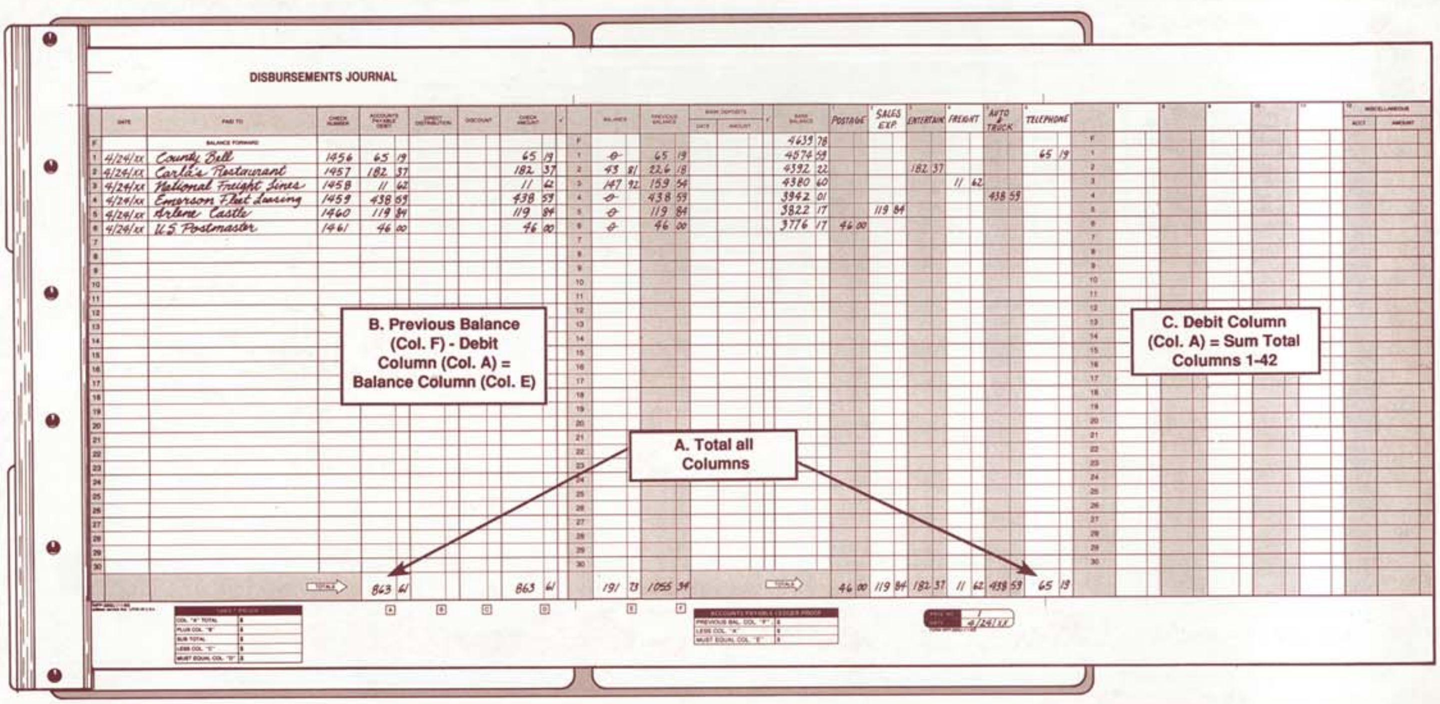


ILLUSTRATION #5

ACCESSORY ITEMS AND ADDITIONAL OPTIONS

CHECKS:

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

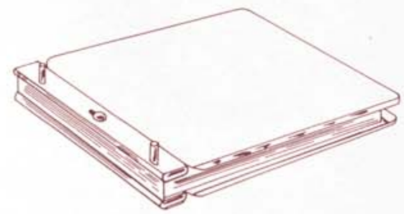
DOUBLE WINDOW ENVELOPES:

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

EQUIPMENT:

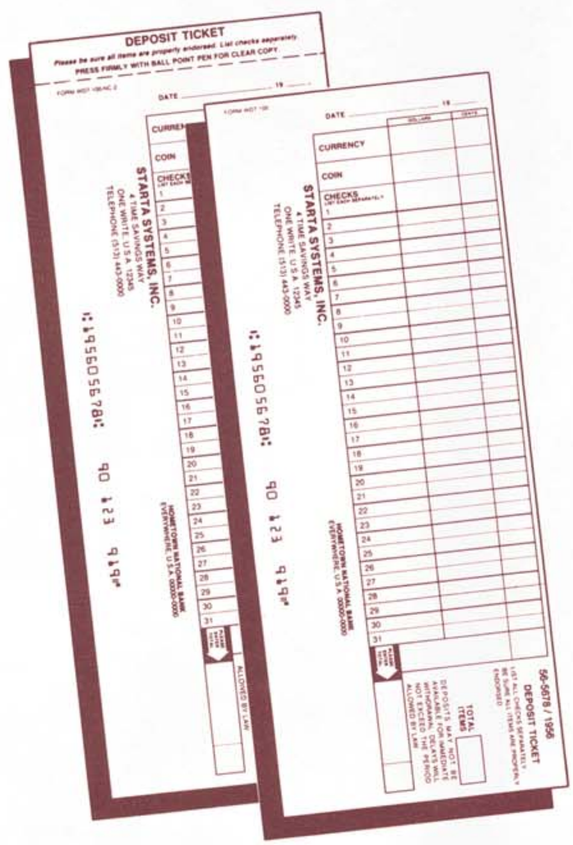
Posting trays and indexes are available to alphabetically store Compensation Records.

Post binders and indexes are available for completed journals.



PERSONALIZED DEPOSIT TICKETS

Compliments any Check Order



AVAILABLE:

SINGLE

Form No. WDT-100

24# White MICR Bond

Padded in 50's

Minimum Qty.=250

DUPLICATE

Form No. WDT-100-NC-2

Part #1-26# White NCR-CB

Part #2-15# Pink NCR-CF

Minimum Qty.=250

TRIPLICATE

Form No. WDT-100-NC-3

Part #1-26# White NCR-CB

Part #2-17# Canary NCR-CFB

Part #3-15# Pink NCR-CF

Minimum Qty.=250