

# CASH DISBURSEMENTS ORGANIZER

## INSTALLATION AND OPERATING INSTRUCTIONS

### HOW TO BEGIN:

Check your order. Verify that the imprint and bank information is correct on your checks. Place the folding Pegboard on your desk so the clamp is at the left. The pegboard will open to the right. Place one Cash Disbursements Journal on the Pegboard. The third peghole on the journal should be placed on the top peg of the pegboard.

DISBURSEMENT JOURNAL						PAYMENT DISTRIBUTION														
NO.	DATE	DESCRIPTION	CHK. NO.	AMOUNT OF CHECK	BANK BALANCE	DEPOSITS	1	2	3	4	5	6	7	8	9	10	11	12		
						AMOUNT	DATE	Postage	Office Supplies	Product	Telephone	Advertising	Subscript	Entertain	Utilities	Insurance	Auto	Rent	Medical	
BALANCES FORWARD					2475.00															
1	4/1/XX	Quality Office Supply	1471	51.86	2423.14			51.86												
2	4/1/XX	Bell Telephone	1472	132.45	2290.69					132.45										
3	4/1/XX	Credit Card Company	1473	419.96	1870.73						360.64			59.32						
4	4/1/XX	Service Electric	1474	127.10	743.63										127.10					
5	4/1/XX	Postage House	1475	32.97	710.66						32.97									
6	4/1/XX	Business Today/Magazine	1476	110.00	600.66	800.00	4/8						110.00							
7	4/1/XX	General Insurance	1477	225.79	374.87											225.79				66.23
8	4/1/XX	Medical Center	1478	66.23	308.64													56.80		
9	4/1/XX	Standard Gas Company	1479	56.80	251.84															
10	4/1/XX	U. S. Post Office	1480	21.42	230.42			21.42												
COLUMN TOTALS					1244.58			21.42	51.86		132.45	393.61	110.00	59.32	127.10	225.79	56.80			66.23

**ILLUSTRATION #1**

### RECORDING CASH DISBURSEMENTS:

1. Fold back the checks leaving the lowest numbered check on the journal.
  2. On the posting line in the center of the check, beginning at the left, enter To The Order Of (Payee), Date and a description of the disbursement. Complete the posting line by entering the Check Number and the Check Amount. (See A of illustration 1)
  3. Write in the payee's address on the lines below To The Order Of, if the check is to be mailed. (See B of illustration 1)
  4. Fill in the check amount on the Pay line and sign the check.
  5. Enter the amount of the disbursement in the appropriate distribution column(s) on the right or back side of the journal. (See C of illustration 1)
- NOTE:** Your Distribution column headings may be different than those in the illustration.
6. Detach the check at the perforation. Place in a double window envelope for mailing. Bring the next check down to prepare for your next disbursement entry.
  7. At the end of each or each group of disbursements, adjust the Bank Balance column with any checks written or deposits made. (See D of illustration 1)

### PROVING THE JOURNAL:

1. Total all columns and enter amounts on the "Column Totals" line. (See A of illustration 2)
2. The total of the Check Amount column must equal the total of all the Distribution columns. (See B of illustration 2)
3. Carry totals forward to the "Balances Forward" line at the top of the next journal. This will keep your totals up-to-date.

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						AMOUNT	DATE	Postage	Office Supplies	Product	Telephone	Advertising	Subscript	Entertain	Utilities	Insurance	Auto	Rent	Medical	
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COLUMN TOTALS					1244.58			21.42	51.86		132.45	393.61	110.00	59.32	127.10	225.79	56.80			66.23

**ILLUSTRATION #2**