

COMPATIBLE CASH DISBURSEMENTS SYSTEM FP-190

INSTALLATION AND OPERATING INSTRUCTIONS

*Keep these instructions for reference and training new personnel.

STARTA-SYSTEM® CONTENTS

- 25 Disbursement Journals
- 200 Double Window Envelopes
- 300
- or 625 Disbursement Checks
- 1 Folding Pegboard

HOW TO BEGIN

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

PREPARING THE JOURNAL:

1. Enter Date and Page Number in the spaces provided at the bottom of the journal. (See A of illustration 1)
2. In columns 1-15 on the front and columns 16-42 on the back, enter the expense categories most often used in the heading area at the top of the journal. (See B of illustration 1)
3. Refer to the Bank Balance column. Enter your current checking account balance on the line that reads "Forward." (See C of illustration 1)
4. Place the first bank of shingled checks on the Pegboard by placing the fourth peghole at the top of the bank of checks on the top peg. Be sure the posting line of the lowest numbered check aligns with line number one of the journal.

The illustration shows a 'DISBURSEMENTS JOURNAL' form for the month of April. The form is a grid with 32 rows and 42 columns. The columns are headed as follows: DATE, TO THE ORDER OF, DESCRIPTION (EXPENSE, DISBURSEMENT), CHECK NUMBER, CHECK AMOUNT, BANK BALANCE, DEBIT, OFFICE SUPPLIES, POSTAGE DELIVERY, AUTO TRUCK, UTILITIES, ADVERT., DUES SUBSCRIP., INSURANCE, SHIPPING SUPPLIES, LEGAL, TRAVEL ENTERTAINMENT, INVENTORY, TELEPHONE. The 'BANK BALANCE' column contains the value '\$ 2765.38'. Callout A points to the 'DATE' and 'PAGE NO.' fields at the bottom right. Callout B points to the expense category columns (1-15). Callout C points to the 'BANK BALANCE' column.

ILLUSTRATION #1

RECORDING CASH DISBURSEMENTS:

1. Fold back the checks leaving the lowest numbered check on the journal.
2. In the Remittance box at the upper-right corner of the check enter the Date, Number and Amount of the invoice being paid. Up to 4 different invoices may be recorded in this area if all are being paid by one check. (See A of illustration 2).
3. On the posting line in the center of the check, beginning at the left enter the Date, To The Order of (Payee) and a Description of the disbursement (or Gross and Discount amounts). Complete the posting line by entering the Check Number and the Check Amount. (See B of illustration 2)
4. Write in the payee's address on the lines below To The Order Of, if the check is to be mailed. (See C of illustration 2)
5. Fill in the check amount on the Pay line and sign the check.
6. Enter the amount of the disbursement in the appropriate distribution column(s) on the right or back side of the journal. (See D of illustration 2)
*If a discount was taken, enter the gross amount in the disbursement column.
7. Detach the check (and duplicate, if applicable) at perforation. Place in a double window envelope for mailing. Bring the next check down to prepare for your next disbursement entry.
8. At the end of each or each group of disbursements, adjust the Bank Balance column with any checks written or deposits made. (See E of illustration 2)

DISBURSEMENTS JOURNAL

LINE NO.	DATE	DESCRIPTION	CHECK NUMBER	CHECK AMOUNT	BANK BALANCE	DEPOSITS	OFFICE SUPPLIES	POSTAGE DELIVERY	AUTO TRUCK	UTILITIES	ADVERT.	DUES SUBSCRIB.	INSURANCE	SHIPPING SUPPLIES	LEGAL	TRAVEL EXPENDITURE	INVENTORY	TELEPHONE
1	4/20/XX	Quality Forms	1580	23.75	2165.38		23.75											
2	4/20/XX	City Phone & Cable	1581	121.62	2020.90					121.62								
3	4/20/XX	ATI Rental	1582	275.00	1745.01									275.00				
4	4/20/XX	Service Center	1583	94.13	1650.88				94.13									
5				1589.39	1067.51				61.99									
6				1590	2150.77	4/20	1126.97						521.88					
7					2029.90													
8					1987.78									36.12				
9					1810.65													
10					1631.63									77.13				
11					379.02													
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STARTA SYSTEMS, INC.
4700 WEST 10TH AVE.
DENVER, CO 80202

Remittance Box:
DATE: 4/20/XX CHECK NO: 1590 AMOUNT: 379.02

Posting Line:
DATE: 4/20/XX TO THE ORDER OF: Quality Forms 611 Elm Street Anytown, U.S.A. 00000 CHECK NO: 1590 CHECK AMOUNT: 379.02

Pay Line: PAY \$379.02

Callouts:
A. Enter Date Number and Amount of Invoice
B. Record all Necessary Information on the Posting Line.
C. Write in Payee's Address
D. Enter Amount of Disbursement in Appropriate Distribution Column
E. Adjust the Bank Balance

ILLUSTRATION #2

PROVING THE JOURNAL WITHOUT DISCOUNTS:

1. Total all columns and enter amounts on the "Totals This Page" line. (See A of illustration 3)
2. The total of the Check Amount column (Col. C) must equal the total of all the Distribution columns (Col. 1-42). (See B of illustration 3)
3. Carrying Totals Forward - At the bottom of each journal you will note there are three lines: "Totals This Page", "Totals Previous Page" and "Totals to Date." When beginning a new journal, enter the new bank balance and carry the "Totals to Date" (amounts A-C and 1-42) forward to the "Totals Previous Page" line. By doing this your balances will always be up-to-date during the accounting period.

WITH DISCOUNTS:

1. The Gross column (Col. A) less the Discount column (Col. B) must equal the Check Amount column (Col. C)
2. The Check Amount column (Col. C) plus the Discount Column (Col. B) must equal the total of all the Distribution columns (Col. 1-42).

PLACE ON TOP PAGE		MONTH <u>April</u>		DEBIT CREDIT		CHECK NUMBER		CHECK AMOUNT		DEPOSITS		OFFICE SUPPLIES		POSTAGE DELIVERY		AUTO TRUCK		UTILITIES		ADVERT.		DUES & SUBSCRIP.		INSURANCE		SHIPPING SUPPLIES		LEGAL		TRAVEL & ENTERTAIN.		INVENTORY		TELEPHONE		
1	4/20/XX	Quality Forms	Journals	1580	23 75	1	2165 145					23 75																								
2	4/20/XX	City Phone & Light		1581	121 62	2	2020 01							121 62																						
3	4/20/XX	A. J. Rental		1582	275 00	3	1745 01																													
4	4/20/XX	James Service Center	April Charges	1583	94 13	4	1650 88							94 13							275 00															
5	4/20/XX	W. S. Postmaster		1584	61 49	5	1589 39						61 49																							
6	4/20/XX	General Insurance		1585	521 88	6	1067 51																521 88													
7	4/20/XX	Smith & Jones		1586	43 67	7	2150 71	4/20	112 6 87																											
8	4/24/XX	County Bell		1587	126 81	8	2023 90																													
9	4/24/XX	Born's Association		1588	36 12	9	1987 78															36 12														
10	4/24/XX	Universal Box Co		1589	77 13	10	1910 65																													
11	4/24/XX	Quality Forms	Binders	1590	379 02	11	1531 63						379 02																							
12						12																														
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CHECK PROOF		TOTALS THIS PAGE		1760 62		TOTALS THIS PAGE		402 77		61 49		94 13		121 62		275 00		36 12		521 88		77 13		43 67		—		—		126 81						
LESS COL. B		TOTALS PREVIOUS PAGE				TOTALS PREVIOUS PAGE																														
MUST EQUAL E		TOTALS TO DATE				TOTALS TO DATE																														

ILLUSTRATION #3

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:

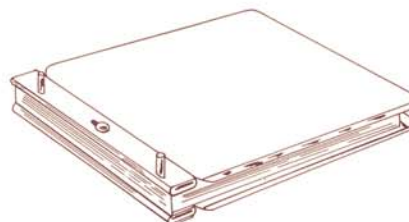
Your company name and address is positioned on the check to show through the top window as a return address. The payee name and address shows through the bottom window providing the mail to information.

UNIT DISTRIBUTION LEDGERS:

Unit ledgers provide an accurate account of invoice payments to specific vendors. Simply slide the unit ledger under the checks until it rests against the pegs. Information written on the check will be transferred to the Unit Ledger and Disbursement Journal simultaneously.

STORAGE BINDER:

Also available is a post binder which provides storage for completed journals.

PERSONALIZED DEPOSIT TICKETS

Compliments any Check Order

AVAILABLE:

SINGLE

Form No. WDT-100

24# White MICR Bond

Padded in 50's

Minimum Qty.=250

DUPLICATE

Form No. WDT-100-NC-2

Part #1-26# White NCR-CB

Part #2-15# Pink NCR-CF

Minimum Qty.=250

TRIPLICATE

Form No. WDT-100-NC-3

Part #1-26# White NCR-CB

Part #2-17# Canary NCR-CFB

Part #3-15# Pink NCR-CF

Minimum Qty.=250

