### **COMBINATION DISBURSEMENTS/PAYROLL SYSTEM PD-16**

#### **INSTALLATION AND OPERATING INSTRUCTIONS**

\*Keep these instructions for reference and training new personnel.

#### STARTA-SYSTEM® CONTENTS

- 25 Combination Journals
- 25 Compensation Records
- 200 Double Window Envelopes

300

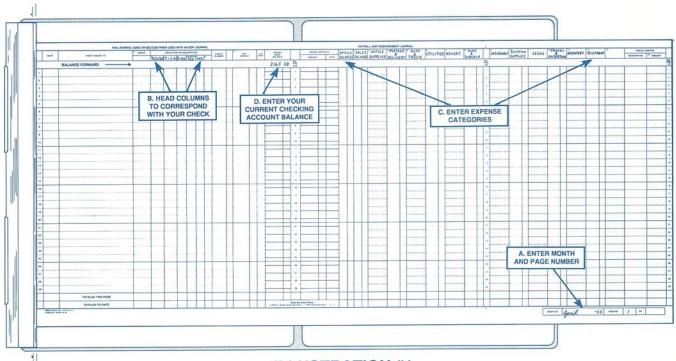
- or 625 Combination Checks
  - 1 Folding Pegboard

#### **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 Combination Journal on the pegboard. The top peghole on the journal should be placed on the top peg of the pegboard.

#### PREPARING THE JOURNAL:

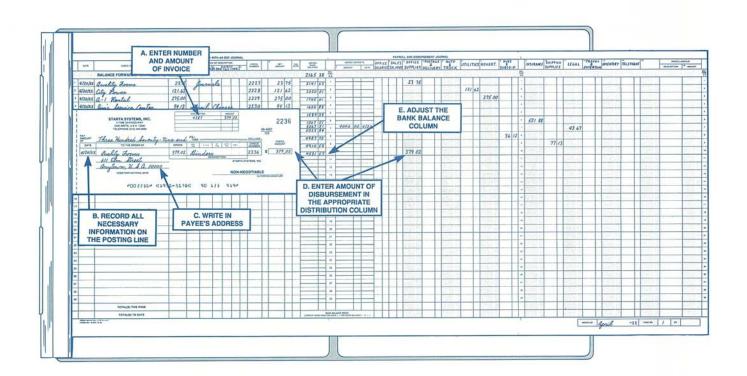
- Enter Month and Page Number in the spaces provided at the bottom of the journal. (See A of illustration 1)
- Head description columns with deductions that correspond with your check. (See B of illustration 1)
- In columns 1-15 on the front and columns 17-35 on the back, enter the expense categories most often used in the heading area at the top of the journal. (See C of illustration 1)
- Refer to the Bank Balance column. Enter your current checking account balance on the green shaded line that reads "Balance Forward." (See D of illustration 1)
- 5. Place the first bank of shingled checks on the pegboard by placing the fifth 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.



#### **RECORDING CASH DISBURSEMENTS:**

- Fold the checks back leaving the lowest numbered check on the journal.
- In the Remittance box at the upper-right corner of the check, enter the 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)
- On the posting line in the center of the check, beginning at the left, enter the Date, To The Order Of (Payee), a description of the disbursement, (or Gross and Discount amount), Check Number and the Check (net) Amount. (See B of illustration 2)
- Fill 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)

- Fill in the check amount on the Pay line and sign the check.
- 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.
- Detach the check (and duplicate, if applicable) at the perforation. Place in a double window envelope for mailing. Bring the next check down to prepare for your next disbursement entry.
- 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)



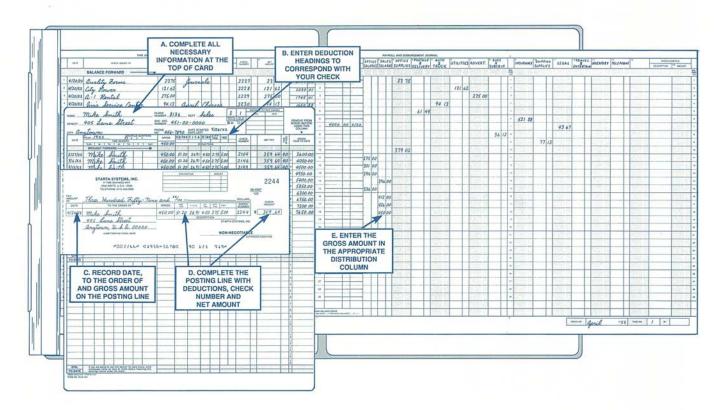
## PREPARING THE COMPENSATION RECORD:

- Complete the top of the card with the employee name, address, telephone number and social security number. Enter all other pertinent information at the top. (See A of illustration 3)
- Enter the deduction headings to correspond with your check. (See B of illustration 3)
- Bring To Date totals forward from the previous pay period.

#### RECORDING THE PAYROLL

 Fold the checks back leaving the lowest numbered check on the journal. Slide the appropriate Compensation Record under the check until it rests against the pegs.
 Be sure the line number of the current pay period is in line with the posting line of the check.

- On the posting line in the center of the check, beginning at the left, enter the Date, To The Order Of and Gross Amount. (See C of illustration 3)
  - Note: Maintaining a daily record of hours worked on the Compensation Record requires the employee's name written on the check before inserting the record.
- Complete the posting line by entering the the necessary deductions, Check Number and the Check (net) Amount. (See D of illustration 3)
- Enter the Gross Amount in the appropriate distribution column. (See E of illustration 3)
- Once the posting line is complete, detach the check (and duplicate, if applicable).
   Remove the Compensation Record.
- Enter the amount on the Pay line, sign the check and place in a double window envelope.



## PROVING THE JOURNAL FOR CASH DISBURSEMENTS

#### WITHOUT DISCOUNTS:

- Subtotal all columns before beginning a payroll period. (See A of illustration 4)
- The subtotal of the Net Amount column (Col. H) must equal the total of all the Distribution columns (Col. 1-35). (See B of illustration 4)

#### WITH DISCOUNTS:

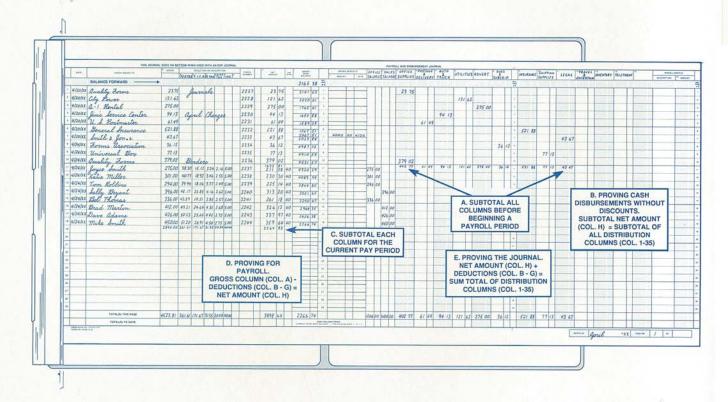
- The Gross column (Col. A) less the discounts must equal the Net Amount column (Col. H).
- The Net Amount column (Col. H) plus the discount column must equal the total of all the distribution columns (Col. 1-35).

#### PROVING THE JOURNAL FOR PAYROLL:

- Subtotal (cross foot) each column for the current pay period. Payroll entries will be in blue on the journal. (See C of illustration 4)
- The Gross column (Col. A) less the deductions (Col. B-G) must equal the Net Amount column (Col. H). (See D of illustration 4)

#### PROVING THE JOURNAL:

- Enter the sum total of each column in the Totals This Page line at the bottom.
- The Net Amount column (Col. H) plus the total of columns B-G must equal the sum total of columns 1-35. (See E of illustration 4)
- 3. Carrying Totals ForwardAdd the Totals This Page to the totals
  from the previous journal page. Carry
  these totals forward to the next journal. By
  doing this your balances will always be up
  to date during the accounting period.



## ACCESSORY ITEMS AND ADDITIONAL OPTIONS

#### CHECKS:

Available in single Clear-Stripe<sup>™</sup>, 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 will appear in 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.





# PERSONALIZED DEPOSIT TICKETS Compliments any Check Order

#### AVAILABLE:

SINGLE

DUPLICATE

Form No. WDT-100

Form No. WDT-100-NC-2

24# White MICR Bond

Part #1-26# White NCR-CB

Padded in 50's

Part #2-15# Pink NCR-CF

Minimum Qty. = 250

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

