

ATARI® GENERAL ACCOUNTING SYSTEM REFERENCE CARD

• **CLOSE ACCOUNTING PERIOD** Diskette: Posting

	Enter	Screen Path
Select POSTING AND PERIOD PROCESSING	4	G/A-POST/PERIOD PROCESS
Enter Function(s) Into the Queue:		
END-OF-MONTH	81	
END-OF-QUARTER	82	
END-OF-FOURTH QUARTER	83	
END-OF-FISCAL YEAR	84	

Check to see that:

1. All journals are printed.
2. POST has been executed.
3. Financial statements are printed.
4. A backup diskette has been made.

Run the Command Queue. 1

• **CONVENTIONS**

Entering Dates Valid forms:
MM/DD/YY or MM DD YY RETURN
or:
MONTH: DAY: YEAR:

Entering Dollars and Cents Valid form:
1000 RETURN for \$10.00

Handling Errors To correct program operation errors, review the condition, then press RETURN to correct the information.

• **COPY DISK** Diskette: Data Entry

	Enter	Screen Path
Select START-UP AND DISK COMMANDS	1	G/A-START-UP AND DISK COMMANDS
Select DUPLICATE DISK Function	41	G/A-DUPLICATE DISK
Follow instructions on the screen.		

• **CREATE ACCOUNTS** Diskette: Data Entry

	Enter	Screen Path
Select ACCOUNT MAINTENANCE	4	G/A-ACCOUNT MAINTENANCE
Select CREATE ACCOUNTS	21	G/A-CREATE ACCOUNTS
Enter New 6-Character Company Code	[XXXXXX]	
Enter Total Number of Accounts	[N]	G/A-EDIT ACCOUNTS
Select EDIT GENERAL LEDGER	1	G/A-EDITING G/L ACCOUNTS
Select ADD	3	ADD G/L ACCOUNT

Follow procedures for adding other accounts (see EDIT procedures).

• **DATA ENTRY** Diskette: Data Entry

	Enter	Screen Path
Select DATA ENTRY	3	G/A-DATA ENTRY
Enter Function(s) into the Queue:		
CASH DISBURSEMENTS	11	
CASH RECEIPTS	12	
INVOICE REGISTER	13	
MERCHANDISE PURCHASED	14	
CASH SALES	15	
GENERAL JOURNAL	16	
STANDARD CLOSING ENTRIES	17	
Run the Queue.	1	

• **DISPLAY ACCOUNTS** Diskette: Posting

	Enter	Screen Path
Select DISPLAY ACCOUNTS	5	G/A-DISPLAY ACCOUNTS
Enter G/L Account Number, Customer Number, or Vendor Number to be Displayed	[N]	

• **EDIT ACCOUNTS** Diskette: Data Entry

	Enter	Screen Path
ADD Function		
Select ACCOUNT MAINTENANCE	4	G/A-ACCOUNT MAINTENANCE
Select EDIT ACCOUNTS	22	G/A-EDIT ACCOUNTS
Select Account to Edit	1	G/A-EDITING G/L ACCOUNTS
	3	G/A-EDITING CUSTOMERS
	4	G/A-EDITING VENDORS
	5	G/A-EDITING EMPLOYEES
	6	G/A-EDITING PAYEES/PAYORS
	3	ADD [ACCOUNT]
Select ADD		

	Enter	Screen Path
CHANGE Function		
Select ACCOUNT MAINTENANCE	4	G/A-ACCOUNT MAINTENANCE
Select EDIT ACCOUNTS	22	G/A-EDIT ACCOUNTS
Select Account to Edit	[N]	(See ADD)
Select CHANGE	2	CHANGE [ACCOUNT]

	Enter	Screen Path
DELETE Function		
Select ACCOUNT MAINTENANCE	4	G/A-ACCOUNT MAINTENANCE
Select EDIT ACCOUNTS	22	G/A-EDIT ACCOUNTS
Select ACCOUNT TO EDIT	[N]	(See ADD)
Select DELETE	4	DELETE [ACCOUNT]

DISPLAY Function

Select ACCOUNT MAINTENANCE
 Select EDIT ACCOUNTS
 Select ACCOUNT TO EDIT
 Select DISPLAY

Enter	Screen Path
4	G/A-ACCOUNT MAINTENANCE
22	G/A-EDIT ACCOUNTS
[N]	(See ADD)
1	DISPLAY [ACCOUNT]

SCROLL Function

Select ACCOUNT MAINTENANCE
 Select EDIT ACCOUNTS
 Select ACCOUNT TO EDIT
 Select SCROLL

Enter	Screen Path
4	G/A-ACCOUNT MAINTENANCE
22	G/A-EDIT ACCOUNTS
[N]	(See ADD)
5	SCROLL [ACCOUNT]

- EDIT COMPANY CONFIGURATION** Diskette: Data entry

Select ACCOUNT MAINTENANCE
 Select EDIT ACCOUNTS
 Select EDIT COMPANY CONFIGURATION

Enter	Screen Path
4	ACCOUNT MAINTENANCE
22	EDIT ACCOUNTS
2	EDIT G/A-COMPANY CONFIGURATION

- EDIT PROMPTS** Diskette: Data Entry

Select ACCOUNT MAINTENANCE
 Select EDIT ACCOUNTS
 Select Prompt to Edit

Enter	Screen Path
4	G/A-ACCOUNT MAINTENANCE
22	G/A-EDIT ACCOUNTS
7	G/A-EDIT INV REG PROMPTS
8	G/A-EDIT MDSE PRCH JNL PROMPTS
9	G/A-EDIT CASH SALES PROMPTS

To Add, Enter Account Number [N]
 To Change, First Delete **DELETE BACK S**
 Then Enter New Account Number [N]
 To Delete, Press **DELETE BACK S**

- EDIT STANDARD ENTRIES** Diskette: Data Entry

Select ACCOUNT MAINTENANCE
 Select EDIT ACCOUNTS
 Select CREATE STANDARD ENTRIES
 Enter CONTINUE

Entry	Screen Path
4	G/A-ACCOUNT MAINTENANCE
22	G/A-EDIT ACCOUNTS
11	G/A-CREATE STANDARD ENTRIES
	CONTINUE

- FINANCIAL REPORTS** Diskette: Posting

Activate printer (see "Start-Up Functions")
 Select POSTING AND PERIOD PROCESSING
 Select financial statement to be printed

Enter	Screen Path
4	POSTING AND PERIOD PROCESSING
71	PROFIT AND LOSS
72	TRIAL BALANCE
73	BALANCE SHEET
1	

Run the Queue.

- LIST REPORTS** Diskette: Posting

List Journals

Select LIST JOURNALS
 Enter Function(s) into the Queue:
 CASH DISBURSEMENTS
 CASH RECEIPTS
 INVOICE REGISTER
 MERCHANDISE PURCHASED
 CASH SALES
 GENERAL JOURNAL
 MERCH. PURCHASED (Due-Date Sort)

Enter	Screen Path
3	G/A-LIST JOURNALS

51
52
53
54
55
56
57
1

Run the Queue.

Press **RETURN** at CAUTION screen

RETURN

List Schedules

Select LIST SCHEDULES
 Enter Today's Date
 Enter a Function

Enter	Screen Path
6	G/A-LIST SCHEDULES

MM/DD/YY

LIST GENERAL LEDGER ACCOUNTS
 LIST CUSTOMERS (NUMERICAL)
 LIST CUSTOMERS (ALPHABETICAL)
 LIST VENDORS (NUMERICAL)
 LIST VENDORS (ALPHABETICAL)
 LIST EMPLOYEES (NUMERICAL)
 LIST EMPLOYEES (ALPHABETICAL)
 LIST PAYEES (NUMERICAL)
 LIST PAYEES (ALPHABETICAL)
 LIST STANDARD JOURNAL ENTRIES

1
2
3
4
5
6
7
8
9
10

Press **RETURN** at CAUTION screen

RETURN

- START-UP FUNCTIONS** Diskette: Data Entry or Posting

Select START-UP AND DISK COMMAND
 Select COMPANY CODE COMMAND
 Enter 6-Character Code

Enter	Screen Path
1	G/A-START-UP AND DISK COMMANDS
31	

[XXXXXX]

Select AS-OF DATE
 Enter in Form

32
MM/DD/YY

Select PRINTER STATUS
 Enter for ON
 Enter for OFF

33	G/A-CHANGE PRINTER STATUS
1	
2	

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Outside California use 800/538-8737. In California the number is 800/672-1431.

For questions relating to accounting or bookkeeping principles, please contact an accounting firm or individual.