

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 |

Run the Queue.

| |
|---|
| 1 |
|---|

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 | |

For customer support assistance in matters relating to this software's functions or performance, if your dealer is unavailable, call the ATARI Accountant Customer Support number.

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.