OPERATING INSTRUCTIONS

1. PRESS \( \text{C} \) KEY  CHECK \( \text{TRAN} \) \( \text{S} \) KEY IS RELEASED

   IMPORTANT

   INSERT PROGRAM, PRESS LOAD KEY.

   DEPRESS PRINTER OFF KEY and PROG SELECT KEY, (i.e. LOCK THEM)

2. PRESS \( \text{C} \) AGAIN.

2 a. TO ENTER OPENING BANK BALANCE AS FOLLOWS:
1. IF STATEMENT READS BALANCE AS CREDIT \( (\text{MONEY IN FUNDS}) \)
   ENTER BALANCE THEN PROCEED.
2. DEPRESS ROUTINE BUTTON LABELLED OPENING BALANCE
3. THEN \( 002 \) (ON KEYBOARD)
4. THEN PRINT AUTOMATICALLY PRINTS SUB-TOTAL ON TALLY ROLL.
   THEN RETURN TO STEP 3 ON PAGE 1.

2 b. IF STATEMENT READS BALANCE AS DEBIT \( (\text{O/D}) \)
1. ENTER BALANCE THEN PRESS \( \text{SIGN CHANGE} \)
2. DEPRESS ROUTINE BUTTON LABELLED OPENING BALANCE
3. THEN \( 002 \) (ON KEYBOARD)
4. THEN PRINT AUTOMATICALLY PRINTS SUB-TOTAL ON TALLY ROLL.
   THEN RETURN TO STEP 3 ON PAGE 1.

3. HEADINGS
   PRESS \( \text{C} \) PRESS \( \text{SP} \) (Prints Headings)

3a. TAKE A SUB-TOTAL AT THIS STAGE TO CHECK A DR OR CR TOTAL.
OPERATING INSTRUCTIONS

1. PRESS [C] KEY CHECK [DATA] KEY IS RELEASED IMPORTANT

INSERT PROGRAM PRESS LOAD KEY.

DEPRESS PRINTER OFF KEY and PROG. SELECT KEY (i.e. LOCK THEM)

2. PRESS [C] AGAIN.

2. a. TO ENTER OPENING BANK BALANCE AS FOLLOWS:-

1. IF STATEMENT READS BALANCE AS CREDIT (MONEY IN FUNDS)
   ENTER BALANCE = THEN PROCEED.

2. DEPRESS ROUTINE BUTTON LABELLED OPENING BALANCE

3. THEN O02 (ON KEYBOARD)

4. THEN PRINT AUTOMATICALLY PRINTS SUB-TOTAL ON TALLY ROLL.

   THEN RETURN TO STEP 3 ON PAGE-1.

2. b. IF STATEMENT READS BALANCE AS DEBIT (O/D)

1. ENTER BALANCE = THEN PRESS [SIGN] CHANGE

2. DEPRESS ROUTINE BUTTON LABELLED OPENING BALANCE

3. THEN O02 (ON KEYBOARD)

4. THEN PRINT AUTOMATICALLY PRINTS SUB-TOTAL ON TALLY ROLL.

   THEN RETURN TO STEP 3 ON PAGE-1.

3. HEADINGS

PRESS [C] PRESS [P] (Prints Headings)

3a. TAKE A SUB-TOTAL AT THIS STAGE TO CHECK A DR OR CR TOTAL.
WHEN POSTING FROM BANK STATEMENTS, IT IS ADVISABLE AFTER EVERY 5 PAGES TO TAKE A TRIAL BALANCE.

THE PROCEDURE IS AS FOLLOWS:

1. TAKE A SUB-TOTAL AND AGREE WITH SUB-TOTAL ON BANK STATEMENT.
2. PRESS TRIAL BALANCE KEY.
3. IT IS THEN NECESSARY TO RE-ENTER THE SUB-TOTAL IMMEDIATELY PRIOR TO TRIAL BALANCE. (this sub-total has been lost in a Trial Balance.)

STORAGE OF TOTALS ON DATA CASSETTE.

1. IF TOTALS ARE REQUIRED TO BE KEPT FOR PROCESSING LATER, THE FOLLOWING PROCEDURE MAY BE CARRIED OUT AT ANY STAGE OF DEBIT/CREDIT ENTRY OR AFTER THE TRIAL BALANCE IF REQUIRED.

TO STORE ON DATA TAPE:

1. PRESS [C] KEY
2. LOCK DATA KEY
3. INSERT DATA CARTRIDGE THEN PRESS [C]
4. PRESS RECORD KEY
5. UNLOCK DATA KEY GO TO STEP 2 OF OPERATING INSTRUCTIONS

TO RE-INSERT BACK INTO MACHINE.

2. PROGRAMME FIRST.

IF TOTALS ARE TO BE RE-ENTERED INTO THE MACHINE FOR FURTHER PROCESSING.

1. PRESS [C] KEY
2. LOCK DATA KEY
3. INSERT DATA CARTRIDGE THEN PRESS [C]
4. PRESS LOAD KEY
5. UNLOCK DATA KEY
6. PRESS [C] KEY ONLY GO TO STEP 8 - TRIAL BALANCE
OPERATING INSTRUCTIONS

Calculation Formulae, Description and Example

1. **PRESS [C] KEY**
   *CHECK [DATA TRANS]*
   *KEY IS RELEASED*
   INSERT PROGRAM. PRESS LOAD KEY.
   LOCK PROG. PRINT & PROG. SELECT KEYS.
   DEPRESS PRINTER OFF KEY AND PROG. SELECT KEY (L. DOWN. ^)

2. **PRESS [C] THEN [ALL KEYS]**
   (NEW CLIENT).

2(a) TO ENTER OPENING BANK BAL. SEE INSTR. OVER PAGE *#

3. **HEADINGS.**
   PRESS [C] PRESS [S]. (Prints Headings)

4. **TAKE SUB-TOTAL FOR CHECKING.**
   SELECT ONE OF THE FOLLOWING :-

4. **DEBIT ENTRY**
   (i) PRESS [A]
   (ii) ENTER CHEQUE NO. (? PRESS [S] (Prints Cheque No.)
   (iii) ENTER CODE, PRESS [S] (Prints Code).
   (iv) ENTER AMOUNT, PRESS [S] (Spaces, Prints Amount, Line spaces)
   To repeat Debit GO TO 4(ii) OR ...

5. **CREDIT ENTRY**
   (i) PRESS [F].
   (ii) ENTER CHEQUE NO., PRESS [S] (Prints Cheque No.) ENTER CODE, [S]
   (iii) ENTER AMOUNT PRESS [S] (Spaces, Prints Amount Line spaces)
   (iv) To repeat Credit go to 5(ii) OR .....

6. **CORRECTION**
   (i) PRESS [C] (Prints Correction) & previous line
   Go to 4 or 5 to repeat entry correctly.

7. **SUBTOTAL**
   (i) PRESS [B] (Prints Subtotal)
   Go to 4 or 5 for more entries.

8. **TRIAL BALANCE**
   (i) PRESS [C], PRESS [S] Prints Line entry Headings
   (ii) FOR ADJUSTMENTS
   (iii) PRESS [C], PRESS [S] Prints Line entry Headings
   Do steps 4, 5 to Adjust Amounts.

9. **P & L ACCOUNT & BALANCE SHEET.**
   (i) PRESS [E] Prints PROFIT & LOSS ACCOUNT
   (ii) To allocate PROFIT (or Loss) :-
       PRESS [C], PRESS [S] Prints Line entry Headings'
       Do steps 4, 5 to allocate to various Amounts.
   (iii) PRESS [B][4][H], PRESS 44 Prints BALANCE SHEET.
11. FOR NEXT CLIENT GO TO PROCEDURE 2.

ERROR PROCEDURE

1. Machine will line space & await re-entry when:
   1. Cheque No: - Cheque No. exceeds 999
      - Cheque No. is zero or negative entry.
      - Start key is pressed without entry.
   2. Code No: - Code No. exceeds Chart limit (266)
      - Code No. is zero or negative entry.
      - Start key is pressed without entry.
   3. Amount: - Start key is pressed without entry.

When this condition occurs the machine awaits entry as a debit. If credit is required to re-enter line, press Credit Button.

2. If an entry error is detected mid-line, press Start Key and machine executes 1 above.

3. If an entry error is detected directly upon completion of line then Correction Button will erase the complete line.

TO ENTER OPENING BANK BALANCE:

(a) IF STATEMENT READS BALANCE AS CREDIT (MONEY IN FUNDS)
   ENTER BALANCE = THEN PROCEED ONTO STEP 2.

(4) IF STATEMENT READS BALANCE AS DEBIT (O/D)
   ENTER BALANCE = THEN PRESS SIGN [ENG]
   THEN PROCEED ONTO STEP 2.

1) DEPRESS ROUTINE BUTTON LABELED OPENING BALANCE
2) THEN O 0 2 (ON KEYBOARD)
3) THEN PRINT AUTO MACHINE PRINTS SUB-TOTAL
4) THEN RETURN STEP 3. OVER PAGE.
SET-UP MACHINE AS PER STEPS 1, 2, 3.

POST DR & CR ENTRIES FROM BANK STATEMENT.
ON COMPLETION - SUB-TOTAL AGREE WITH BANK STATEMENT

TRIAL BALANCE

TRANSFER RESULT OF ABOVE TO BANK ACCT.
AND POST OPENING BALANCES.

TRIAL BALANCE

PROFIT & LOSS

STOP!!
ALLOCATE PROFIT
(AFTER LEAVING £) THEN
START

BALANCE SHEET (BAL. 31.44)