OPERATING INSTRUCTIONS

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

             INSERT PROGRAM.   PRESS LOAD KEY.

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

2.   PRESS [C] AGAIN.

2. a.   TO ENTER OPENING BANK BALANCE AS FOLLOWS:-
1.   IF STATEMENT READS BALANCE AS <u>CREDIT</u> (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 (O/D)
1.   ENTER BALANCE = THEN PRESS 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.   <u>HEADINGS</u>

             PRESS [C] PRESS S. (Prints Headings)

3a.   TAKE A SUB-TOTAL AT THIS STAGE TO CHECK A <u>DR</u> OR <u>CR</u>. TOTAL.

OPERATING INSTRUCTIONS

1.　　　　PRESS ⎣C⎦ KEY　　　CHECK ⎡DATA⎤⎣TRANS⎦ KEY IS RELEASED　　IMPORTANT

　　　　　INSERT PROGRAM.　　PRESS LOAD KEY.

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

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　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 (O/D)
　 1.　　ENTER BALANCE = THEN PRESS ⎡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 ⎣C⎦ PRESS START (Prints Headings)

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

8a. 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.)

TO   STAGE   10

STORAGE OF TOTALS ON DATA CASSETTE.

1. IF TOTALS ARE REQUIRED TO BE KEPT FOR PRECESSING 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 TRANS] KEY
    3.   INSERT DATA CARTRIDGE THEN PRESS [C]
    4.   PRESS [RECORD] KEY
    5.   UNLOCK [DATA TRANS] KEY   <u>GO TO STEP 2 OF OPERATING INSTRUCTIONS</u>

TO RE-INSERT BACK INTO MACHINE.

2.   <u>PROGRAMME FIRST.</u>

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

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

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 (*i.e. LOCK THEM DOWN.* ?)

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

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

3.   <u>HEADINGS.</u>
         PRESS [C]   PRESS S.   (Prints Headings)

3(*a*)   *TAKE SUB-TOTAL FOR CHECKING.*

SELECT ONE OF THE FOLLOWING :-

4.   <u>DEBIT ENTRY</u>

(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.   <u>CREDIT ENTRY</u>

(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.   <u>CORRECTION</u>

(i)   PRESS C (Prints Correction)   & previous line
       Go to 4 or 5 to repeat entry correctly.

7..   <u>SUBTOTAL</u>

(i)   PRESS B (Prints Subtotal ~~& PRESS~~) *SUB TOTAL*
       Go to 4 or 5 for more entries.

8.   <u>TRIAL BALANCE</u>
8*A.*   *SEE ATTACHMENT.*
9.   <u>FOR ADJUSTMENTS</u>
         PRESS [C] , PRESS S   Prints Line entry Headings
         Do steps 4, 5 to Adjust Amounts.

10.   <u>P & L ACCOUNT & BALANCE SHEET.</u>
(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 [■■] ,   PRESS 44   Prints   BALANCE SHEET.
          BAL. SH.

Calculation Formulae, Description and Example

11. FOR NEXT CLIENT GO TO PROCEDURE 2.

ERROR PROCEDURE

1. Machine will line space & await re-entry when:-

   1. <u>Cheque No:</u>
      - Cheque No. exceeds 999
      - Cheque No. is zero or negative entry.
      - Start key is pressed without entry.
   2. <u>Code No:</u>
      - Code No. exceeds Chart limit. (266)
      - Code No. is zero or negative entry.
      - Start key is pressed without entry.
   3. <u>Amount:</u>
      - 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.

2(a) <u>To ENTER OPENING BANK BALANCE :</u>

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

(b) IF STATEMENT READS BALANCE AS <u>DEBIT</u> (O/D)

   ENTER BALANCE = THEN PRESS | SIGN CHG. |
   THEN PROCEED ONTO STEP 2.

2 DEPRESS ROUTINE BUTTON LABELLED | OPENING BALANCE |

3 THEN 0 0 2 (ON KEYBOARD)

4 THEN | PRINT ◇ | AUTO MACHINE PRINTS SUB-TOTAL
   ON TALLY ROLL.

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 ACC.         │
│  AND POST OPENING           │
│  BALANCES.                  │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│  TRIAL  BALANCE             │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│  PROFIT & LOSS              │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│      STOP !!                │
│  ALLOCATE PROFIT            │
│  (after Perusing [C] then   │
│          [START]            │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│  BALANCE SHEET              │
│  ( BAL. SH. 44 )            │
└─────────────────────────────┘
```