

# GENERAL LEDGER I MINI-BOOK

**Radio Shack**  
**TRS-80  
MICRO  
COMPUTER  
SYSTEM**

**SOFTWARE**

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The Radio Shack **GENERAL LEDGER** System is designed for the TRS-80 32K "Business System" consisting of:

16K Level II Computer with Video Display

16K Expansion Interface

2 Mini-Disks

TRS-80 Line Printer\*

\*Tractor feed printer is recommended, but not required.

Some of the features of the **GENERAL LEDGER** . . .

User defined chart of accounts (up to 100 accounts)

4 Digit account numbers

Automatic "out of balance" detection

16 Digit precision throughout

Prints up to \$99,000,000.00, accurate internally to \$99 trillion

Up to 510 entries per Session

Up to 1830 entries per month

Well defined and system-generated audit trails

Easy error correction and recovery

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## GENERAL LEDGER MINI-BOOK

We realize that you may want to get this program "running" immediately. This Mini-Book will help you do just that. This just tells you "What To Do". The Big Book explains "Why". Do this, when using the system for the very first time;

1. Make sure that **EVERYTHING** is turned OFF.
2. Turn the units on, one at a time, in this **EXACT** order;
  - a. Turn on the Expansion Interface.
  - b. Turn on Disk Drive #1 (farthest from Interface.)
  - c. Turn on Disk Drive #0 (closest to Interface.)
  - d. Turn on the Video Display.
  - e. Place new, **blank** diskette in Drive #1 (far Drive), and close the Drive Door, (Notch up, label facing to the right)
  - f. Place "GENERAL LEDGER" diskette in Drive #0 (near drive) and close the door (notch up, same way).
  - g. Turn on the TRS-80 keyboard (rear right apron).
3. If everything went okay, the screen will show; DOS READY (If it doesn't show that, go back to step 1. Start over.)

### MAKING A BACK-UP COPY OF THE "MASTER" DISKETTE

NOTE: **E** means to press the white "ENTER" key.

SCREEN SHOWS:

DOS READY

SOURCE DRIVE NUMBER ?

DESTINATION DRIVE NUMBER?

BACKUP DATE (MM/DD/YY)?

YOU TYPE:

**BACKUP**

0

1

01/23/79

**E**  
**E**  
**E**  
**E**

(that was an example for January 23, 1979, use the real date)

HIT 'ENTER' TO CONTINUE

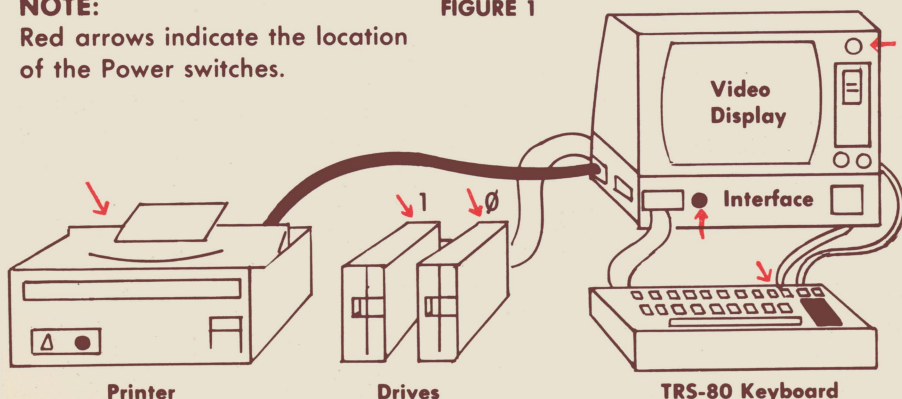
**Don't press "ENTER"!**

1. Remove the "GENERAL LEDGER" from Drive #0, and hide it.
2. Take the diskette out of Drive #1, and write "GL-BACKUP COPY" on the label.
3. Insert the "BACK-UP" copy into Drive #0, and close door.
4. Insert a new blank diskette into Drive #1 and shut door.
5. NOW, you can press **ENTER**. You've just made a "BACK-UP".

### NOTE:

Red arrows indicate the location of the Power switches.

FIGURE 1



**NOW YOU'RE READY TO ORGANIZE THE BLANK DISK IN DRIVE #1**

SCREEN SHOWS:  
DOS READY  
WHICH DRIVE etc.  
DISKETTE NAME?  
CREATION DATE?  
MASTER PASSWORD?  
LOCK OUT ANY TRACKS?  
HIT 'ENTER' TO CONTINUE  
TRSDOS DISK OPERATING SYSTEM - VER 2.1  
DOS READY

YOU TYPE:  
**FORMAT**  
**1**  
**DATAFILE**  
**01/23/79**  
**PASSWORD**  
**NO**

E  
E  
E  
E  
E  
E

(Congratulations, you're ready to run the General Ledger.)

**RUNNING THE GENERAL LEDGER PROGRAM**

SCREEN SHOWS:  
DOS READY (from above)  
HOW MANY FILES  
MEMORY SIZE  
READY

YOU TYPE:  
**BASIC**  
  
**RUN "GL"**

E  
E  
E  
E

That's all there is to it. From here on, you just give the TRS-80 the information it asks for, and press **ENTER** after it. When you want to use the system again, just turn it on, as we show, then go right to the "RUNNING THE GL PROGRAM". If you run into any terms that are not familiar, check the back page of this book. Remember to always press **ENTER** after typing the requested information.

**SOME VERY IMPORTANT GENERAL NOTES**

These things are covered in detail in the "Big Book", but we'll mention them here as well. When you are in the GL program for the first time, go through the selections **IN ORDER**, from 1 to 7. Give the TRS-80 all the information requested. It will prompt you as to what is required, and it won't let you mess anything up that can't be redone. You have many options to exactly fit the GL program to your particular needs. Don't be afraid to experiment as you go through the selections. You can add or delete anything at any time. If you get into any situation that isn't covered in this Mini-Book, check the "Big Book". If you want to try some sample runs, there are lots of examples in the "Big Book", so feel free to take the system "for a spin around the block". You can't hurt it, and you'll learn a great deal.

## REFERENCE CHART

STATEMENT	WRONG	RIGHT
ISSUE DATE (MM/DD)	1/28	01/28
ANY OTHER DATE (MM/DD/YY)	1/1/78	01/01/78
AMOUNTS	1,000.00	1000.00
	\$100.00	100.00
	12.5	12.50
	.005	.01

LIST OF TERMS	EXPLANATION OF TERMS
FORMAT	Set up blank disk to handle GL Information.
INITIALIZE DISKS	Personalize Ledger with Company name, & info.
CATAGORY FILE	Optional up to 6 group Sublistings
MASTER FILE	Complete Chart of Accounts
MAINTENANCE	To add, delete, change, or work on Files
TRANSACTION	A set of balanced entries to the GL
POSTING	To actually enter the transaction into the GL
END	Typed when finished with a section
EXIT	Typed to leave a section & return to Heading
SELECTOR	Just a Table of Contents, a list
FIELD NUMBER	A very fancy name for Line Number
A/L/I/E	Short for "Assets, Liabilities, Income, Expense"
ADD	To ADD more Account Numbers to Master File
DELETE	To REMOVE an Account Number from Master File
INQUIRE/CHANGE	To CHANGE or CHECK a particular Account
PRINT	A paper copy of a report to show people.
OK TO UPDATE/	Is it alright to print End-of-Year Statement?

### HOW TO ERASE EVERYTHING YOU'VE DONE AND START FROM SCRATCH

Turn off TRS-80 keyboard, wait a second, and turn it back on.

When the screen shows; DOS READY, you type **KILL GLJOUR**

When the screen shows; DOS READY, you type **KILL CTRL**

When the screen shows; DOS READY, you type **KILL DETAIL**

When the screen shows; DOS READY, you type **KILL GLMASTER**

**E**  
**E**  
**E**  
**E**

(Don't forget to use a space between "KILL" and the next word.) If the screen shows; FILE NOT IN DIRECTORY, and you've spelled everything right, then don't worry about it, go on to the next. You never created the file in the first place. These files were created as you entered the data. The CTRL file was started when you typed your company name. The GLJOUR is transactions, DETAIL is monthly transactions, and GLMASTER is the General Ledger. You're at the first line of RUNNING THE GENERAL LEDGER PROGRAM.