



RADIO SHACK TRS-80™
SOFTWARE LIBRARY
General Ledger I
Cat. No. 26-1552

Suggested Retail Price (may vary at individual stores and dealers) \$99.95

Description

Radio-Shack's General Ledger I is an accounting system designed specifically to post and maintain the general ledger of a small business. GL-1 is an ideal place for you to start realizing the benefits of computerized accounting previously available only to very large companies. You enter all income and expense items, and "GL-1" stores related records to produce your monthly Balance Sheet and Income (or "Profit & Loss") Statement. Radio Shack's GL-1 lets you use your current account names. A unique input routine minimizes operator errors. It has automatic out-of-balance detection and well defined audit trails.

Format

Diskette only. Binder includes one program disk and one blank disk for data storage, plus manual and "Mini-Book" for quick reference.

Hardware Required

Radio Shack's "32K Business System" including . . .

- Level II, 16K TRS-80
- Expansion Interface with 16K RAM
- TRS-80 Line Printer and Cable
- 2 Mini-Disk Drives

Limitations

Number of Accounts — 100 (Account numbers 1001-9998)

Number of Entries — 510 per Posting Session
— 1,830 per Month

Numeric Accuracy — 16-Digit Internal Accuracy

Printing Capacity — Up to \$99,999,999.99

Reports Generated

General Ledger Trial Balance

Balance Sheet

Income Statement

Monthly Transaction Report — Acct. # Sequence

Monthly Transaction Report — Entry Sequence

Posting Summary — Document # Sequence

Posting Summary — Account # Sequence

Radio Shack®

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Detailed Description

General Ledger I doesn't expect you to adapt your business to a preset chart of accounts . . . it lets you define up to 100 of your own. You set up the exact account names you need, using 4-digit account numbers. (Our Instruction Manual even includes a sample you can go through if you like, before starting on your own accounts.) All of the initialization of your accounts can be done from a copy of your current General Ledger Trial Balance, which your accountant can provide. Little if any knowledge of accounting will be required.

Each item you post is assigned a document number, producing an easy-to-follow "Audit Trail." At the end of each posting session, you receive two printed posting summaries. The first shows each transaction in document-number sequence, and the second shows the net effect of the posted transactions on each account . . . in account number sequence. If anything gets out-of-balance, you will be told at the bottom of the page.

Two Monthly Transaction Reports represent your "Detail Journal" and are usually run after all posting for the month is complete. All entries are grouped in account-number sequence on one report so you can trace just what happened to any account during the month. The second transaction report details all posting in the order in which it occurred, or in "Entry Sequence."

Your General Ledger Trial Balance shows the current balance in each of your Asset, Liability, Income and Expense accounts, plus the previous month and current month's activity.

The Income Statement is your Profit and Loss statement for any given month or period, and is normally run only at the end of a period. It gives each item as a dollar amount, and as a percentage of Gross Sales for both the current month's figures as well as year to date.

Your Balance Sheet, of course, lists Assets, Liabilities and Capital, and again checks to be sure all accounts are in proper balance.

In the back of the extensive manual is a complete listing of each program, in case you should want to modify some portion of the program(s) to suit your own requirements.

Radio Shack's exclusive "Mini-Book" is a thumbnail outline of the key operating factors, to get you in operation quickly. The Mini-Book tells you what to do while the large manual also tells you why and supplies answers to your questions in greater detail.

Radio Shack's General Ledger I has been designed to satisfy the normal requirements of a small business, and to do it in a manner that lets GL-1 adapt to your business rather than expecting your business to adapt to the program. Used properly, it should save you time, and, of course, the human errors which are expected in a hand-posted system. By doing this work "in house" you know at all times what is happening, and you retain more control over the destiny of your business. In other words, you can have the increased control and efficiency of computerized accounting which has up until now been the exclusive property of "Big Business."

Sample Reports

Trial Balance

DATE: 1/31/78

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JONES ELECTRONICS
GENERAL LEDGER TRIAL BALANCE

ACCT NO.	DESCRIPTION	ACCT TYPE	CAT CODE	-----TRANSACTION ACTIVITY-----		
				CURRENT MO.	PREVIOUS MO.	YEAR TO DATE
1001	CASH ON HAND	A	-	567.09	0.00	1,234.18
1002	CASH IN BANK	A	-	4,248.00	0.00	9,496.16
1003	ACCOUNTS RECEIVABLE	A	-	10,496.00	0.00	25,996.16
1004	BAD DEBT ALLOWANCE	A	-	0.00	0.00	500.00-
1005	MOSE INVENTORY	A	-	2,853.40-	0.00	19,293.20
1006	FIXED ASSETS	A	-	1,000.00	0.00	12,000.00
1007	DEPR ALLOWANCE	A	-	250.00-	0.00	3,500.00-
2001	ACCOUNTS PAYABLE	L	-	9,257.89-	0.00	26,515.79-
2002	TAXES WITHHELD	L	-	0.00	0.00	1,000.00-
2003	NOTES PAYABLE	L	-	56.00-	0.00	6,112.00-
2004	ACCURED PAYROLL	L	-	1,389.23-	0.00	3,118.46-
2005	ACCURED TAXES	L	-	166.43-	0.00	932.06-
2999	RETAINED EARNINGS	L	-	0.00	0.00	23,920.30-
3001	CASH SALES	I	1	4,567.09-	0.00	4,567.09-
3002	30 DAY CHG SALES	I	1	15,496.00-	0.00	15,496.00-
3003	CREDIT CARD SALES	I	1	1,345.54-	0.00	1,345.54-
3101	COST OF SALES/CRSH	E	2	2,106.18	0.00	2,106.18
3102	COST OF SALES/CHG	E	2	8,182.06	0.00	8,182.06
3103	COST OF SALES/CR CD	E	2	645.16	0.00	645.16
4101	ADVERTISING	E	3	82.45	0.00	82.45
4102	COMMISSIONS	E	3	345.23	0.00	345.23
4103	PROMOTION	E	3	45.67	0.00	45.67
4104	PUBLICITY	E	3	100.00	0.00	100.00
5101	SALESMEN'S SALARIES	E	3	500.00	0.00	500.00
5102	CLERICAL SALARIES	E	4	432.56	0.00	432.56
5103	ADMIN SALARIES	E	4	876.67	0.00	876.67
5104	MANAGEMENT SALARIES	E	4	987.78	0.00	987.78
6101	COMPUTER FEES	E	4	1,234.45	0.00	1,234.45
6102	DUES & SUBSCRIPTIONS	E	4	36.00	0.00	36.00
6103	AUTO EXPENSE	E	4	134.34	0.00	134.34
6104	RENT EXPENSE	E	4	1,234.34	0.00	1,234.34
6105	UTILITIES	E	4	348.98	0.00	348.98
6106	TAXES	E	4	166.43	0.00	166.43
6107	DEPRECIATION	E	4	250.00	0.00	250.00
6108	ACCOUNTING	E	4	800.00	0.00	800.00
6109	LEGAL FEES	E	4	457.89	0.00	457.89
6110	INTEREST	E	4	56.00	0.00	56.00
6111	SUPPLIES	E	4	3.22	0.00	3.22
6112	TRAVEL	E	4	45.00	0.00	45.00
0.00 BALANCE				0.00-	0.00	0.00-

Posting Summary

DATE: 1/31/78 SESSION NO. 6

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JONES ELECTRONICS
GENERAL LEDGER POSTING SUMMARY

ACCT NO.	DESCRIPTION	ACCT TYPE	ENTRY TYPE	POSTING DATE	ISSUE DATE	AMOUNT
** REF NO. 1019 PAYROLL REGISTER						
5102	CLERICAL SALARIES	E	M	1/31/78	1/31	432.56
2004	ACCURED PAYROLL	L	M	1/31/78	1/31	432.56-
TOTAL						0.00 **
** REF NO. 1020 PAYROLL REGISTER						
5103	ADMIN SALARIES	E	M	1/31/78	1/31	876.67
2004	ACCURED PAYROLL	L	M	1/31/78	1/31	876.67-
TOTAL						0.00 **
** REF NO. 1021 JAN P/R TAX						
6106	TAXES	E	M	1/31/78	1/31	166.43
2005	ACCURED TAXES	L	M	1/31/78	1/31	166.43-
TOTAL						0.00 **
** REF NO. 1022 PRICE & MATERS						
6108	ACCOUNTING	E	M	1/31/78	1/31	800.00
2001	ACCOUNTS PAYABLE	L	M	1/31/78	1/31	800.00-
TOTAL						0.00 **
** REF NO. 1023 DUDLEY LEGALMAN						
6109	LEGAL FEES	E	M	1/31/78	1/31	457.89
2001	ACCOUNTS PAYABLE	L	M	1/31/78	1/31	457.89-
TOTAL						0.00 **
** REF NO. 1024 DEPR SCHEDULE						
6107	DEPRECIATION	E	M	1/31/78	1/31	250.00
1007	DEPR ALLOWANCE	A	M	1/31/78	1/31	250.00-
TOTAL						0.00 **
** REF NO. 1025 1ST NATL BANK						
6110	INTEREST	E	M	1/31/78	1/31	56.00
2003	NOTES PAYABLE	L	M	1/31/78	1/31	56.00-
TOTAL						0.00 **
** REF NO. 1026 ACCT REC JOURNAL						
1002	CASH IN BANK	A	M	1/31/78	1/31	5,000.00
1003	ACCOUNTS RECEIVABLE	A	M	1/31/78	1/31	5,000.00-
TOTAL						0.00 **

DATE: 1/31/78 SESSION NO. 6

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JONES ELECTRONICS
GENERAL LEDGER POSTING SUMMARY

ACCT NO.	DESCRIPTION	ACCT TYPE	ENTRY TYPE	POSTING DATE	ISSUE DATE	AMOUNT
** REF NO. 1027 PURCHASES JOURNAL						
1005	MOSE INVENTORY	A	M	1/31/78	1/31	8,000.00
2001	ACCOUNTS PAYABLE	L	M	1/31/78	1/31	8,000.00-
TOTAL						0.00 **

SESSION TOTAL 0.00

Posting Summary

DATE: 1/31/78 SESSION NO. 5

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JONES ELECTRONICS
GENERAL LEDGER POSTING SUMMARY

ACCOUNT SUMMARY

ACCT NO.	DESCRIPTION	AMOUNT
1002	CASH IN BANK	6,097.46-
1006	FIXED ASSETS	1,000.00
4101	ADVERTISING	82.45
4102	COMMISSIONS	345.23
4103	PROMOTION	45.67
4104	PUBLICITY	100.00
5101	SALESMEN'S SALARIES	500.00
5104	MANAGEMENT SALARIES	987.78
6101	COMPUTER FEES	1,234.45
6102	DUES & SUBSCRIPTIONS	36.00
6103	AUTO EXPENSE	134.34
6104	RENT EXPENSE	1,234.34
6105	UTILITIES	348.98
6111	SUPPLIES	3.22
6112	TRAVEL	45.00

TOTAL 0.00-

Monthly Transactions

DATE: 1/31/78

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JONES ELECTRONICS
MONTHLY TRANSACTIONS REPORT
ACCOUNT NO. SEQUENCE

REF	DESCRIPTION	ENTRY TYPE	AMOUNT
** ACCT NO. 1001 CASH ON HAND			
1001	JAN 10 SALES REPORT	M	1/10/78 567.09
TOTAL			567.09
** ACCT NO. 1002 CASH IN BANK			
1001	JAN 10 SALES REPORT	M	1/10/78 4,000.00
1003	JAN 31 SALES REPORT	M	1/31/78 1,345.54
1005	101 FM STAR TELEGRAPH	M	1/31/78 82.45-
1006	102 MARY SMITH	M	1/31/78 345.23-
1007	103 ACME SUPPLIES	M	1/31/78 45.67-
1008	104 BUSINESS WEEK	M	1/31/78 36.00-
1009	105 ROACH PUBLIC REL	M	1/31/78 100.00-
1010	106 JACK SAYLES	M	1/31/78 500.00-
1011	107 MARTY MANAGER	M	1/31/78 987.78-
1012	108 TECH COMPUTERS	M	1/31/78 1,234.45-
1013	109 MOBIL OIL	M	1/31/78 134.34-
1014	110 ASSOC REALTY	M	1/31/78 1,234.34-
1015	111 TEXAS ELECTRIC	M	1/31/78 348.98-
1016	112 STANDARD OFFICE	M	1/31/78 3.22-
1017	113 PERCY'S TOURS	M	1/31/78 45.00-
1018	114 CAPITAL EQUIP CO	M	1/31/78 1,000.00-
1026	ACCT REC JOURNAL	M	1/31/78 5,000.00
TOTAL			4,248.00
** ACCT NO. 1003 ACCOUNTS RECEIVABLE			
1002	JAN 20 SALES REPORT	M	1/20/78 15,496.00
1026	ACCT REC JOURNAL	M	1/31/78 5,000.00-
TOTAL			10,496.00
** ACCT NO. 1005 MOSE INVENTORY			
1004	COST OF SALES RECAP	M	1/31/78 10,853.40-
1027	PURCHASES JOURNAL	M	1/31/78 8,000.00
TOTAL			2,853.40-
** ACCT NO. 1006 FIXED ASSETS			
1018	114 CAPITAL EQUIP CO	M	1/31/78 1,000.00
TOTAL			1,000.00
** ACCT NO. 1007 DEPR ALLOWANCE			
1024	DEPR SCHEDULE	M	1/31/78 250.00-
TOTAL			250.00-
** ACCT NO. 2001 ACCOUNTS PAYABLE			
ACCT TYPE L **			

Sample Reports

Balance Sheet

DATE: 2/28/78		JONES ELECTRIC BALANCE SHEET		PAGE 1	
ACCT	DESCRIPTION	AMOUNT			
=====					

		ASSETS			

1001	CASH ON HAND	1,001.27			
1002	CASH IN BANK	13,744.24			
1003	ACCOUNTS RECEIVABLE	36,494.24			
1004	BAD DEBT ALLOWANCE	500.00-			
1005	MOSE INVENTORY	8,439.80			
1006	FIXED ASSETS	13,000.00			
1007	DEPR ALLOWANCE	3,750.00-			
TOTAL ASSETS		69,229.55			
=====					

		LIABILITIES			

2001	ACCOUNTS PAYABLE	27,773.67-			
2002	TAXES WITHHELD	1,000.00-			
2003	NOTES PAYABLE	6,168.00-			
2004	ACCURED PAYROLL	4,427.69-			
2005	ACCURED TAXES	1,099.29-			
TOTAL LIABILITIES		40,468.65-			
=====					
	RETAINED EARNINGS	23,920.30-			
	CURRENT P & L	4,840.60-			
TOTAL CAPITAL		28,760.90-			
TOTAL LIABILITIES & CAPITAL		69,229.55-			

Income Statement

DATE 2/28/78 JONES ELECTRIC
INCOME STATEMENT
PERIOD ENDING 02/28/78

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ACCT DESCRIPTION	CURRENT	%	YTD-TO-DATE	%
***** GROSS SALES *****				
3001 CASH SALES	4,567.89	21.3	9,134.18	21.3
3002 30 DAY CHG SALES	15,498.80	72.4	30,996.16	72.4
3003 CREDIT CHRG SALES	1,345.54	6.3	2,691.08	6.3
** TOTAL GROSS SALES	21,410.71	100.0	42,821.42	100.0
***** COST OF GOODS SOLD *****				
3101 COST OF SALES/CRSH	2,106.18	9.8	4,212.36	9.8
3102 COST OF SALES/CHG	8,102.86	37.8	16,204.12	37.8
3103 COST OF SALES/CR CD	645.16	3.0	1,290.32	3.0
** TOTAL COST OF GOODS SOLD	10,853.40	50.7	21,706.80	50.7
GROSS PROFIT	10,557.31	49.3	21,114.62	49.3
***** SELLING EXPENSES *****				
4101 ADVERTISING	82.45	0.4	164.90	0.4
4102 COMMISSIONS	345.23	1.6	690.46	1.6
4103 PROMOTION	45.67	0.2	91.34	0.2
4104 PUBLICITY	100.00	0.5	200.00	0.5
5101 SALESMEN'S SALARIES	500.00	2.3	1,000.00	2.3
** TOTAL SELLING EXPENSES	1,073.35	5.0	2,146.70	5.0
***** GENERAL OVERHEAD *****				
5102 CLERICAL SALARIES	432.56	2.0	865.12	2.0
5103 ADMIN SALARIES	876.67	4.1	1,753.34	4.1
5104 MANAGEMENT SALARIES	987.78	4.6	1,975.56	4.6
5105 CHRG OFFICE FEES	1,234.45	5.8	2,468.90	5.8
5106 CHRG TRAVEL EXPENSES	136.90	0.2	273.80	0.2
5107 AUTO EXPENSE	134.34	0.6	268.68	0.6
5108 RENT EXPENSE	1,224.34	5.8	2,448.68	5.8
5109 UTILITIES	348.58	1.6	697.16	1.6
5110 TRAVEL	166.45	0.8	332.90	0.8
5111 DEPRECIATION	250.00	1.2	500.00	1.2
5112 ACCOUNTING	800.00	3.7	1,600.00	3.7
5113 LEGAL FEES	457.89	2.1	915.78	2.1
5114 INTEREST	56.00	0.3	112.00	0.3
5115 SUPPLIES	3.22	0.0	6.44	0.0
5116 TRAVEL	45.00	0.2	90.00	0.2
** TOTAL GENERAL OVERHEAD	7,063.66	33.0	14,127.32	33.0
TOTAL INCOME	21,410.71	100.0	42,821.42	100.0
TOTAL EXPENSE	18,590.41	88.7	37,998.82	88.7
NET PROFIT (POSITIVE NO = LOSS)	2,820.30	11.3	4,840.60	11.3