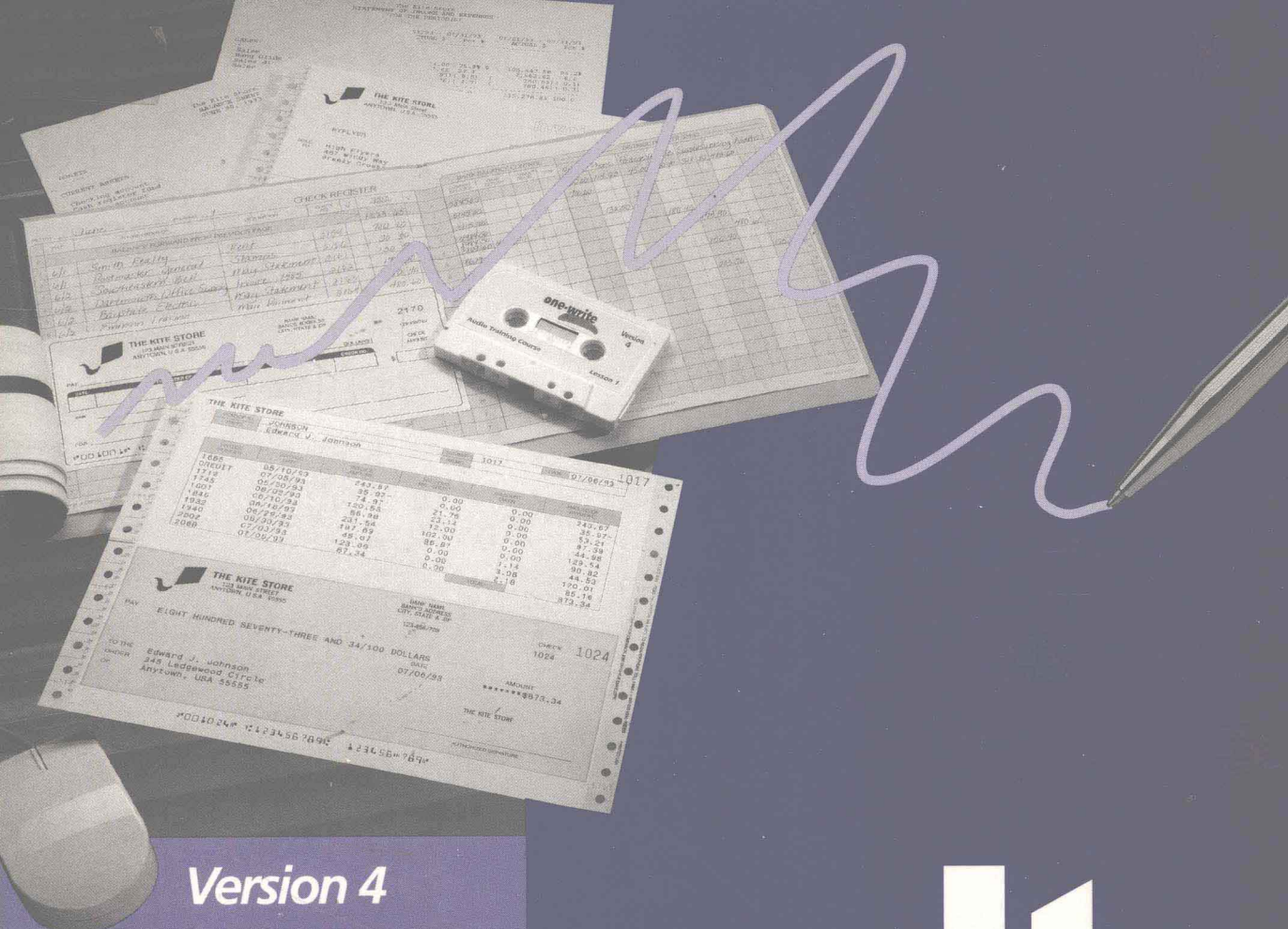




Version 4

one-write[®]

PLUS

Accounting with Payroll
User Reference Guide

One-Write Plus

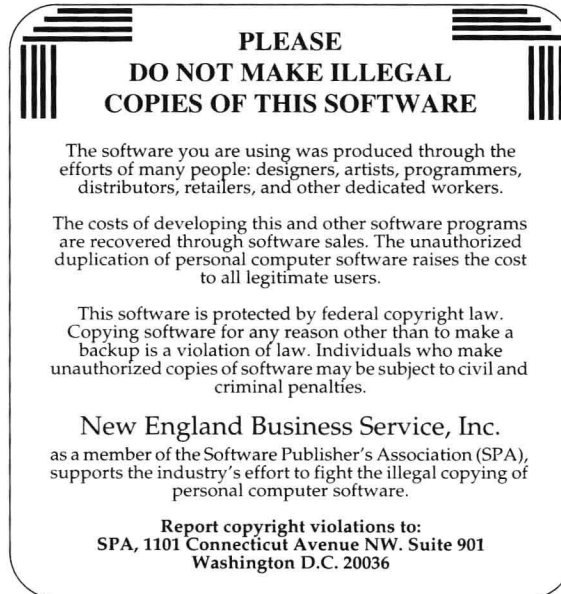
4.5

User's Guide

One-Write Plus 4.5—User's Guide

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Before You Begin

Welcome to One-Write Plus—the easiest way for a small business to track and manage all aspects of its finances. One-Write Plus combines sophisticated PC technology with the familiar conventions of the “one-write” accounting system, the most widely-used method of accounting in the world. And, as your business grows, One-Write Plus can grow along with it.

One-Write Plus is easy to use and it requires no special accounting or personal computer knowledge. Whether you are a secretary, a bookkeeper, an in-house accountant or a professional consultant, you will feel comfortable performing all of the day-to-day accounting operations with One-Write Plus.

About this Manual

The *One-Write Plus User's Guide* is divided into the following chapters:

❑ Before You Begin

Describes this manual, system requirements and specifications, the One-Write Plus product, working with a financial advisor, and navigation through the software via screens, keyboard, and mouse.

❑ Chapter 1: Getting Started

Explains installation, and the process of setting up your company to start working in One-Write Plus as soon as possible.

❑ Chapter 2: Setup

Steps you through defining company preferences; entering account, customer, vendor, employee, and payroll tax information; defining and setting up SuperTrack applications; specifying how you want your forms printed and what kind of printer(s) you will use; establishing system preferences such as the use of passwords.

❑ Chapter 3: File

Explains setting up a company; backing up and restoring data within One-Write Plus; compressing files and closing the year.

❑ Chapter 4: Lists

Describes adding to and modifying your various lists—Bank Accounts, General Ledger Chart of Accounts, Vendors, Customers, Employees, and SuperTrack.

❑ **Chapter 5: Entries**

Details entering all your business transactions—vendor purchases, credits, and payments, customer sales, credits, and receipts, employee paychecks—making your bank deposits and reconciling your accounts; creating budgets; and printing all your forms.

❑ **Chapter 6: Reports**

Provides printing instructions and samples for all the reports generated by One-Write Plus.

❑ **Chapter 7: Help**

Provides an overview to the on-line help system and glossary of accounting and computer terms; a startup checklist, and information about registration and support and other customer concerns.

❑ **Appendices**

Discusses upgrading from previous versions (Appendix 1), kinds of memory and suggests ways to better manage the memory on your computer system (Appendix 2); alternate installations (Appendix 3); setting up passwords and password levels (Appendix 4), common questions and answers (Appendix 5), error messages (Appendix 6), and macros (Appendix 7).

System Requirements

One-Write Plus products require the following hardware and software to operate:

- ☐ An IBM or compatible computer.
- ☐ MS-DOS or PC-DOS version 3.3 or higher, or DR-DOS version 5.0 or higher.
Note—If you elect to run One-Write Plus in the OS/2 environment, you must have a DOS partition on your hard drive.
- ☐ At least one hard disk drive and one floppy disk drive.
- ☐ A color or monochrome monitor.
- ☐ A DOS-compatible printer.
- ☐ 640k RAM, at least 519k (539k if you’re using macros) available.
With memory managers, device drivers, etc. as much as 560k available RAM could be required.
- ☐ Hard disk space: a minimum of 5 MB for program files, plus 3 MB for each company.

Note— If you elect to run the products in the Microsoft Windows 3.0 or 3.1 environment, then a minimum of 2MB of RAM is required with 512k of conventional RAM available.

System Specifications

One-Write Plus supports the following system maximums:

General Specifications

General Ledger Account Number length	4 or 6 digits
Maximum transaction amount	\$9,999,999.99
Maximum General Ledger account balance	\$999,999,999.99
Charts of Accounts provided	14
Number of accounting periods	4, 12, or 13 per year
Maximum General Journal entry size	100 lines
Maximum Invoice size	25 lines
Bank and Credit card accounts	15

Forms Printed

Checks
Receipts
Invoices
Credit memos
Statements
Paychecks
W-2s
1099s
Labels

File Capacity

Number of Companies	99
General Ledger Accounts	1000
Transactions in:	
Write Checks and Bills to Pay (combined)	10,000
Record Receipts and Enter Sales (combined)	10,000
Enter Paychecks	10,000
Invoice Customers	500
General Journal entries	5,000
General Ledger entries	1,000,000
Vendor Cards	5,000
Customer Cards	5,000
Employee Cards	500
SuperTrack Cards (Total)	5,000

One-Write Plus Overview

One-Write Plus reproduces on your computer screen the familiar forms you use in your business everyday—checks, receipts and invoices.

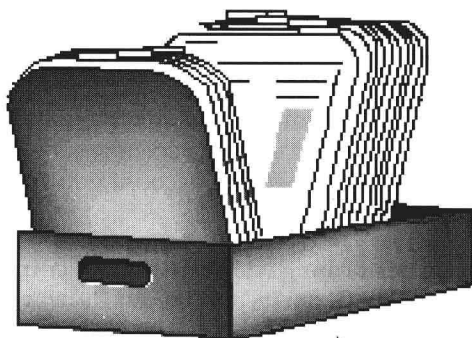
Every time you record a receipt or write a check, One-Write Plus notes your entry and automatically allocates it to, and records it in the proper journal. For example, when you enter a receipt, One-Write Plus automatically adds it to the checking account you specify and applies it to the proper income account. Each check that you write is automatically deducted from the checking account you specify and added to the proper expense account.

Behind the scenes, One-Write Plus is performing complete double-entry accounting. You need not be concerned with debits and credits, however. One-Write Plus keeps track of them for you.

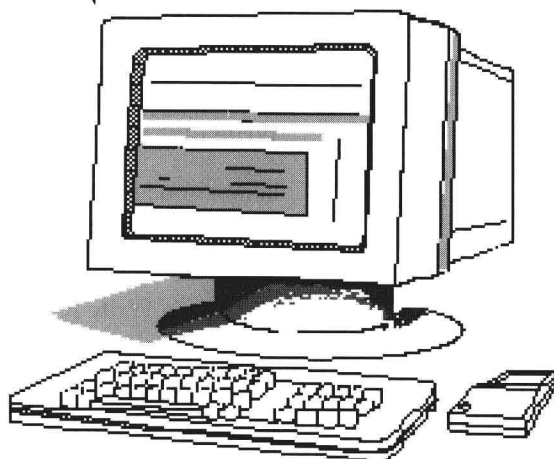
When you save an entry, One-Write Plus automatically calculates your account balances and checks to see that your books are in balance. If your entry is not in balance, you are not allowed to save it.

Since One-Write Plus continually calculates totals for every active account, your General Ledger is always up-to-date. One-Write Plus can produce more than a dozen critical journal and financial reports. In addition, the details of every financial transaction that you make are available for review until you compress (purge them from the system).

In One-Write Plus, you enter all your basic information on cards:



These cards provide information for your transaction entries...

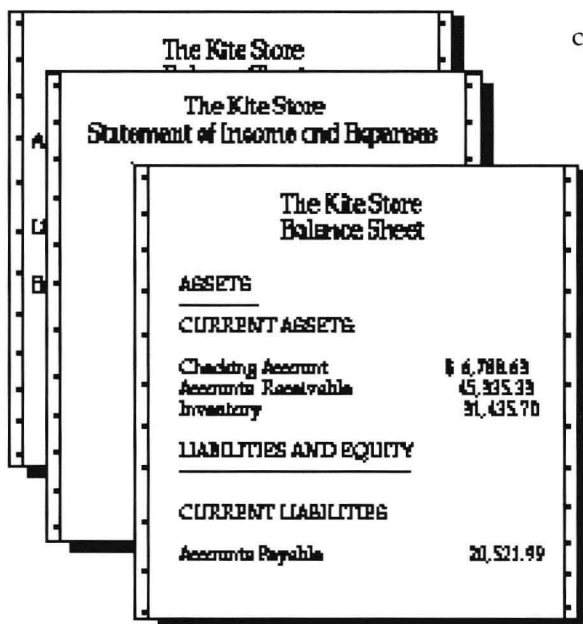


and then, in turn, maintain records of your transactions in an easily accessible format.

Your transaction entries also update your journals and your General Ledger...

The Kite Store General Ledger					
Date	Source	Description	Debit	Credit	
1000 Checking Account					
BEGINNING BALANCE			1,687.00		
06/13/98	Deposit			814.33	
ENDING BALANCE			10,701.33		
2000 Accounts payable					
BEGINNING BALANCE			0.00		
06/15/98	AP-BY THOMPSON	Merchandise		74.50	
06/15/98	AP-BY WILLIAMS	Inv #612		455.00	
06/18/98	AP-BY ACE	Inv #62		180.00	
06/15/98	AP-BY US POST	Merch		550.00	
ENDING BALANCE				1,359.50	

generate a variety of important reports...

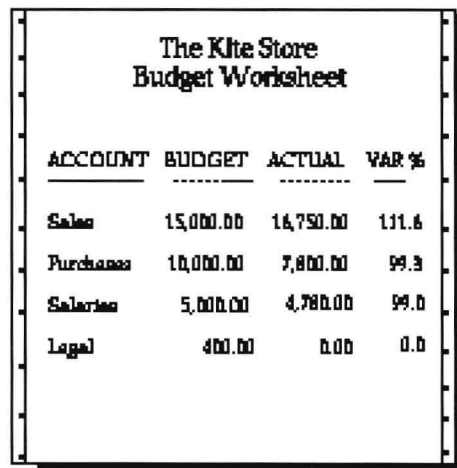


The Kite Store
Statement of Income and Expenses

The Kite Store
Balance Sheet

ASSETS	
CURRENT ASSETS	
Checking Account	\$ 6,788.63
Accounts Receivable	45,335.33
Inventory	31,435.70
LIABILITIES AND EQUITY	
CURRENT LIABILITIES	
Accounts Payable	20,521.99

create budgets for your business planning...



The Kite Store
Budget Worksheet

ACCOUNT	BUDGET	ACTUAL	VAR %
Sales	15,000.00	14,750.00	111.6
Purchases	10,000.00	7,800.00	99.9
Salaries	5,000.00	4,780.00	99.6
Legal	400.00	0.00	0.0

and print your checks, invoices, and statements in just a few simple steps.

