

# Medlin Windows General Ledger

Copyright © 1995

## Program Description

Medlin Windows General Ledger (MWGL) is a general ledger program for small and medium size businesses. MWGL runs under Microsoft Windows 3.1, Windows for Workgroups and Windows 95. MWGL can be run "stand alone" or can work hand in hand with Medlin Windows Accounts Payable (MWAP) and Medlin Windows Payroll (MWPR). Accounts Payable and Payroll data can be posted directly into MWGL. MWGL allows over 32,000 transactions per year.

Medlin Windows General Ledger is Shareware. You are encouraged to try the program and give copies to anyone. If you use the program, you should become a registered user by paying a \$38 registration fee. Select "Registration" from the "Help" menu to register, or use the registration form near the end of this manual.

### Registered users will receive:

- The latest version of MWGL.
- Removal of "Printed with UNREGISTERED version" from reports.
- Unregistered copies of other Medlin Windows Accounting programs.
- Telephone support from 8:00 AM to 5:30 PM Pacific Time.
- Notification of updates.

## Getting Started

Medlin Windows General Ledger is divided into six sections plus a help menu. Use the mouse to move the arrow to the menu choice and then click the left mouse button. Press <F1> at any time for context sensitive help.

### The Processing Cycle

Usually, accounting is done on a monthly cycle, but the MWGL program allows you to use any length of accounting period. You may have up to 15 accounting periods in an accounting year. Checks and journal entries for the accounting period are entered by selecting "Transactions" from the menu. Debits are entered as positive <+> numbers and credits are entered as negative <-> numbers.

Once all of the checks and deposits for the period have been entered and the offsetting entries to "Cash In The Bank" have been made, you may choose "Bank Reconciliation" from the menu and balance your bank account. Bank reconciliation is an optional step.

For an accurate audit trail, at least a General Ledger report should be printed and retained for each period. Reports can be printed in any order and as often as desired. If you discover an error in any of the reports, correct the problem and reprint the report. Once you are satisfied the all entries for the period are correct, start a new accounting period.

To start a new accounting period, select "Start a New Period" from the file menu. When a new period is started, the transactions for the previous period are saved for later review. You may then begin entering transactions for the current period. Prior periods can be viewed and edited by selecting "Go back to Prior Period" from the "File" menu.

## Navigation

Use the <Tab> key to advance to the next field and press <Shift and Tab> together to go back. Menu items and "command buttons" can be "clicked" from the keyboard by holding down the Alt key while pressing the underlined letter. These are "standard" to most Windows programs. See your Windows manual for more details. The open section ("Reports" for example) does not have to be closed to open a different section. Just click on your choice from the menu or type Alt and the underlined letter.

### Entry shortcuts built-in to MWGL:

- Any field in both "Transactions" and "Chart of Accounts" can be edited by moving the mouse cursor over the field and clicking the left mouse button.
- When entering transactions, accounts can be entered by number, description or by selecting from a list.
- In dollar entry fields, pressing <+> or <-> after entering the amount, advances to the next field. Negative numbers can be entered with the minus sign leading or trailing.
- When adding transactions, pressing <+> in the check number field adds one to the previous number and advances.
- Date fields can be edited using the <Home>, <End>, and arrow keys in addition to entering numbers.
- The date format is taken from Control Panel and the day of month is always highlighted first, for editing, when entering a date field.
- The <Delete> and <Insert> keys "click" the matching "command buttons".
- The <Esc> key goes back one selection.
- Press <F10> to use the pop-up calculator. Use <Esc> or <Alt and F4> to close. The result will be "pasted" if the calculator was called from a monetary field.

## Configure

Configuration information needs to be entered when you use MWGL for the first time, and can be updated as needed. Select "Configure" from the menu. Be sure to click "Save" when done.

### Name on financial statements

Enter your company name here (up to 32 characters). The name will appear on all financial statements and in the MWGL title bar. The company name can be edited at any time.

### Statement headings

These lines will appear centered at the top of the income statement and balance sheet (up to 60 characters). The second line will also include the report date.

### Statement footers

A "footer" is a short comment inserted at the end of a report (up to 80 characters). An example of a footer would be a statement like "Prepared without benefit of audit", or any other meaningless comment your attorney tells you to put on your financial statements. You may enter a different footer for the income statement and the balance sheet.

### Bank account number

The bank account number is used in bank reconciliation. The reconciled amount will be compared with the balance of this account.

### **Transaction Listing printed with descriptions**

Checking this box changes the Transaction Listing report from a two column report without descriptions to a single column report with descriptions. Since the descriptions appear on the General Ledger report, you can save paper by omitting the descriptions from the transaction listing.

### **Chart of Accounts printed with balances**

The Chart of Accounts listing will normally print in a two column format without balances. If you check this box, you will get balances with your chart of accounts listing in a single column format - **in effect, a trial balance.**

### **Print zero balance accounts**

If you want accounts with zero balances to print on the income statement and balance sheet, click here. Clear this box if you don't want to print zero balance accounts.

### **Printer Fonts**

Each time you click Printer Fonts, MWGL will take a few seconds to look at the printer fonts available under Windows. Choose your favorite font for printing reports. MWGL prints reports with the decimal points lined up even when using variable pitch fonts. Printer point size is selected from the "Reports" section.

## **Chart of Accounts (COA)**

MWGL uses the same chart of accounts as MWAP. If MWGL and MWAP are sharing the same data path, any changes made to the chart of accounts from MWGL are also made in MWAP and vice-versa.

A standard chart of accounts is provided with MWGL. Although any sequential numbering scheme will work, the one provided is in common usage by accountants. To use the standard chart of accounts, run MWGL with the file MWGL.COA in the data path.

The chart of accounts can be modified at any time during the processing period. All chart of accounts setup and modification is done using the "Chart of Accounts" section. "Chart of Accounts" allows you to add new accounts, delete or change existing accounts or examine the existing accounts by scrolling up and down the screen. You can change account numbers at any time and MWGL will automatically update the account numbers on all transactions (and invoices if using MWAP) with the previous account number. You will not be allowed to delete an account with a balance or with any transactions (or invoices) posted to the account during the year.

When adding new entries, pressing <Tab>, <Enter> or <+> advances to the next field. Use the scroll bar or the <Home>, <End> and arrow keys to view the existing accounts.

### **The following information is displayed for each line in the chart of accounts:**

- **Account Number** - A three or four digit number between 000 and 9999 which is used for posting transactions.
- **Account Type, Total Level and Title Type** - Three numbers which determine how, and on which reports the item will be printed. (See the section on Chart of Accounts Coding for details.)
- **Prior %** - This number will be printed on the income statement - **if not zero** - and is for informational purposes only. The prior year % is updated automatically at the end of the

- year, by the "Start a New Year" procedure.
- **Account Description** - Up to 27 characters are allowed for the account description.

## Transactions

All checks and journal entries for the accounting period are entered using the "Transactions" section by clicking the "Add" or "Insert" buttons. "Transactions" also allows you to view, change or delete existing entries. You may also obtain a total for a particular account and you can search all of the transactions for any string of characters.

When adding new entries, pressing <Tab>, <Enter> or <+> advances to the next field. Use the scroll bar or the <Home>, <End> and arrow keys to view the existing transactions.

### Each transaction contains the following information:

- **Description** - Allows up to 21 characters to describe the entry. To enter a blank description, press the space bar.
- **Check Number** - A five character check number or reference. Numbers or letters may be used. Pressing <+> enters a number equal to the previous number plus one. (This is useful when entering a series of checks with sequential check numbers.)
- **Date** - The highlighted part of the date can be edited by typing the new value or by using the up and down arrows. The day of month is highlighted first. Use the left and right arrow keys to move the highlight to the month or year. Pressing <Home> or <End> will change to the highest or lowest possible value. Often only a single press of the down arrow is required to increment the day of the month, by one day. Pressing <\*> during date entry will mark this transaction as a year-to-date entry.
- **Account Number** - Enter the account number this invoice will be charged to. If the vendor has a default account, it will be displayed. Accounts can be selected from the list box or by entering enough of the account number or description to highlight the desired account in the list box. **NOTE:** Pressing an alphabetic key (A-Z) will change from number entry to description entry for the current transaction.
- **Amount** - Enter the amount. Debit entries are entered as positive numbers. Credit entries are entered as negative numbers. Negative numbers can be entered with the <-> leading or trailing. Pressing <-> after entering the amount also advances.

If you press <Enter> without entering an amount, an amount equal to the net of all of the transactions for the period is entered, but with the opposite sign. In other words, a balancing entry is created. If the net of all of the transactions so far is +1234.56 and you press <Enter> without entering an amount, -1234.56 is entered. This feature is especially useful for those users who want to enter a credit <-> for each debit <+>.

Pressing the asterisk <\*> key when entering the date, amount or account number, causes an asterisk to be printed to the right of the amount, and the transaction to be posted to the year-to-date balance only without affecting the current balance. Pressing <\*> a second time unmarks the transaction and posts the entry to the current period balance. Year-to-date is mainly used for inventory entries. The <Y> key can be used if editing the date or amount.

The net amount of the current check, and the net of all the transactions posted for the period are constantly displayed on the lower right portion of the screen. The check total is useful when posting a single check to multiple accounts. For double entry accounting, the posting total should be zero when you finish with posting for the period. The <Total> button is useful for checking

balances. It can, for instance, be used to add up all the purchases, so you can make an ending inventory calculation based on a desired cost of sales.

## Reports

Reports can be printed at any time and as often as you wish. A report can cover a single period or a series of periods. For an accurate audit trail, at least the General Ledger report should be printed and retained each period.

### Sort Transactions

The General Ledger, Transaction Listing and Account Summary reports can be sorted by any field. After clicking "Start Printing", you will select the field if "Sort Transactions" was checked.

### Print to Screen

Checking here will print all reports on the screen, allowing you to view reports without wasting paper. Use the <Home>, <End>, <PgDn>, <PgUp> and arrow keys or the scroll bar to view the report. Press <Esc> or <Alt and F4> to return to MWGL.

### Printing to a File

Printing to screen creates a file named TEMP.TXT in the current data path. To save a copy of the report, rename the TEMP.TXT file. By loading the file into any word processor and changing the font to a fixed pitch font like Courier New, you can modify or reprint the report.

### Font Size

The font point size can be either 10 or 12. The larger 12 point fonts are easier to read, but if the numbers on the financial statements are large, the statement may look a bit crowded. Often, you may wish to print the Income Statement and Balance Sheet with the larger 12 point font, and then print the General Ledger and Transaction Listing with the smaller 10 point font.

### Transaction Listing

The Transaction Listing is simply a list of all of the transactions entered for a period. The report includes the description, reference number, date and amount. If "Transaction Listing printed with descriptions" is not checked in the "Configure" section, a two column report with no descriptions is printed.

### General Ledger

The General Ledger report lists each account number, description and opening balance, each transaction entered to the account and the new closing balance. It is the all-important printed audit trail when the IRS comes to call. Be sure you have a printed General Ledger report covering every period of the accounting year. Like all reports, the General Ledger can be printed for a single period or a series of periods.

### Income Statement

The Income Statement shows current and year-to-date profit or loss, and current, year-to-date and prior year percentages. All percentages are the percentage of the total income (sales). The format of the Income Statement is controlled by the Account Type, Total Level and Total Type entered in "Chart of Accounts". If the totals don't look right, it's probably because the chart of account coding is incorrect.

### Balance Sheet

A Balance Sheet is a schedule of assets and liabilities for a certain date. A balance sheet can only balance if you are using double entry accounting. If the transaction entries are not in balance, the "profit year to date" amount on the balance sheet will not agree with the profit or loss

on the income statement.

## **Chart of Accounts Report**

The Chart of Accounts report lists all of the account numbers, codes and descriptions. Current and year-to-date balances are printed if "Chart of Accounts printed with balances" is checked in "Configure". A chart of accounts report printed with balances is also known as a **trial balance**.

## **Account Summary**

The Account Summary report lists all of the transactions entered to the selected account. When Account Summary is checked, a drop-down box appears to choose an account. This report can be for any single period or a series of periods.

## **Periods to Print**

Click on any single period or a series of periods, to include in the reports. Click again to de-select. The period ending report date appears to the right of the period selection box. You may change the report date if you wish.

## **Printer Setup**

On most occasions, no printer setup is necessary. However, if you want to use a printer other than the current Windows default printer, use "Printer Setup" to set the desired printer as the default printer.

"Printer Setup" opens Windows Control Panel Printer Setup. Any changes made affect all Windows programs, so be sure to change the settings back the way they were, when printing is finished.

## **Start Printing**

Once the reports and periods you wish to print have been selected, click here to start printing. Printing under Windows can be painfully slow, at times. Remember, if you are using Windows Print Manager or Windows 95, the entire report must be processed before the first page actually prints. Click the "Abort" button to stop printing. Be patient, the abort process takes a few seconds.

## **Print Speed and Quality**

Printing is generally slower in the Windows environment, but there are things you can do to speed up the process. Font Selection has a dramatic effect on print speed. Fonts which are "native" to your printer print much faster. If the print speed is too slow, use "Configure" to select another font and try again. Arial and Times New Roman are good choices. The printer resolution also affects print speed and quality. Raising the resolution will increase the print quality, but slow the print speed. Lowering the resolution lowers the print quality, but increases the speed. Print resolution can be changed using the "Printer Setup" option, then clicking Setup.

## **Printer Problems**

Try printing the same report to the screen. If the screen report is correct, then MWGL is working properly and the problem lies with the printer setup, connection or cable. Try turning the printer off, then on again, and reprint. If you have access to a different cable and / or printer, try those. Windows applications depend on a "printer driver" to control communication between the application and printer. Make sure the correct driver has been selected and the correct default printer has been chosen by clicking "Printer Setup". Your printer manual should have the correct driver name and a list of alternatives and your Windows manual will have instructions on setting up printers. If none of the available printer drivers are correct, contact Microsoft for an updated driver.





## Bank Reconciliation

To reconcile your bank statement, simply select the checks that have not cleared the bank, and then enter your bank statement balance and any adjustments. Outstanding checks and deposits are selected by clicking on the check in the "Checks and Deposits for Period" (upper) list box. If you select an item in error, click the item in either list box to delete it from the outstanding checks list. Be sure to delete any outstanding checks from previous periods, cleared this month. Deposits in transit (deposits that have not yet shown up on the bank statement) can be marked, if your deposits have been entered individually with unique check numbers.

You may enter up to five "adjustments" to the bank balance, and a short description of each adjustment. If you have more than five adjustments, you must consolidate some and enter a total.

### Examples of such adjustments:

- Any outstanding checks from prior months that are not in the list of "Outstanding Checks and Deposits". Outstanding checks must be entered as a minus <-> amount.
- If you entered payroll as a total into MWGL, instead of posting all of the individual checks through MWAP, outstanding checks from the Payroll program must be entered as a minus <-> amount, either individually or as a total.
- Deposits in transit at the end of the month should be entered as a plus <+> amount. If your deposits have been entered as unique transactions, you may, instead, mark them as outstanding, and they will be included with the outstanding checks total.
- Any checks from the next month that have already cleared the bank should be entered as a plus <+> amount.

The reconciled bank balance should eventually be the same as the "GL balance" for the bank account. The last number on screen is the difference and should be zero. If you get zero on your first try, you are indeed living a charmed life. If not, welcome to the real world. There are several things to check:

- Check that the account in "GL Balance for Account" is correct.
- Make sure you have entered offsetting entries to the Cash in Bank account: a credit <-> entry for all of the checks entered and a debit <+> entry for all deposits entered.
- Check the adjustments. All outstanding checks from a previous period not included in the OS check listing must be entered as a minus <-> amount, and any deposits in the GL, but not on the bank statement must be entered as a plus <+>.
- Check the bank statement. Any bank charges or adjustments must be included in the transactions with an offsetting debit or credit to the Cash in Bank account. Any checks shown as outstanding on your last bank reconciliation, that haven't cleared the bank must be voided or entered as an adjustment.
- Check your transactions. Scroll through the checks and deposits for the period. Each transaction for the current month should either be on the bank statement or marked as outstanding. If your accounting includes several months in a single period, make sure there are no transactions in this period marked as outstanding, that have since cleared the bank. Transactions with a net of zero (ie. journal entries) and transactions to the bank account may be ignored.

Once your statement is in balance, you may print it by clicking "Print". The Bank Reconciliation selection works best when used with a bank statement that lists cleared checks sorted by check

number. Most banks now provide such a statement.

## File Menu

Data is loaded automatically when you start MWGL and saved when entered, so the file menu doesn't need to be used during every processing but does offer a few convenient utilities.

### Change Data Path

MWGL always begins by reading data in the "working directory" (or Start In) as defined in the properties of the icon (or shortcut). If the working directory (or Start In) is blank or invalid, the current directory is used. To read data from another directory or disk, use "Change Data Path". When "OK" is clicked, data is first saved to the old path, and then read from the new path. To use MWGL for multiple businesses, use "Add New Client". To transfer data from one directory to another, use "Backup Data".

### Save Data

Data is saved automatically when running MWGL. Each new entry is sent to the disk. You can manually save (and re-read) the data from the disk by pressing <Ctrl and S>. Data is always saved to the current data path (view the path by pressing <Ctrl and W>). To send a copy of the data to another directory, use "Backup Data".

### Start a New Period

You can have up to 15 accounting periods in a single year. Use "Start a New Period" to start a new accounting period or, if you have gone back to a previous period, use "Start a New Period" to go forward again to the next accounting period.

### Go Back to a Prior Period

Use "Go Back to a Prior Period", if you need to make changes or corrections in a previous period. Each time "Go Back to a Prior Period" is selected, the accounting period is reduced until the first accounting period of the year is reached.

### Start a New Year

A General Ledger year can have up to 15 periods. Before entering data for a new year, use this selection to start a new year. You will be asked for the account number of your capital account, so the profit or loss for the year just ended can be automatically posted. If you are using the standard chart of accounts, the capital account is account number 465. To complete the start a new year process, make journal entries to close any capital contribution or withdrawal amounts to the capital account.

Starting a new year will automatically start a new period. If you started entering transactions for the first period of the year and forgot to start a new year, select "Go Back to a Prior Period" and then start a new year. Your new year's transactions will be waiting for you. If you are starting a new year after going back to a previous year, and you have data from the current year to incorporate into the new year, starting a new year will take longer.

### Go Back to the Prior Year

Sometimes it is necessary to go back to the previous year to make corrections. You can go back to the previous year, at any time.

To continue with the current year, just select "Start a New Year" again. Your current transactions will be restored.

## Change Period Breaks

This selection will be rarely used, but can be very handy, if needed. An entire year's transactions can be reviewed and period breaks can be changed. Selections are:

- **Combine With Next Period** - The current period can be combined with the next period to form a single accounting period. The total number of accounting periods in the year will be reduced by one.
- **Combine With Prior Period** - The current period can be combined with the prior period to form a single accounting period. The total number of accounting periods in the year will be reduced by one.
- **Start a New Period** - A new period will be created starting with the transaction in the gray box.
- **Auto Reset Period Breaks** - This selection will set a period break wherever the transaction net equals zero and next transaction is in a different month. The balances are also recalculated.

**NOTE:** This is a very powerful function, and used indiscriminately can cause trouble. Fortunately, any damage created by the misuse of "Change Period Breaks" can be corrected by the proper use of "Change Period Breaks".

## Backup Data

Eventually, all hard disks fail. Use this selection occasionally to save the data to a floppy disk. You can't backup to a full or unformatted disk. Make sure the backup disk has been formatted, and has enough room for the data files. Press <Enter> to save to the A: drive, or enter a new drive and path. "Backup Data" makes exact copies of the MWGL data files. These files can be used if your main hard disk fails. "Backup Data" can also be used to transfer the data from one computer to another or to copy the data to another part of your hard disk.

As with all sensitive files, it is a good idea to have a rotation of several backup disks. If you backup weekly, have a disk labeled "Week One", another labeled "Week Two" etc. Tape drive manuals usually have a section about rotating several tapes. A few minutes spent protecting your data, is an investment for the day when there is a power loss or disk failure, and will pay a great dividend if ever needed.

## Add New Client

To add a new client or business, choose "Add a New Client". Enter the client name and a new directory will be created under the program directory for the new client along with a separate icon (or shortcut). There is no limit to the number of clients except for disk space.

## Restoring Data

Restoring data is simply backing up in reverse. For example, to restore data from drive A: to the \MWACCT directory on drive C:

- Start MWGL.
- Select File / Change Data Path and change to A: Check to see that your data is OK by scrolling through the chart of accounts and transactions.
- Select File / Backup, enter the path: C:\MWACCT and click OK.

## Calculator

MWGL has a built in four function pop-up calculator that works like a standard pocket calculator (if there is such a thing). Press the <F10> key and a small box will appear in the middle of screen. Enter a number and use the <+> and <-> keys to add and subtract. To multiply or divide, use the <\*> or </> keys and then <Enter> or <=>. If the calculator is called from a monetary field, the calculated amount will be plugged into the field when you exit the calculator. Exit the calculator by pressing <Esc> or <Alt and F4>.

## Recurring Entries

Any transaction with a greater than (>) symbol in the check number field will be treated as a recurring entry. Each time a new period is started, recurring entries are automatically created and added to the new period's transactions. The date on the new transaction will be increased by one month. Recurring entries can be changed and deleted like any other transaction.

Recurring entries can be posted to each period only once. Going back to a prior period and then returning to the current period will not cause recurring entries to be posted a second time.

## Chart of Accounts Coding

If you use the standard chart of accounts or a modified version of the standard chart of accounts, it is not necessary to be familiar with chart of account coding. Just delete the unwanted chart of accounts items. This information is provided for those who want to use their own chart of accounts, or produce special reports.

### Account Type

Account Type is a number from one to nine which determines the type of account as follows:

1. ASSETS
2. LIABILITIES & EQUITY
3. INCOME (OR SALES)
4. COST OF SALES
5. GROSS PROFIT
6. OPERATING EXPENSES
7. OTHER INCOME
8. OTHER EXPENSES
9. NET PROFIT

The GROSS PROFIT (#5) and PROFIT OR LOSS (#9) are generally used only once in each chart of accounts, for totaling purposes. The COST OF SALES (#4), GROSS PROFIT (#5), OTHER INCOME (#7) and OTHER EXPENSES (#8) can be omitted, if your applications don't require those categories.

When printing the income statement, the sign for the balances of accounts with odd numbered account codes is reversed. So, income amounts (#3), which normally have a credit balance and are carried as minus numbers in the general ledger are printed on the income statement as positive numbers.

## Total Level

The Total Level determines the totaling level for an account on the income statement and balance sheet. The total level is used to determine what totals and subtotals appear on reports. Each higher total level totals all previous lower account numbers. The best way to understand how the totaling level works is to experiment. Change the number and reprint the report to see how it looks. Chart of account coding can be changed at any time without causing problems.

### Total Levels:

- 0 - The balance and description will print only on the general ledger report. When printing the balance sheet or income statement, the balance (if any) is totaled and printed into the next higher number. ie. The total for a series of 0 coded accounts prints into the next account numbered 1 or higher.
- 1 - Used for most accounts. On the balance sheet the account balance is printed in the first column.
- 2 - Prints total of all previous 0 and 1 accounts. Prints in the middle column of the balance sheet.
- 3 - Prints total of all previous 0, 1, and 2 accounts. Prints in the right hand column of the balance sheet.
- 4 - Used for subtotal accounts such as TOTAL ASSETS, OPERATING PROFIT etc.
- 5 - 9 - For complex income statements, total levels can go up to 9.

## Title Type

Title accounts are used to print headings, totals and any other necessary descriptions on the income statement and balance sheet. Transactions cannot be posted to a title account. A title account is any account with a title type greater than zero. The title type is also used to control paging, spacing and underlining. Any number higher than zero will be preceded by a blank line.

You can print an extra blank line on the income statement or balance sheet by entering a title account with a blank description.

### Title Types:

- 0 - Not a title account. (Entry Account)
- 1 - Regular title account.
- 2 - Title account underlined by a single line (-----)
- 3 - Title account underlined by a double line (=====)
- 4 - Start a new page before printing the next account.
- 5 - Balance sheet profit and loss.

Only one account in the chart of accounts should have a title account of five. This account will be calculated as assets minus liabilities and equity. If the books are in balance, that should be equal to the profit or loss on the income statement. The balance sheet profit and loss account should be placed after any other balance sheet non-title accounts.

## Double Entry Accounting

Double entry accounting requires the total of all debit <+> entries to be the same as the total of all credit <-> entries. It does not mean there must be a credit for every debit, only that all of the entries must add up to zero. Each accounting period consists of a series of balanced entries with equal pluses and minuses.

All of the checks written during a month are posted to the various expense accounts as debit <+> amounts. Then the total of all of those checks is posted to the Cash in Bank account as a single credit <-> amount. All income amounts are entered as credit <-> amounts to various income accounts and a corresponding debit <+> entry is made to the Cash in Bank account or to Accounts Receivable. The net of all the transactions posted is therefore zero, making a balanced series of entries. MWGL helps you when posting transactions, by displaying the balance of all transactions posted at the lower right of the screen. When all of the transactions for the accounting period have been posted, the balance displayed should be zero.

If you are unfamiliar with double entry accounting, it is beyond the scope of this manual to completely cover the subject. However, all is not lost. MWGL can also be used as a simple single entry system. Just enter all your expenses and income to the proper account, and run the system normally. Expenses are entered as positive <+> amounts and (this is important!) income amounts are entered as negative <-> amounts. To enter a negative amount, first enter the number then press the minus <-> sign.

## Inventory Entries

If your application doesn't require the beginning and ending inventory to show on the income statement, you can skip this section. This section discusses a commonly used, but somewhat confusing, technique to properly display beginning and ending inventory on a computerized income statement.

Any transaction with an asterisk <\*> to the right of the amount is posted as a year-to-date transaction only. It does not affect the current period balance. This is moderately useful for making adjustments to the year-to-date balances, but it's principal value lies in making the beginning and ending inventory work properly on the income statement.

If we assume the inventory at the beginning of April was \$25000.00, and the inventory at the end of April was \$29000.00; the following series of entries are required:

<u>Description</u>	<u>Check Number</u>	<u>Date</u>	<u>Account Number</u>	<u>Amount</u>
Inventory	GJN04	04-30-95	151	29000.00
Inventory	GJN04	04-39-95	151	25000.00-
Beginning Inv.	GJN04	04-30-95	610	25000.00
Ending Inv.	GJN04	04-30-95	696	29000.00-
Ending Inv.	GJN04	04-30-95	696	25000.00 *
Beginning Inv.	GJN04	04-30-95	610	25000.00- *

**NOTE:** The last two entries are year-to-date entries, created by pressing the asterisk <\*> key while entering the date, amount or account number. The <Y> key can be used if editing the date or amount. If the beginning and ending inventory accounts start at zero (as would be the case at the beginning of a year), the last two year-to-date entries should be omitted.



## Posting MWPR Payroll Checks

If you are using Medlin Windows Payroll (MWPR) and Medlin Windows Accounts Payable (MWAP), net payroll check totals can be automatically posted to MWGL. MWPR checks are read by MWAP, and will post to MWGL with the paid invoices (checks). At the end of the month, print a monthly Check Listing from MWPR and use it to post the various deduction totals to their proper MWGL accounts.

## Converting PC-GL Files

The program MWCONV.EXE is available to all registered users and will convert PC-GL General Ledger data files to MWGL format. You must have PC-GL transactions dating back to the beginning of the current accounting year to successfully convert PC-GL data to MWGL data.

Begin by double clicking on the conversion icon (or shortcut) or by double clicking on MWCONV.EXE from File Manager (or Explorer). The conversion program has a single screen with two boxes labeled From: and To:. Select the location of the existing PC-GL files in the From: box and set the To: box to the directory and disk where you want your MWGL data files to be created, and click OK. A status line tells if any convertible files are found and indicates the progress of the conversion.

## Data Files

**MWGL.TRN** - Current year transactions

**MWGL.COA** - Current year Chart of Accounts

**MWGL.CFG** - Current year configuration

**MWGL.REC** - Bank reconciliation information

**PRMWGL.TRN** - Prior year transactions

**PRMWGL.COA** - Prior year Chart of Accounts

**PRMWGL.CFG** - Prior year configuration information

**NMWGL.TRN, NMWGL.COA and NMWGL.CFG** - These three files "hold" the current year data when you choose "Go back to Prior Year".

## Medlin Windows General Ledger Order Form

Registered users receive the latest versions, telephone support and notification of updates.

Send To:

Medlin Accounting Shareware Phone: 707-255-4475  
 1461 Sproul Avenue Fax: 707-255-9266  
 Napa, CA 94559-1505

<b>MWGL Medlin Windows General Ledger</b>	_____	\$38.00
MWPR Medlin Windows Payroll	_____	\$38.00
MWAP Medlin Windows Accounts Payable	_____	\$38.00
California sales tax (CA users only)	_____	\$ 2.76 each program
Overnight weekday U.S. delivery (optional)	_____	\$15.00

**Total** \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Payment by: Check \_\_\_\_ MC \_\_\_\_ Visa \_\_\_\_ Amex \_\_\_\_ Disc \_\_\_\_

Card Num. \_\_\_\_\_

Expiration Date \_\_\_\_\_

Phone Number \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Signature \_\_\_\_\_

Where did you get Medlin Windows General Ledger?  
 \_\_\_\_\_

Sorry, no COD's or purchase orders.  
 Programs will be mailed by First Class Mail.  
 Disk size will be 3.5 inch HD.

## Index

### **A**

Account Summary, **6**  
Add New Client, **9**  
Audit Trail, **1, 5**

### **B**

Backup Data, **9**  
Balance Sheet, **5**  
Bank Account Number, **2, 7**  
Bank Reconciliation, **2, 7**

### **C**

Calculator, **2, 10**  
Capacity, **1**  
Change Data Path, **8**  
Change Period Breaks, **9**  
Chart of Accounts (Entry Screen), **3**  
Chart of Accounts Coding, **10, 11**  
Chart of Accounts Printed with Balances, **3, 6**  
Chart of Accounts Report, **3, 6**  
Configure, **2, 3**  
Converting From Medlin for DOS, **13**

### **D**

Data Directory, **8**  
Data Files, **13**  
Data Path, **8**  
Double Entry Accounting, **12**

### **E**

Entering Transactions, **4**

### **F**

File Menu, **8**  
Fonts, **3, 6**  
Footers, **2**

### **G**

General Ledger Report, **1, 5**  
Getting Started, **1**  
Go Back to a Prior Period, **8**  
Go Back to Prior Year, **8**

### **I**

Income Statement, **5**  
Inventory Entries, **4, 12**

### **K**

Keyboard Shortcuts, **2**

### **M**

Multiple Businesses, **9**

### **N**

Name on Financial Statements, **2**  
Navigation, **2**  
New Period, **1, 8**

New Year, 8

**O**

Order Form, **14**

**P**

Path, **8**

Payroll Checks (MWPR), **1, 13**

PC-GL Data Files, **13**

Periods to Print, **6**

Point Size, **5**

Pop Up Calculator, **2, 10**

Print Reports, **5**

Print Speed and Quality, **6**

Print to a File, **5**

Print to Screen, **5**

Print Zero Balance Accounts, **3**

Printer Fonts, **3, 6**

Printer Problems, **6**

Printer Setup, **6**

Printing, **5, 6**

Prior Period, **8**

Prior Year, **8**

Processing Cycle, **1**

Program Configuration, **2, 3**

Program Description, **1**

**R**

Recurring Entries, **10**

Registration, **1**

Report Date, **6**

Reports, **5**

Restoring Data, **9**

**S**

Save Data, **8**

Screen Printing, **5**

Single Entry System, **12**

Sorting Transactions, **5**

Start a New Period, **1, 8**

Start a New Year, **8**

Statement Footers, **2**

Statement Headings, **2**

**T**

Transaction Listing printed with Descriptions, **3, 5**

Transaction Listing, **3, 5**

Transactions (Entry Screen), **4**

Trial Balance, **3, 6**

**W**

Working Directory, **8**

**Y**

Year-to-Date Entries, **4, 12**

**Z**

Zero Balance Accounts, **3**