

{goto}ENTER~{goto}DATA1~{down}{left}/WTH  
/xmADDOPT~

Save  
Save file to disk  
/fs{?}~r{esc}  
/xmEXITOPT~

Recalc  
Change Recalculation to manual, automatic, or press CALC key  
/xmCALCOPT~

Recalc  
Recalculate the worksheet (Same as pressing the F9 key in READY mode)  
{calc}/xmSETUPOPT~

General  
Display each of the 4 general help screens  
{goto}HELP2~{end}{down}{?}{goto}HELP3~{end}{down}{?}{goto}HELP4~{end}{down}{?}{goto}HELP5~{end}{down}{?}  
{goto}HELP1~{end}{down}/xmHELPOPT~

Add  
Add transactions to database  
/cMSSG2~MHOLD2~  
{goto}A2048~{right}{end}{up}{down}

## Sheet1

/xnEnter Day of Month(2nd as 2) :~DAY~/xiDAY=0~/reMHOLD2~/xmADDOPT~  
@date(YEAR,MONTH,DAY){calc}~/rfd~~{right}  
/xnEnter Transaction Number: ~~{right}  
/xlEnter Payee/Description: ~~{right}  
/xnEnter Account Number: ~~{right}  
/xnEnter Amount: ~/RF,2~~{down}{left}{left}{left}{left}/rncN~{bs}~/xg\E2~

### All

Summarize all transactions account number

/wtc/reSUMDR~/cSUMFORM1~SUMFORM~{goto}SUMFORM~{edit}{home}{del}~  
/cSUMFORM4~SUMBAL~/xcSUM~/cSUMHDG~SUMFORM~  
{goto}SUMMARY~{down}{down}{down}{down}{down}/wth  
/xmSUMOPT~

### Account

Query Transactions database by account number

/dqriDB~cCRIT2~oOUTPUT2~q  
/cQHDG1~REVIEW~  
/wtc{goto}BAL~{edit}{home}{del}~{left}  
/xnEnter account number :~~{calc}/dqeq{down}{down}{end}{left}{down}{down}/wth  
/xmREVOPT~

### Dates\_OK

Leave Beginning and Ending dates as they were entered last

/dqeq{calc}  
/xmREVOPT~

=====

=====

=====

=====


#### SORTING OPTIONS

Date

Sort Transactions database by date

/dsrdSORTDB~pDKEY~{?}~g

/xmSORTOPT~

#### PRINTING OPTIONS

---



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=====

=====

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=====

2

{goto}REVIEW~{down}{down}{down}{down}{down}/WTH  
/xmREVOPT~

123

Leave macros and return to READY mode

Company

Enter company name

/xlEnter Company Name :~COMP1~/xmSETUPOPT~

Manual

Turn off Automatic recalculation

/wgrm/xmSETUPOPT~

1Modify

Display the 2 help screens for the Modify data option

{goto}MHELP1~{end}{down}{?}{goto}MHELP2~{end}{down}{?}

{goto}HELP1~{end}{down}/xmHELPOPT~

Edit

Exit to READY mode. Use 123 commands to view/modify data

/cMSSG1~MHOLD3~

Date\_Range

Summarize transactions for specific time period by account number

/wtc/cSUMDATE~SUMDR~/cSUMFORM2~SUMFORM~{goto}SUMFORM~{edit}{home}{del}~  
/cSUMFORM3~SUMBAL~{goto}SUMBAL~{edit}{home}{del}~  
/xmDATEM1~

Date\_Range

Query Transactions database by date range

/dqriDB~cDCRIT1~oOUTPUT2~q/cQHDG2~REVIEW~  
/wtc{goto}BAL~{edit}{home}{del}~{goto}REVIEW~{down}{down}{down}{down}{down}/wth  
/xmDATEM2~

Change\_Date

Re-enter beginning and ending year, month, and day.

/xcDATER~/dqeq{calc}  
/xmREVOPT~

#NAME?

@DSUM(\$DB,4,\$CRITERIA)

@DSUM(\$DB,4,\$DCRIT2)

@DSUM(\$DB,4,\$DCRIT1)

QDAY1

QMONTH1

QYEAR1

QDAY2

QMONTH2

QYEAR2

Beg. Date =====

#NAME?

=====

Beg. Date =====

#NAME?

=====



Sheet1

=====

Transactions and Balance for account number ...

=====

=====

DATE

DATE

#NAME?

Dates\_OK

Leave Beginning and Ending dates as they were entered last

/xcSUM2~/cSUMHDG~SUMFORM~

{goto}SUMMARY~{down}{down}{down}{down}{down}{down}/wth

/xmSUMOPT~

\A

\C

\R

\0

\Z

HOLD

No

Last chance to cancel this command, all data will be lost

/xmMAINOPT~

Tran#

Sort Transactions database by Transaction #

/dsrdSORTDB~pTKEY~{?}~g

/xmSORTOPT~

Summary

Print summary information as currently displayed

/xlAlign paper and press return ~HOLD~/wtc/ppaq

{goto}SUMMARY~/rndSUMMARY~/rncSUMMARY~{down}{down}{down}{down}{end}{right}{end}{down}{right}{right}{right}~

/ppcarSUMMARY~agpq

{down}{down}{down}{down}{down}{down}/wth{home}

/xmPRTOPT~

LOOP

```
/cACT~INP1~{query}
/xiREVAMT1<>0~/xcREVPRT~
{home}{goto}ACT~{down}/rncACT~{down}~
/rncTEST~{up}~
/xi(@count(TEST)=2)~/rndTEST~/xgLOOP~
/rndTEST~/xr
```

EXTRACT

/fxv

APRIL

{?}~SUMDATA~r{bs}

/xmSUMOPT~

XFILE

/xiMONTH>12#OR#MONTH<1~/xnEnter Month (ex. Enter a 4 for Apr.)~MONTH~

/xiMONTH=1~/cJAN~HMONTH~/xgEXTRACT~

/xiMONTH=2~/cFEB~HMONTH~/xgEXTRACT~

/xiMONTH=3~/cMARCH~HMONTH~/xgEXTRACT~

/xiMONTH=4~/cAPRIL~HMONTH~/xgEXTRACT~

/xiMONTH=5~/cMAY~HMONTH~/xgEXTRACT~

/xiMONTH=6~/cJUNE~HMONTH~/xgEXTRACT~

/xiMONTH=7~/cJULY~HMONTH~/xgEXTRACT~

/xiMONTH=8~/cAUG~HMONTH~/xgEXTRACT~

/xiMONTH=9~/cSEPT~HMONTH~/xgEXTRACT~

/xiMONTH=10~/cOCT~HMONTH~/xgEXTRACT~

/xiMONTH=11~/cNOV~HMONTH~/xgEXTRACT~

/xiMONTH=12~/cDEC~HMONTH~/xgEXTRACT~

JAN

MAY

INIT

Current Month=====

04/01/84

=====

Beg. Date =====

#NAME?

=====

Sheet1

DATE

Current Month=====

04/01/84

=====

DATE

-----

04/01/1984  
04/01/1984  
04/03/1984  
04/05/1984  
04/05/1984  
04/05/1984  
04/05/1984  
04/15/1984  
04/22/1984  
04/22/1984  
04/22/1984  
04/25/1984  
04/25/1984  
04/25/1984  
04/29/1984

{goto}SUMMARY~{down}{down}{down}{down}{down}{down}~/wth  
/xmSUMOPT~

Exit  
Exit 123 to the Lotus Access System (Have you Saved the file?)  
/qy

Date  
Change Year and Month for transaction entry  
/xnEnter Year(1983 as 83) :~YEAR~/xnEnter Month(March as 3) :~MONTH~{calc}/xmSETUPOPT~

Automatic  
Turn Automatic recalculation on  
/wgra{calc}/xmSETUPOPT~

2Query  
Display the two help screens for the Query data option  
{goto}QHELP1~{end}{down}{?}{goto}QHELP2~{end}{down}{?}  
{goto}HELP1~{end}{down}/xmHELPOPT~

Sort  
Sort transactions by Date, Check#, Account#, or Amount.  
{home}{right}/rndSORTDB~/rncSORTDB~{end}{right}{end}{down}~  
/dsrdSORTDB~q

{home}/xmSORTOPT~

Xtract  
Extract summary data to monthly file for Annual Summary  
/xgXFILE~

Both  
Query Transactions database by date range for a specific account number  
/dqriDB~cDCRIT2~oOUTPUT2~q/cQHDG3~REVIEW~  
/wtc{goto}BAL~{edit}{home}{del}~  
/xmDATEM3~

1  
4  
84  
5  
4  
84

=====

=====

## Sheet1

=====

=====

===== Press Alt-Q to return to macro menu =====

TRAN #

ACCOUNT  
#NAME?

### Change\_Date

Re-enter beginning and ending year, month, and day.

/xcDATER~/xcSUM2~/cSUMHDG~SUMFORM~

{goto}SUMMARY~{down}{down}{down}{down}{down}{down}/wth  
/xmSUMOPT~

+DT+{?}{edit}{calc}~/rfd~~{right}{?}{right}{?}{right}{?}{right}{?}~/rf,2~~{down}{left}{left}{left}{left}/xg\DT~  
/wtc/xq

{goto}A2048~{right}{end}{up}{down}/rndN~/rncN~~/reMHOLD3~/reMHOLD5~/xmADDOPT~

{home}{goto}INP3~/xmMAINOPT~

{esc}/wtc{home}{goto}INP3~/xmMAINOPT~

ACCOUNT

### Yes

Erase all data in worksheet and enter first transaction

/xg\INIT~

### Acct#

Sort Transactions database by Account #

/dsrdSORTDB~pAKEY~{?}~g

/xmSORTOPT~

### Account

Print transactions by account number

/xlAlign paper and press return ~HOLD~/ppaq

/cQHDG1~REVIEW~/dqriDB~cCRIT2~oOUTPUT2~eq

{goto}REVIEW~{goto}BAL~{edit}{home}{del}~{home}

/wtc{goto}SUMDATA~{down}/rncACT~{bs}~/wth/xcLOOP~

{home}/xmPRTOPT~



FEB  
JUNE

```
{goto}ENTER~{goto}DB~/rfrDB~/reDB~/reREVDATA~/reSUMDATA~/reINP1~/
/rncDB~{esc}~{right}{right}{right}{right}~
/cDBLABELS~DB~{down}~-~/c~{right}{right}{right}{right}~
{down}/rndN~/rncN~~
/rndSORTDB~/rncSORTDB~{right}{right}{right}{right}~
/xnEnter Year(1983 as 83) :~YEAR~
/xnEnter Month(March as 3) :~MONTH~{calc}
/xgADD1ST~
```

=====

ACCOUNT	
-----	
	100
	220
	420

430  
625  
630  
640  
650  
655  
660  
665  
750  
777

=====



TRAN #

---

0
500
501
504
502
505
506
2046
2045
509
507
508
510
511

=====

The Winning Company

- 1 Modify Data
- 2 Query Data
- 3 Summarize Data
- 4 Setup Options
- 5 Online Help
- 6 Save/Exit Options

Enter Selection .....

===== Macros =====

4

{home}/xmSETOPT~

Load

Erase this file and load a new one

/fr{?}~

Initialize

Erase all data in worksheet and start new period

/xmLASTOPT~

Quit

Quit this menu

/xmSETUPOPT~

3Summarize

Display the 2 help screens for the Summarize data option

{goto}SHELP1~{end}{down}{?}{goto}SHELP2~{end}{down}{?}

{goto}HELP1~{end}{down}/xmHELPOPT~

Balance

Display Ledger balance as of a specific date

{home}/wtc{goto}ENTERBAL~

/xnEnter Year (1984 as 84): ~QYEAR1~

## Sheet1

/xnEnter Month (March as 3): ~QMONTH1~  
/xnEnter Day (The 10th as 10): ~QDAY1~{calc}  
@dsum(\$DB,4,\$DCRIT5)~  
/cMSSG4~MHOLD2~{?}/reMHOLD2~  
@sum(\$BALANCE)~  
{goto}ENTER~{down}{down}{down}{down}{down}{down}/wth/xmADDOPT~

Scan

Scan the summary area

/cMSSG3~MHOLD4~{?}/reMHOLD4~  
/xmSUMOPT~

Freeform

Query transactions with your own criteria and pressing the F7 key

/wtc{goto}REVIEW~/cFFMHDG~~{down}{down}/wth{right} ~  
/dqriDB~cDCRIT3~oOUTPUT2~eq/re~

\Q

/wtc{goto}REVIEW~{down}{down}{down}{down}{down}/wth/xmREVOPT~

Dates\_OK

Leave Beginning and Ending dates as they were entered last

{left}/xnEnter account number :~~  
{calc}/dqeq{down}{down}{end}{left}{down}{down}/wth  
/xmREVOPT~

===== End. Date

#NAME?

===== Ending Date  
#NAME?

=====

DESCRIPTION

AMOUNT

-----

\$Amount  
Sort Transactions database by Amount  
/dsrdSORTDB~pAMTKEY~{?}~g  
/xmSORTOPT~

Date\_Range  
Print transactions by account number for a specific date range  
/cQHDG3~REVIEW~/dqriDB~cDCRIT2~oOUTPUT2~eq  
{goto}REVIEW~{goto}BAL~{edit}{home}{del}~{home}/xmDATEM4~

Dates\_OK  
Leave Beginning and Ending dates as they were entered last  
/xlAlign paper and press return ~HOLD~/wtc/ppaq  
/wtc{goto}SUMDATA~{down}/rncACT~{bs}~/wth/xcLOOP~  
{home}/xmPRTOPT~

MARCH  
JULY

=====	
Summary by Account Number	
	AMOUNT
-----	
	0.00
	-400.00
	1,800.00



Sheet1

900.00  
-900.00  
0.00  
0.00  
-600.00  
1,025.00  
-125.00  
1,100.00  
-300.00  
20.00

===== End. Date

#NAME?

DESCRIPTION

=====

Transaction Database

DESCRIPTION

-----

Beginning balance  
Rent  
Telephone  
Insurance  
Payroll  
Office supplies  
Office supplies  
Consulting income  
Computer sale proceeds  
Loan pymt - principal  
Office supplies  
Business taxes  
Loan pymt - interest  
Patrick Magee - Magee Util.

=====

{goto}HELP1~{end}{down}/xmHELPOPT~

#### Directory

Change file directory

/fd{?}~

/xmEXITOPT~

#### Formfix

Use to initialize the formulas in the worksheet but leave data alone

{goto}ENTER~{goto}DATA1~{up}/rndDB~/rncDB~{end}{right}{end}{down}~

{end}{right}/rndBALANCE~/rncBALANCE~{end}{down}{end}{down}~{goto}ENTERBAL~@sum(\$BALANCE)~{home}/xmSETU

#### 4Setup

Display the help screen for the Setup options

{goto}SUHELP~{end}{down}{?}

{goto}HELP1~{end}{down}/xmHELPOPT~

#### Date

Change year and/or month for data entry

/xnEnter Year(1983 as 83) :~YEAR~

/xnEnter Month(March as 3) :~MONTH~{calc}

/xmADDOPT~

DATE

Print  
Print summary report, detail listing by Account, or both  
/xmPRTOPT~

Scan  
Scan the entries for this account number  
/cMSSG3~MHOLD1~{?}/reMHOLD1~  
/xmREVOPT~

Change\_Date  
Re-enter beginning and ending year, month, and day.  
/xcDATER~{left}/xnEnter account number :~~  
{calc}/dqeq{down}{down}{end}{left}{down}{down}/wth  
/xmREVOPT~

YEAR  
MONTH  
DAY  
DAY2  
D  
COUNT  
DT

=====

ACCOUNT

SUM2

/wgrm{goto}SUMMARY~/reSUMDATA~

/dqriDB~cCRITERIA~oOUTPUT~uq

{goto}TABLE~/rndTABLE~/rncTABLE~{left}{end}{down}{right}{end}{up}{right}~

/dtr/dt1TABLE~INP1~

{down}/dsrd.{right}{end}{down}~pKEY~a~g/wgra{calc}{goto}SUMMARY~

/xr

Quit

Return to Submenu

/xmADDOPT~

Quit

Return to main menu

/xmSUMOPT~

REVPRT

{goto}REVIEW~/rndREVIEW~

/rncREVIEW~{right}{right}{right}{right}{right}{down}{down}{down}{down}{end}{down}~

/ppcarREVIEW~gllq

/xr

Change\_Date

Re-enter beginning and ending year, month, and day.

/xcDATER~/xlAlign paper and press return ~HOLD~/wtc/ppaq

/wtc{goto}SUMDATA~{down}/rncACT~{bs}~/wth/xcLOOP~

{home}/xmPRTOPT~

APRIL

AUG

ADD1ST

/xnEnter Day of Month(2nd as 2) :~DAY~

@date(YEAR,MONTH,DAY){calc}~/rfd~~{right}

/xnEnter Transaction Number: ~~{right}

/xlEnter Payee/Description: ~~{right}

/xnEnter Account Number: ~~{right}

/xnEnter Amount: ~/rf,2~~{down}{left}{left}{left}{left}/rncN~{bs}~/home}/xmSETUPOPT~

=====

-----







=====

-----

AC

{home}/xmEXITOPT~

Help

Display the help screen for the Save/Exit options

{goto}SEHELP~{end}{down}{?}

{home}/xmEXITOPT~

Help

Display the help screen for the Setup options

{goto}SUHELP~{end}{down}{?}

{home}/xmSETUPOPT~

6Save/Exit

Display the help screen for the Save/Exit options

{goto}SEHELP~{end}{down}{?}

{goto}HELP1~{end}{down}/xmHELPOPT~

Print

Print entire transaction database

/xlAlign paper and press return ~HOLD~

{goto}DB~{down}{down}/ppcrr.{left}{end}{down}{end}{down}{right}{right}{right}{right}{right}{end}{up}~obrDBTITLES~qagca

{end}{down}/xmADDOPT~

Help

Display the 2 help screens for the Summarize data option

/wtc{goto}SHELP1~{end}{down}{?}{goto}SHELP2~{end}{down}{?}

{goto}SUMMARY~{down}{down}{down}{down}{down}{down}/wth/xmSUMOPT~

Print

Print the entries for this account number

/xlAlign paper and press return ~HOLD~

/wtc{goto}REVIEW~/rndREVIEW~

/rncREVIEW~{right}{right}{right}{right}{right}{down}{down}{down}{down}{end}{down}~

/ppcarREVIEW~agq

{down}{down}{down}{down}{down}/wth/xmREVOPT~

DATE

====Balance====  
@DSUM(\$DB,4,\$DCRIT2)

=====Balance====  
@DSUM(\$DB,4,\$DCRIT1)

=====

=====

84  
4  
0  
1  
03/31/84  
  
03/31/84

=====BALANCE===  
@DSUM(\$DB,4,\$CRIT2)  
=====

=====

AMOUNT

SUM  
/wgrm{goto}SUMMARY~/reSUMDATA~  
/dqriDB~cCRITERIA~oOUTPUT~uq  
{goto}TABLE~/rndTABLE~/rncTABLE~{left}{end}{down}{right}{end}{up}{right}~  
/dtr/dt1TABLE~INP4~  
{down}/dsrd.{right}{end}{down}~pKEY~a~g/wgra{calc}{goto}SUMMARY~  
/xr

/xnEnter Beg. Year (1984 as 84): ~QYEAR1~  
/xnEnter Beg. Month (March as 3): ~QMONTH1~  
/xnEnter Beg. Day (The 10th as 10): ~QDAY1~{calc}  
/xnEnter Ending Year (1984 as 84): ~QYEAR2~  
/xnEnter Ending Month (March as 3): ~QMONTH2~  
/xnEnter Ending Day (10th as 10): ~QDAY2~{calc}/xr

Press Alt-R to return to macro mode

Do not skip lines in database

== To leave Add mode, enter a 0 for Day of Month ==

Press the ENTER key to return to menu

=== Press the ENTER key to return to menu ==

=====Balance=====

#NAME?

DATE RANGE

#NAME?

#NAME?

====Balance===

#NAME?

=====





=====Balance=====

#NAME?

AMOUNT

-----	1,500.00
	-500.00
	-100.00
	-600.00
	-900.00
	-75.00
	-125.00
	900.00
	1,800.00
	-400.00
	1,100.00
	1,100.00
	-300.00
	20.00

Directory of Menu Options

1	2	3	4	5	6
MODIFY	QUERY	SUMMARIZE	SETUP	HELP	SAVE/EXIT
1.1 Add	2.1 Account	3.1 All	4.1 Recalc	6.1 Save	
1.2 Edit	2.2 Date_Range	3.2 Date_Range	4.2 Company	6.1 123	
1.3 Sort	2.3 Both	3.3 Xtract	4.3 Date	6.3 Exit	
1.4 Balance	2.4 Freeform	3.4 Scan	4.4 Initialize	6.4 Load	
1.5 Date	2.5 Scan	3.5 Print	4.5 Formfix	6.5 Dir.	
1.6 Print	2.6 Print	3.6 Help	4.6 Help	6.6 Help	
1.7 Help	2.7 Help	3.7 Quit	4.7 Quit	6.7 Quit	
1.8 Quit	2.8 Quit				

The above numbers correspond to page numbers in the reference manual

Quit

Return to Ledger main menu

{goto}INP3~/xmMAINOPT~

Quit

Quit this menu and return to main menu

{goto}INP3~/xmMAINOPT~

Quit

Return to main menu

{home}{goto}INP3~/xmMAINOPT~

Help

Display the 2 help screens for the Modify data option

/wtc{goto}MHELP1~{end}{down}{?}{goto}MHELP2~{end}{down}{?}

{goto}ENTER~{down}{down}{down}{down}{down}{down}~/wth/xmADDOPT~

Quit  
Return to main menu  
/xg\Z~

## Help

Display the two help screens for the Query data option

/wtc{goto}QHELP1~{end}{down}{?}{goto}QHELP2~{end}{down}{?}  
{goto}REVIEW~{down}{down}{down}{down}{down}~{/wth/xmREVOPT~

===== Modify Data 1 =====

### 1 OVERVIEW

Use this option any time you want to modify the transactions database.

#### 1.1 Add

Takes you to next blank row in database and prompts you through the transaction entry process. For DATE field, just enter the day of month. The date will be completed using the Month/Year shown in the upper right corner of the screen. This can be changed with the Date option (see below). Speed of entry slows as the number of transactions you enter increases. This can be sped up by turning off recalculation via option 4.1 - Recalc. More experienced users will probably prefer entering transactions using the Edit option.

#### 1.2 Edit

Locks titles at the top of the database and exits macros to READY mode. You are then free to add or modify the database with regular 123 CMDs. Use Alt-D to enter/edit transactions (see p.?)  
Cautions: Don't leave any blank lines in database. Do not delete the last row in the database with the Worksheet Delete Row command. See option 2.4 - Freeform for better way. See p.? if error.

===== Press the Enter key to Continue =====

===== Modify Data 2 =====

#### 1.3 Sort

When you select this option, the macros define the database sort range automatically. You are then asked which column to use as Primary key. You make a selection from a menu, and then specify whether you want it done in ascending or descending order. Type an A or D and press ENTER.

#### 1.4 Balance

This option allows you to view the total of all transactions up to a specific point in time. If you are using the 123 Ledger as a checkbook ledger, and the first transaction you entered was your beginning cash

## Sheet1

balance, then with this option you can see what your balance was at any point after the date of this "Beg. Balance" transaction. This will work only if you entered the dates via 1.1 Add macro or using the Alt-D macro within the 1.2 Edit option. (See p.? for info on Alt-D)

### 1.5 Date

Allows you to change the current month and year for transaction entry as displayed in the upper left hand corner of the screen.

### 1.6 Print

Use to print a complete database listing in its current sorted order.

===== Press the Enter key to Continue =====

===== Query Data 1 =====

## 2 OVERVIEW

Use this option any time you want to extract certain transactions from the database for review. This menu gives you four ways to extract records: by account, by date range, by account for a specific date range, or Freeform, where you specify your own criteria. The Freeform option also provides an easy means of deleting selected records from the database. The 123 Ledger is shipped with an Output range of 50 transactions. This is easily adjusted via the /Worksheet Insert Row command as explained on page ? in the manual. Use Alt-Z to return to the main menu if a, "Too many records" error occurs.

### 2.1 Account

Allows you to extract all transactions for a given account number.

Use 2.1 Scan to view any transactions that do not fit on the screen.

### 2.2 Date\_Range

Allows you to extract all transactions that fall within a given time period. After selecting this option, the current date range is displayed. Next a menu appears asking you if you want to change the date or leave it the same. Dates are inclusive.

===== Press the Enter key to Continue =====

===== Query Data 2 =====

### 2.3 Both

Extracts all transactions for a given account number that fall within the specified time span.

### 2.4 Freeform

Use to Find, Extract, Unique, or Delete records that meet your own criteria. The Data Query parameters are pre-set so all you have to do is enter the criteria and press the F7 key.

### 2.5 Scan

Locks the titles horizontally, activates the direction keys, and waits for you to press the Enter key. Use this option when the selected transactions don't all fit on one screen.

### 2.6 Print

Prints the current contents of the Query section of the worksheet.

===== Press the Enter key to Continue =====

===== Summarize Data 1 =====

### 3 OVERVIEW

This option adds up all transaction amounts by account number. This process is also referred to as "posting". The end result is a list of all account numbers in the database and their balances (the term balance is used to refer to the total of all transaction amounts for a given account number).

#### 3.1 All

Gives you a list of transaction totals by account number.

The total for all transactions in the database is shown in the upper right hand corner of the screen. If double entry bookkeeping rules have been followed during transaction entry, this amount should equal zero, meaning that the "books" are in balance.

#### 3.2 Date\_Range

Does the same thing as 3.1 All except that only transactions that fall within a specified date range are included in the totals. After selecting this option, a date range appears on the right hand side of the screen. You then have the option of using it or entering new dates. These date ranges are inclusive as they are throughout The 123 Ledger.

===== Press the Enter key to Continue =====

===== Summarize Data 2 =====

#### 3.3 Xtract

Use to extract the current summary information to an external file for processing. You may create one of these Xtract files for each month of the year and later combine them into one yearly report. The macros try to guess what you want to call the new file based on the current month. To override this, just type in your name over the one that appears.

#### 3.4 Scan

Locks the titles, activates the direction keys, and waits for you to press the Enter key, before returning you to the submenu.

#### 3.5 Print

3.5.1 Summary - prints the summary screen as it currently stands.

3.5.2 Account - prints a listing of all transactions for each account number along with the accounts current balance.

3.5.3 Date\_Range - prints a listing of all transactions for each account for a given date range. Dates are inclusive.

===== Press the Enter key to Continue =====

===== Save/Exit =====

## 6 OVERVIEW

Use this option to save and load files, change the disk directory, exit to 123, or exit to the Lotus Access system.

### 6.1 Save

Use to save the current worksheet to disk. The original file name is used as a default. To create a new file, just type in the new name over the old. Pressing Esc will display a menu of the files on disk.

### 6.2 123

Takes you out of macros into 123's Ready mode for normal command entry.

### 6.3 Exit

Exits the 123 worksheet to the Lotus Access System without saving file.

### 6.4 Load

Works the same as 123's /File Retrieve command.

### 6.5 Directory

Allows you to change the disk drive directory. Use this option to tell 123 what drive to use for saving and loading worksheets.

===== Press the Enter key to Continue =====

Quit

Return to main menu

{home}/wtc{goto}DB~/rncDB~{bs}~{end}{right}{end}{down}~

{home}{goto}INP3~/xmMAINOPT~

DATE RANGE

#NAME?

#NAME?

Quit

Return to main menu

/reBAL~/xg\Z~

===== General Reminders 1 =====

#### EXECUTING NON-MENU MACROS

When you see an Alt-letter combination (such as Alt-Z), it is telling you that you can execute a macro by holding down the Alt key and tapping the letter key specified.

#### RETURNING TO MENU

If you end up in READY mode and want to return to the main menu, hold down the Alt key and tap the Z key (Alt-Z).

#### MACRO MENUS

All of the 123 Ledgers menus work the same as 123's command menus. You select options either by pointing or typing the first letter.

#### BREAKING OUT OF MACROS

Control-Break stops macros and returns you to READY mode where you are free to enter regular 123 commands. Be careful here.

#### ERROR RECOVERY

If 123 beeps at you AND displays an error message in the lower left hand corner of the screen (No Printer), press the ESC key and then Alt-Z to return to the main menu. If the problem persists, refer to the Error Recovery section of the reference manual (Page ?).

===== Press the Enter key to Continue =====

===== General Reminders 2 =====

#### HELP SCREENS

You are free to use the direction keys (PgDn, PgUp) to bounce around these help screens. When you get around to pressing the ENTER key, either the next help screen in line will be shown or you will be returned to the Menu Directory screen.

#### SAVING FILES

Make sure you understand the difference between having a worksheet in memory, and having it on disk. Specifically, that when you change the worksheet in memory, it does NOT affect what is on disk until you save

the file. For this reason, we recommend that you save your work to disk often using either the macros in option 6 or the File Save CMD. New ledger files can be created simply by changing the file name when saving it to disk.

#### MISC.

All date ranges you enter are inclusive. The maximum # of account #'s and number of transactions per account is totally flexible.

Do not use the NUM lock key. Instead, leave direction keys activated at all times and use left shift key to convert it to # pad when needed.

===== Press the Enter key to Continue =====

===== General Reminders 3 =====

#### PRINTING

Use 1.4 Print to print a complete database listing

Use 2.6 Print to print the results of the latest Query operation.

Use 3.4 Print to do one of the following:

3.4.1 Summary - prints the summary screen as it currently stands.

3.4.2 Account - prints a listing of all transactions for each account number along with the accounts current balance.

3.4.3 Date\_Range - prints a listing of all transactions for each account for a given date range. Dates are inclusive.

All print options ask you to align the printer paper before they begin.

To change the setup string (to condensed print), you must exit the macros and change the default setting with /Worksheet Global Default.

#### CHART OF ACCOUNTS

Nowhere in The 123 Ledger do you set up and/or maintain what is typically called a, "Chart of Accounts". You must keep track of the appropriate account numbers external to the Ledger system. You should maintain a list of your chart of accounts (account number - account description) that can be referred to when entering transactions.

===== Press the Enter key to Continue =====

===== General Reminders 4 =====

#### Account Balance

This term is used often throughout The 123 Ledger help screens and documentation. It refers to the total of all transactions for a given account number. This may or may not be the true account balance depending on how you have entered the transactions.

#### Entering Dates

The 123 Ledger makes extensive use of 123's date arithmetic features.

To take advantage of this you must enter dates as numbers. For example, to enter the date 1/14/84, you must enter 84 when asked for the year, 1 when asked for the month, and 14 when asked for the day. Storing dates in this manner gives you extensive querying and sorting options.

When entering transactions, the Year and Month are stored at a different level so all you have to enter is the day of the month.



===== Press the Enter key to Continue =====

===== Setup =====

#### 4 OVERVIEW

Use the Setup option for changing the recalculation mode, entering your company name, changing the current year and month, or initializing the worksheet, or fix formulas if they seem to be out of wack.

##### 4.1 Recalc

Allows you to recalculate the worksheet (same as pressing the F9 key while in READY mode), set recalc to manual, or set recalc to automatic.

##### 4.2 Company

Simply gives you an easy way to change the company name at the top of the main menu screen.

##### 4.3 Date

Allows you to change the current year and month for transaction entry.

##### 4.4 Initialize

Use this option to erase all data in the worksheet and enter the first transaction in the database. The first transaction must be entered to keep the named ranges straight. You're given one last chance to cancel.

##### 4.5 Formfix

Initializes all formulas in the worksheet but leaves data alone.

===== Press the Enter key to Continue =====