

	A	B
1	Connie L Bass	
2	1717 Ave K #221	
3	Lubbock, Texas 79401	
4	INSTRUCTIONS	
5	1.Double click MACRO NEW.	
6	2.MESSAGE TOP OF WINDOW: (Press(Option Command n) To build worksheets	
7	3.Worksheets will close. MACROS will be opened by MACRO NEW.	
8	4.MESSAGE AT TOP OF WINDOW :To open worksheets (press option command o.)	
9	5.A Warning will appear 5 times as the worksheets open(Data will permanently lose	
10	accuracy). Click OK, this is necessary for error checking to work.	
11	6.You will be given some options as the macro runs. They are self-explanatory.	
12	7. You no longer need Macro New in this file.	
13	Start	
14	Option/command o will take you all the way through the bookkeeping system	
15	unless you stop the macros. COMMAND(PERIOD)will halt any Macro.	
16	OPEN NEW ACCOUNT	
17	1.Chart of Accounts	
18	A. DATA FORM, will open over chart of accounts. Scroll the accounts and enter to suit your	
19	accounting system. Make Changes then press enter. When Finished with data form Click exit.	
20	B. Headings INCOME, EXPENSES, ASSETS, LIABILITIES, NET WORTH	
21	a. All account under INCOME can be changed	
22	b. Because Of inner workings of program do not change purchases.	
23	c. Because of the way the program is written do not change Bank or Cash.	
24	d. All accounts under LIABILITIES can be changed.	
25	e. Do not change NET WORTH Accounts.	
26	C. Code, these three letters or numbers are used by the computer to	
27	accumulate totals. They Must be entered to journals the same as they	
28	have been entered on Chart of Accounts.	
29	2.Enter New Account	
30	A. Work up a trial balance from your present accounting.	
31	B. Enter onto Data Form that opens with General Journal; this is a double entry journal.	
32	Press "tab" to move from box to box, after making entries in all boxes :	
33	Press"enter" or "return" . When you have made all your entries click "exit"	
34	C. Enter debits as a positive figure. Enter credits as a negative figure.	
35	D. If you have an error, a beep will sound and message will appear.	
36	a. First message(General Journal Balance should be (0))	
37	b. Second message(Check CODE under ACCOUNT on general journal)	
38	c. Bank Reconciliation is out of Balance	
39	If you have an error and need to stop, after correcting, press(Option Command x)	
40	e. For current date to appear on P or L, it must be entered in first line of check journal.	
41	MONTHLY BOOKKEEPING	
42	Open MACROS and press option/command o.	
43	If you have made prior entries the MACROS will give you an option after worksheets	
44	open. (Are you ready to clear Journals for new Monthly entries). If you have more	
45	entries to make for that month halt and press option/command m.	
46	1. Sales Journal DATA FORM;(Option/Command h)	
47	THE "TAB" button moves you from date,to invoice no. etc	
48	A. Enter date.	

	A	B
49	B.Invoice Number	
50	C.Customer	
51	D.Exempt Sales	
52	E.Taxable Sales	
53	F.Sales Tax	
54	Press "RETURN" enters the imformation to the journal.	
55	Click in the "EXIT" box on the DATA FORM when finished with the form	
56	2. CHECK JOURNAL DATA FORM;(Option/Command k)	
57	THE "TAB" button moves you from date,to payee etc	
58	A. Enter current month date on first line. The P or L picks up the month & year.	
59	B. Name: Enter name of payee	
60	C. Check No. Enter check number	
61	D.CODE: enter three (letter or number) code as listed on chart of accounts.	
62	E. Amount: Enter amount of check.	
63	F. Deposits: Enter Deposits at Date Made	
64	Press "RETURN" enters the information the journal.	
65	Click in the "EXIT" box on the DATA FORM when finished with the form	
66	3. Bank Reconciliation(Option/Command r)	
67	THE "TAB" button moves you from date,to name etc	
68	A. Date	
69	B.Name	
70	C.Check Number	
71	D.Amount of Check	
72	E. Date	
73	F. Deposit Amount	
74	G.Bank Statement Balance in first box only.	
75	Press "RETURN" enters the information to the worksheet.	
76	Click in the "EXIT" box on the DATA FORM when finished with the form	
77	4. GENERAL JOURNAL DATA FORM: (Option/Command g)	
78	THE "TAB" button moves you from date,to name etc	
79	A. Date	
80	B. Name: Account name	
81	C.Code: enter three (letter or number) code as listed on chart of accounts.	
82	D.Amount: Enter amount, be sure to use the first column, if first column is 0	
83	or blank this journal will not print.	
84	E.This is a double entry journal. Debits positive/credits negative.	
85	F.Can be used for depreciation, taxes payable, notes payable inventory adj, etc.	
86	Press "RETURN" enters the imformation to the journal.	
87	Click in the "EXIT" box on the DATA FORM when finished with the form	
88	A. If you have an error, a beep sound and message will appear.	
89	a. Message CHECK JOURNAL(Check CODE under ACCOUNT)	
90	b. Message GENERAL JOURNAL (Balance should be (0)	
91	c. Message GENERAL JOURNAL(Check CODE under ACCOUNT)	
92	If you have an error and need to stop, after correcting, press(Option Command x)	
93	The Macro will give you an option to print or stop if you continue the journals	
94	and statements will print. The Macro will then save and close all worksheets.	
95	Error Checking	
96	Error Checking: When the general journal or check journal is activated in the	

	A	B
97	error checking mode, you may scroll the Data Form, a #N/A will appear in the	
98	error box next to the incorrect code. Correct the error. Click exit.	
99	You may want use the Data Form to find the error.	
100	In error Mode Click Criteria on the Data Form and insert #N/A in the error box.	
101	Click Find Next and the form will scroll itself to the error. Correct.Click exit.	
102	YEARLY_UPDATE Option/Command y	
103	1.Press (Option Command y)	
104	A.Clears all journals	
105	B.Clears Profit or Loss statement	
106	C.Updates Net Worth on Balance Sheet.	
107	OK! YOU ARE READY FOR ANOTHER YEAR.	
108	MACRO FUNCTIONS	
109	MACROS COMMAND KEY FUNCTION	
110	OPEN o Opens all worksheets	
111	CLEAR_ALL a Clears all worksheets to allow for new acct.	
112	YEARLY_UPDATE y Clears year to date on profit or loss, clears	
113	journals,& updates net worth	
114	SUBMACROS	
115	MONTHLY_DOALL m Activates Journals one at a time for entries	
116	Calculates all, checks for errors & updates	
117	profit or loss, prints,saves and closes	
118	Program x Calculates all, checks for errors & updates	
119	profit or loss, prints,saves & closes	
120	Chart of Accounts c Activate Chart of Accounts/ data form	
121	Sales Journal h Activate Sales Journal/data form	
122	Check Journal k Activate Check Journal/data form	
123	Bank Reconcillation r Activate Bank Reconcillation/data form	
124	General Journal g Activate General Journal/data form	
125	CLEAR_JOURNALS j Clears journals/updates Balance Prep Sheet	
126	UPDATE Updates year to date on profit or loss	
127	PROG1 Calculates all, checks for errors	
128	PRINT p Prints journals & statements	
129	SAVE_CLOSE s Saves and Closes all worksheets.	
130	ERRORCKJ Paste error checking formula	
131	to check journal	
132	ERRORGJ Paste error checking formula	
133	to general journal.	
134	CLEARERROR Clear error formula on check journal	
135	If you use BOOKKEEPER ,send me \$15.00. If you want the passwords, send me \$20.00	
136	If You have payroll, check out WAGEKEEPER Key Word WAGES.	
137	If you have any Questions or comments you can leave E-Mail or call me @806-747-2337	
138	Note; Make a copy of BOOKKEEPER before starting . Saves another down load if you goof.	
139		
140	Note: To persons wanting to work without MACROS and use menu commands.	
141	If you are working without the MACROS be sure to use option/command x after making	
142	entries. This calculates all and updates Profit or Loss. Before you start another months	
143	entries be sure to use option/command j, This clears journals and updates balance prep	
144	sheet.	