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Instructions

Open

This menu item is used to select an existing Ledger file. Click Open from the menu and a list of files is made available. Choose the desired file and it loads into the Ledger form ready for use.

Combine Files

This menu item is used to combine ledger files to create new files such as Quarterly Reports, Mid Year Reports and Total Year Reports. First choose Open from the menu to select the first file to be combined. Next choose Combine Files and open the next file for combination. Repeat the Combine Files until all necessary files have been combined. The combined files Totals will automatically be added to show the Total of all files combined.

Caution: *Be sure to save the combined files under a new file name.*

Save

The Save menu item is used to save corrections or updates to an existing file without having to name or select the proper directory for the file. Click Save and the file is automatically updated.

Save As

The Save As menu item is used as the initial action to name and save a new file. The Ledger files have the extension *.lgr* and the Loan files have the extension *.lon*. Click Save As from the menu, name the file, select desired directory, and click OK when finished.

New Account

This menu item clears the Ledger form of all information ready to build the next Ledger Account.

Click New Account from the menu.

Add Income Category

This menu item allows for the creation of new Income Categories. Click Add Income Category from the menu and then click Add Category and enter the desired code in the input box.

Here is a list of examples:

ADET = Auto Detailing
BAND = Band Appearance
DTPL = Desktop Publishing
HOMC = Home Care
TRPR = Tree Pruning
TSHT = T-Shirt Sales

Delete Income Category

This menu item allows for eliminating unnecessary Income Category Codes. Select the Income Category to be deleted from the selection list and click Delete Income Category then click Delete Code. The Selection list is immediately updated.

Print Income Category Codes

This menu item is selected to print a hard copy of the current Income Category Codes. Click Print Income Category Codes from the menu choose print quality and number of copies then click OK when selection is completed.

Add Expense Category

This menu item allows for the creation of new Expense Categories. Click Add Expense Category from the menu and then click Add Category and enter the desired code in the input box.

Here is a list of examples:

BLKC = Blank Cassettes
CWAX = Candle Wax
ENTM = Entertainment
GSED = Grass Seed
LCKS = Lock Sets
PINK = Printer's Ink

Delete Expense Category

This menu item allows for eliminating unnecessary Expense Category Codes. Select the Expense Category to be deleted from the selection list and click Delete Expense Category then click Delete Code. The Selection list is immediately updated.

Print Expense Category Codes

This menu item is selected to print a hard copy of the current Expense Category Codes. Click Print Expense Category Codes from the menu choose print quality and number of copies then click OK when selection is completed.

Exit

The Exit menu item ends the application and returns control to the Program Manager. Click Exit from the menu. Exit is also found as a Loans Menu Item.

Edit

The Edit Menu contains the standard Windows Clipboard editing functions: Copy, Cut, Paste and Clear Clipboard. See Windows Help for more information.

Reports

Profit and Loss Report

This report prints all the Categories, Income and Expense, and shows total amounts for each category and the percent that total represents of the Total Income or Expense.

Income Register With Running Total

This report prints all the items listed in the Income list box as it is shown on the screen.

Expense Register With Running Total

This report prints all the items listed in the Expense list box as it is shown on the screen.

Income Category Report

This report prints the Income categories in groups showing total income for each category.

Expense Category Report

This report prints the Expense categories in groups showing total expense for each category.

Income Account Report

This report prints the Income categories grouped by Account Name showing total income from each Account.

Expense Account Report

This report prints the Expense categories grouped by Account Name showing total Expense for each Account.

Loans

Click The Loans Tab to open the Loans tracking form. Use this area to maintain a record of Business Loans, Personal Loans and Credit Card Loans. It records the Lender, the Date of the loan, the type of loan and the loan amount. Use the Select Loan Code to categorize the loan and type of payment made (principal or interest). Accrued interest is tracked but does not affect the loans total or principal paid.

Calculator

The Calculator works very much like any hand held or desktop calculator. The Calculator can be operated using the keyboard or a mouse.

Addition:

Example:

2 + 2 +	Answer 4
10 + 12 +	Answer 22
150 + 169 +	Answer 319

Subtraction:

Example:

4 - 2 -	Answer 2
10 - 12 -	Answer -2
169 - 150 -	Answer 19

Multiplication:

Example:

4 * 2 *	Answer 8
15 * 15 *	Answer 225
136 * 467 *	Answer 63512

Division:

Example:

4 / 2 /	Answer 2
25 / 5 /	Answer 5
56734 / 73 /	Answer 777.17808

The first occurrence of the operator is like and input key the second occurrence of the operator replaces the = function. In the first addition example the first + sign enters a positive 2 the second + sign adds the two numbers together.

Chain calculations are easy with the Calculator.

Example:

41 + 17 + 26 - 66 * 12 /	Answer 176
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For the more scientific the Square Root function is included.

Command Keys:

CE (Clear Entry)

CA (Clear All)

/ (Divide)

* (Multiply)

- (Subtract)

+ (Add)

M+ (Memory Add)

M- (Memory Subtract)

MR (Memory Recall)

MC (Memory Clear)

Help

See the Windows Help File for a complete discussion of the Help File functions.

Instructions

Ledger opens to the Income section (the tab label is highlighted). To select Expense or Loans simply click the Tab that corresponds to your selection. Select the type of Income or Expense to be recorded from the Select Income Code or Select Expense Code list. Enter the Account Name and the Amount of Income or Expense. If the date is incorrect change it to reflect the correct transaction date, the spinner button makes it easy to change the date. Press Enter (twice) or click entry to add the item to the list box.

Corrections can be made by clicking the incorrect item in the list. It will appear in the edit boxes where all changes and corrections are made. Click Correct when item has been corrected. It will be return to the list in corrected form and totals update automatically.

Delete incorrect or duplicated items by double clicking the item in the list. An are you sure you want to delete this item message will appear, select OK and click the Delete button or click Cancel to end process. All totals will be updated automatically.

Total Income, Expense Total and Net Total are displayed at the bottom of the screen.

A built in calculator is supplied if other math functions are necessary to complete the input. Use the edit features to copy a number from the Calculator and paste it to the Ledger.

A number of Reports are included to recap the information from the Ledger. Use these printouts as a permanent record.

Combine Ledgers to create Quarterly Reports, Mid Year Report, and Total Year Report. Caution must be exercised when combining Ledgers. Be sure to save the combined Ledgers with the Save As menu item with a new file name (like: q1_95.lgr or q2_95.lgr or total_95.lgr) to describe the file contents.

