The 123 Ledger (tm), Version 1.6

Preface

The 123 Ledger is an advanced Lotus 1-2-3(tm) application making
extensive use of 1-2-3's macro, database, and date-arithmetic
features. The end result is a general purpose transaction processo
that can be used for summarizing checks or maintaining a general
ledger. The application was designed to allow for up to 1700
transactions and over 100 account numbers, on a computer having
only 256k of memory.

This application is managed by over 30k of macros which give
even the most novice users easy access to the upper limits of
1-2-3's power.

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INTRODUCTION

    Begin by loading The 123 Ledger as you would a normal worksheet.

    /File Retrieve <MAGEELGR> <RETURN>

    You should see the following menu appear:


```
===============================================================================
                        The Winning Company                        Apr-84
===============================================================================




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


                        Enter Selection ......



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    THE ONLINE HELP SYSTEM

    As you can see, there are six main menu options. Select option
    number 5 by pressing the 5 key. This takes you to the main help
    screen which gives you an overview of all the command options as
    shown below.

```
===============================================================================
                        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
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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
```

Note that you can view help on any command option by selecting an
option from the menu appearing on the command line. Note that all
menus that appear on the command line work exactly like 1-2-3's
menus. You can select options by either typing the first letter,
or pointing and pressing RETURN.

There are 13 help screens in all. Type a 3 to view the help for
the Summarize options. This takes you immediatly to a help screen
for these options. Pressing RETURN once takes you to the second
screen, and pressing RETURN a last time takes you back to the main
help menu.

THE MODIFY DATA OPTIONS

Type in a 1 to select the Modify Data option. This takes you to
the top of the transactions database and brings up the Modify menu.

This is the only place in the system that you can alter the
content or structure of the database.

There are two ways to add records; the first is under complete
macro control using the Add option, the second is with little or no
assistance from the macros under the Edit option.

THE ADD OPTION

Type an A to select the Add option. You will be taken to the
bottom of the database and prompted for the required information.
The sample transaction you will enter here is as follows:

    05-Apr-84   577 Office supplies   655   (75.00)

The first prompt that appears is:

      Enter Day of Month(2nd as 2) :

Note that the current month and year appear in the upper left hand
corner of the screen (this is changed by the month option). All
have to do is type in the day.

Type in 5 and press ENTER

Note that the entire date is entered, the cell is formatted, and
the cell pointer is moved to the next cell.

The next prompt to appear is:

    Enter Transaction Number:

Type in 577 and press ENTER.

The next prompt is:

    Enter Payee/Description:

Type in "Office Supplies" and press ENTER.

The next prompt is:

    Enter Account Number:

Type in 655 and press ENTER

And the final prompt is:

    Enter Amount:

Checks are entered as negative amounts so type in -75 and press
ENTER.

The cell is formatted currency with two decimal places and the cell
pointer is positioned for entering the next transaction.

Although this method of data entry is simple and straight forward,
most people will find it too slow and cumbersome. This application
was designed primarily for quick and dirty transaction processing,
and thats where the EDIT option comes in. As the message indicates
at the top of the screen, you can enter a 0 for the day of month to
return to the main menu. Note that the message dissappears as the
menu reappears.

THE EDIT OPTION

Select the Edit option now by typing the letter E. Note that two
messages appear in the message area before the macros return you to
READY mode. In READY mode, you are free to move around with the
direction keys and issue regular 1-2-3 commands to alter the
contents of the database. At this point, transactions can be

manually, or with the aid of the Alt-A macro, which is the
recommended method of transaction entry. To illustrate this macro,
you will enter the following transaction.

   22-Apr-84   578   Business Periodicals   675   (25.00)

Move the cell pointer to the next blank row in the database and
move to the Date column. Hold down the Alt key and tap the A key.

Type in the number 22 and press ENTER.
Type in the number 578 and press ENTER.
Type in "Business Periodicals" and Press ENTER.
Type in the number 675 and press ENTER.
And lastly, type in the number -25 and press ENTER.

Note that the macros handle all cursor movement and cell
formatting as before. The advantages to this method are that
only the Date entry is required - the rest can be skipped
simply by pressing ENTER. It's also much easier to break out

of a macro(by pressing Control-Break) make a correction, and
resume. Or you may just want to enter a single transaction,
copy it down several rows and modify it. Often my clients
simply enter the date, account #, and amount.

CHANGING THE CURRENT MONTH OR YEAR

To do this, return to the main menu by holding down the Alt key and
tapping the R key. Select the Date option, enter the new year and
month numbers as prompted, and you're ready to do the next period.

OTHER MENU OPTIONS

The following briefly summarizes the remaining options available
from this submenu.

  Sort - lets you quickly sort the database on any field with only
          a couple keystrokes (Pressing S, D, and ENTER) is all that
          is required to sort the database by date in ascending
          order.

  Balance-displays the total of all transactions up to and
          including a specified date. If The 123 Ledger is being
          used as a checkbook ledger, this will display your
          balance on any given date. You simply select the
          option, enter a year, month, and day, and the balance
          is calculated and displayed.

  Print - Prints a listing of the entire database.

Help - takes you immediatly to the help screens for the Modify
        Database menu options.

Quit - Returns you to the main menu.

You've been familiarized with the database and how it is modified.
Now you're ready to see what this application is really all about.
Select the Quit option to return to the main menu.

THE SUMMARIZE DATA OPTIONS

You can select the summarize option by typing the number 3. To see
all of the transactions totaled by account number, select the All
option by typing an A. A few moments later, you will see a list of
account numbers appear and their current balances. The macro that
does this uses a combination of Data Query Unique, Data Table 1,
Data Table Sort, and a single @DSUM formula to produce this
summary. This technique allows you to have over 100 account
numbers, and enter over 1700 transactions, with a 256k computer.

The Date_Range option does the same thing but only includes
transactions that fall within a specified date range. This is
useful when more than one months data is entered into a single

database.

The Print option in this submenu gives you 3 choices: The first
simply prints the summary section as it currently appears on the
screen; The second produces the equivalent of a G/L listing - it
takes one account number at a time, prints it's balance, and all
the transactions that make up that balance; The third does the
same thing as the second, except for a specified date range.

THE QUERY DATA OPTIONS

Select the Query Data option from the main menu now by typing 2.
This section lets you quickly review the transactions for a given
account number, date range, or both. For example, if you wanted to
see all of the transactions for account number 665, you would
select the Account option by typing an A, type in the number 665,
and press the ENTER key. In a second or two, you should see a list
of all the transactions for that account number.

To see all the transactions for account number 665 for the month of
May, select the Both option by typing a B, type in 665 and press
ENTER. A menu will appear with two options: Dates_Ok and
Change_Dates. The current beginning and ending dates are displayed
on the screen, to leave them unchanged for this command, select

the Dates_Ok option. You will probably want to change them
however, so select Change_Dates. You will be asked for two sets
of dates. For each, you must enter a year, month, and day. The
exact keystrokes are as follows:

    84 <ENTER>
    4 <ENTER>
    1 <ENTER>

    84 <ENTER>
    4 <ENTER>
    30 <ENTER>

After pressing the last ENTER, you should see the list of
transactions appear on the screen.

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