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1

{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}

/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~

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SORTING OPTIONS
Date
Sort Transactions database by date
/dsrdSORTDB~pDKEY~{?}~g
/xmSORTOPT~

PRINTING OPTIONS

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{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?
==========

==========

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~/xgXTRACT~
/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?

==========

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
04/15/1984
04/22/1984
04/22/1984
04/22/1984
04/25/1984
04/25/1984
04/25/1984
04/29/1984

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==========

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3

{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

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======= 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
/xgINIT~

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 #

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~

/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

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

AC

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~
```

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AC

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AC

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04/01/84

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6

{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~

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

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

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

=====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?

==========

AMOUNT

=====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

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 requlars 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 ==========