

## How to Complete the Finance Report - Ledger

- Step 1      **New Troops** this amount should be 0.  
**Existing Troops** the ending balance from the previous report (Year-Ending Report) should be the beginning the balance.
- Step 2      Enter the date.
- Step 3      Enter the Check # OR dc for the Debit Card OR dep for Deposit
- Step 4      Enter who the transaction payable to. Store/Company name; Person's name.
- Step 5      A short description of the transaction.
- Step 6      Click on the Category drop box. Pick a Category.
- Step 7      Enter the \$ amount with positive # only.  
For example 52.00 troop dues OR 25.00 Program supplies.

The Account balance should match the bank statement balance. This is how you know the Ledger is correct.

- Step 8      Complete the top part of the Finance Report (Annual Report) only.  
The bottom part A, B, C. and E will auto-fill itself from the Ledger.

Troop/Service Unit  
Finance Ledger  
Ledger

Row #	Date	Clk#, DC, DEP, FEES	Payee	Notes	Category	Amount
					Beginning Balance	<input type="checkbox"/> step 1
1						
2						
3	step 2		Step 4	step 5	step 6	step 7
4						
194						
195		m				
196		step				
197						
198						
199						
200						

Balance's for Account 1	\$0.00
Balance's for Account 2	\$0.00
Total of Acct 1 & 2	

Bank Statement  
→ Should match ending  
Balance.

