**WRITING FILE**

How to Use Medlin General Ledger for Business

Keeping accurate financial records is important for any business. Bookkeeping is usually a tedious, time-consuming task, prone to human error. Using an accounting software application can reduce these errors significantly. There are many accounting software programs on the market, in a wide range of prices. Medlin General Ledger is an inexpensive, user-friendly application that is Windows-compatible. It can be used for one or more clients or businesses.

Instructions

First, use Medlin's standard chart of accounts. Accounts can be added or deleted. If you already have a chart of accounts, you can incorporate it into Medlin's chart. A list of account codes is provided in the "Help" section.

Second, enter your transactions. Enter information that you would write on a check, including the account, check number, date, account number and amount.

Third, print the type of report you want to view and analyze. Choose from a transaction listing, general ledger, income statement, balance sheet, chart of account trial balance or account summary. Reports can be printed, viewed on your screen or sent to an email account.

Fourth, reconcile your bank statement. To do this, add all deposits and subtract outstanding checks and deposits. On the left side of the screen, enter your beginning balance from your bank statement. On the right side of the screen will be a list of all checks and deposits.

Fifth, configure a report. Enter your company name, income and balance sheet headings and footers, and a bank account number into the report template. Additional configurations are offered at the bottom of the screen. For example, you can omit percentages from an income statement or use a fixed decimal position.

[Suggest item](http://www.ehow.com/print/how_7907422_use-medlin-general-ledger-business.html)

Resources

[Medlin: Download and Install Software](http://www.medlin.com/download.htm)

**Introduction**

There are benefits to learning a new language. You can learn for personal enrichment, professional reasons or to communication with another culture, such as Spanish. There are many ways to learn a language. There are many styles of learning, but two main ways: in a systematic repetitive or immersible manner. [Differences]

**Classroom Instruction**

One way to learn a foreign language is on a college campus. Courses can be credited or non-credited. Traditional college language courses are usually three credits, maybe four credits, depending on the college. The price varies depending on if you are billed at the in-state or out-of-state rate. So, the cost of a foreign language class is the cost per tuition times the number of credits for the class.

Traditional college language courses last a semester or two if it is a year-long course. One semester is usually no more than 16 weeks.

Many community colleges offer language classes for no credit. They might last four or more weeks. The classes are usually billed a flat fee for the duration of the class.

In a formal classroom setting, a foreign language is taught in a systematic, repetitive manner.

At the beginning of the semester, a syllabus is distributed with the class readings and tests for the semester. A textbook is used. With classroom/textbook reading, practice a computer lab is required. A student should practice their pronunciation at least 10 hours a week. There is usually role playing, conversations and translation. Outside activities might be required for further practice.

The course in taught in a logical order, beginning with the alphabets and their pronunciation. From there the basics such as days of the week, numbers, alphabets, vowels and consonants, parts of speech, basic verbs and the conjugation of those verbs are learned. Go to www.pcs.k12.va.us/ghs/Alberto Spanish Syllabus-Correa.doc to see a sample Spanish syllabus.

Words will be learned in categories such as animals, food, parts of the house, school and family members. As the course/semester progresses, there will be challenging verb translations and tenses.

In addition to games being played, there is role-playing and extra-curricular assignments might be required such as going on a class field trip.

Instructors give translation assignments, homework, tests, quizzes and (final) exams to monitor students' understanding of the course.

Traditional college language classes are best for those who will earn a degree.

In addition to the class, language lab time is mandatory. Be prepared to study at least (10 hours) a week. You will be graded on your tests and exams and whatever else the instructor chooses to use.

Non-credit courses are best for those who have a personal interest in a language or for professional reasons that do not require a degree. They are usually taught in a classroom room setting. A text book is usually required also. Since non-credit courses are usually shorter that traditional credit courses, more chapters might be covered at one time. This might present a problem if you want to go at a slower pace.

**Independent Study**

Those who are disciplined do not need to earn a degree, and don't like a competitive environment/don't want to be graded on their performance, should consider independent learning.

There are many resources for independent learners, including books, videos, Cds, software, free or fee-based online classes, and flash cards.

These aids can be purchased at college bookstores, retail bookstore chains, office supply stores or online.

With independent learning, you are free to choose your own schedule. If you want the structure of a classroom but in private, download a college syllabus and follow the syllabus. Study books also have lessons divided by weeks. A class syllabus, however, will have dates.

Use these aids frequently to improve for the best results.

Another way to learn a foreign language is to get tutoring. Tutor with a foreign language college major or someone who has excellent grades and who has mastered the language, such as a native speaker, a neighbor or a contractor, for example.

Hire someone, such as a native speaker or a college student who is proficient in the language.

**Attend a Language Immersion School**

Language immersion schools are for the student who wants to learn a foreign language at a (rapid pace). As the name suggests, students are immersed in a language for a certain time period.

Immersion schools are located in other countries. Some are located in the United States. Popular Spanish-speaking programs are located in Guatemala, Argentina, Costa, Rica, colonial Mexico and Spain.

Immersion schools offer individual or group teaching. [Some teachers have a high school diploma while others have a college degree.]

The cost varies depending on the country you visit and the number of weeks your program is. Costs are as low as $125.

Accommodations vary also. It is suggested and some programs require that you stay with a host family. Not only will you get teaching but you will be immersed in the culture: such as how they live, eat and entertain. There are some limitations to this kind of accommodation. You have to follow your host family's rule. You might have a curfew. You cannot go as freely as you want to.

One French immersion program offers the following accommodations into host family settings: student residences, apart hotels, hotels and alternative housing.

Immersion programs are also offered to traditional college students as study abroad programs and through your travel agent. Travel abroad programs are usually at the end of the semester, particularly during the summer. Depending on the college, the program might be covered by the college or scholarships might be offered.

Anyone can attend a language school but contact the school to see if the school accommodates students with children and disabilities.

Many of the schools are represented by an organization such Language Link, Spanish Abroad, EF International language Schools, and the Institute for Spanish Language Studies.

Before attending an immersion program, visit the State Department's website to inquire about getting a passport. Also, visit the country's official website for information about the culture, tourist attractions, the political climate and tips for women travelers, such as traveling alone.

**Conclusion**

Depending on your study style and time and financial commitment, there are many ways to learn a foreign language. If you need a degree, enjoy interaction with your peers and need longer guided instruction, a traditional credit course would be best. If want the latter two and don't need a formal education, but want a course lasting no more than 2 months, taking a non-credit course is best.

If you need or want to learn a language in the shortest time possible, consider learning a language in a foreign country via an immersion program.

Whatever style fits you, learning and mastering any foreign language takes patience, a many hours of practice and perseverance.

**Software for Languages**

There are software that vary in capabilities, teaching style and price, depending on your needs.

They are Windows- and Mac- compatible and usually easy to install. Install the software and follow the wizard. If there isn't one, follow the instructions to run the program.

Some software are traditional in nature - repetition, games, vocabularies, simulations. Others immerse the student into the language. Simulated scenarios such as airports, grocery stores and restaurants are used to practice conversations in everyday situations. These software require a powerful computer.

A microphone or a computer with a microphone is usually required. The software monitors you voice, pronunciation. Pronunciation with accuracy is important with language learning. You can play back your voice and re-record it to your liking.

The software avatar are usually encouraging. This is important and an incentive to continue.

Software is for the independent- learner or a supplement to classroom learning. You learn at your own pace, with no pressure to keep up with classmates. You learn in your home or on the go. If you are traveling, turn the volume down or off and play games.

Software prices range from under $20 to over $100.

Software publishers include Rosetta Stone, Topics Entertainment, Individual Software, Language Treks and Nova Development.

They can be bought at bookstores chains, college book stores, office supply stores and online stores.

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Dear Sir or Madam:

This letter is to introduce myself and to let you know of my interest in becoming a part of your company. The enclosed resume will furnish you with information concerning my overall employment background, training, education and skills. My work abilities are backed up with experiences and knowledge. I assure you that I can successfully fulfill any obligations requiring of any responsibility upon your company.

In each of my previous job experiences, I have performed my assignments with a high degree of skill and professionalism. My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth.

I believe in excellence and have always dedicated myself, my talents and my creative abilities to assure the successful accomplishment of any company goals. My positive attitude and willingness to give 150% makes me a valuable asset to any organization that would employ me. I am confident that my skills will be an asset and have a favorable impact in your organization.

I look forward to hearing from you in the near future and hopefully to schedule an interview in which I hope to learn more about your company. It’s goals and plans and how I may be able to contribute to its continued success and growth.

Thank you for your time.

Sincerely,

Tamara N. Harrell

Objective: To obtain a Freelance Writer Position

Security Officer, A& D Security Consultants, Inc., Temple Hills, MD, May 2009 – May 2010

• Patrolled assigned areas on foot ensure personal, building, and equipment security

• Examined doors, windows, and gates to determine that they are secure

• Informed and warned violators of rule infractions, such as loitering, walking across private property and smoking

• Answered alarms and investigated disturbances

• Insured that electrical and plumbing systems, alarms, and sprinkler systems were working properly.

• Called police or alarm company in cases of emergency, such as alarm system going off or presence of unauthorized persons.

• Provided escort services for visitors, students, staff and faculty as required.

• Provided public assistance, including lockout services and information.

• Watched for and reported irregularities, such as fire hazards, leaking water pipes, and security doors left unlocked

• Controlled crowds at large gatherings, watch for theft, and guard the pick-up and delivery of valuables

• Performed periodic checks of fire pull stations, emergency call boxes and/or emergency lighting to ensure proper functioning; report malfunctions as required.

• Prepared routine, standardized reports, including a written summary at the end of each shift

• Prepared and submitted daily security reports, activity logs, maintenance logs including reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.

• Functioned within the policies and administrative procedures as outlined in the Employee Manual

• Answered telephone calls to take messages, answer questions, and provide information during non- business hours or when switchboard was closed

• Monitored and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises

• Monitored and reviewed information from materials, events, or the environment, to detect or assess problems

• Observed, received, and otherwise obtained information from all relevant sources, including school building engineering staff

• Perform day-to-day administrative tasks such as maintaining information files and processing time sheets

Administrative Assistant, Volunteers of America, Arlington, VA, September 2001 – March 2005

• Worked with other units to coordinate and plan fund-raising, grants, marketing, communications, and outreach activities

• Provided expert guidance and leadership to more junior staff.

• Performed other related duties as required, e. g., reviews of adequacy of departmental space requirements and technology requirements.

• Implemented and monitored support services, including procurement of supplies and services; transport, travel and traffic, communications, engineering and information technology support; and provision of local utilities and service requirements

• Produced major/complex reports for management, as and when required

• Provided advice to senior management Works with management to create short- and long-term business plans, including operational, organization, and financial aspects

• Oversaw legal, safety, fiscal, and other compliance requirements

• Oversaw facilities, technology, and materials utilized in the department, coordinating with appropriate services

• Worked with management and others to develop and implement operating policies and procedures

• Managed line-item operating budgets and performed analysis and reporting to support decision-makers

• Assisted with the ongoing financial, operational, and staffing activities of the administrative department

• Staff payroll

• Coded credit card statements and receipts and requested funds to pay bill and sent them to the main office

• Created systems to improve the flow of the administrative office

• Improved filing system

• Scheduled interviews

• Posted job announcements

• Updated and edited job descriptions

• Interviewed prospective employees

• Assisted front desk shelter monitors

• Edited operations manuals

• Coordinated monthly management meetings

• Recorded and issued minutes

• Assembled new hire packets

• Organized and filed donation checks

• Performed other clerical, administrative and human resource duties as assigned

Kennedy Center , Crowd Control (Volunteer Position), Latin Event, Washington, DC, September 2010

• Patrolled assigned location on foot

• Monitored entry and exit of visitors and employees.

• Checked location for unusual and suspicious activities, theft, fires, peoples safety, etc.

• Investigated any security breaches and suspicious circumstances and reports to higher authorities for follow-up and action

• Checked all windows, doors and lights of all the buildings under his zone

• Made a note of any unlocked windows or doors and reports to supervisors

• Observed traffic and other activities in the assigned location to enforce rules and regulations of the location

• Maintained entry and exit log for visitors

• Assisted visitors with directions or any related information

• Escorted visitors or officers to an appropriate destination especially if they are carrying money, important and confidential documents or valuable assets

• Responded to security alarms and takes necessary action

• Checked identification of people entering and leaving the premises

• Wrote daily reports, notes any unusual circumstances and any damage to property during his period of duty

• Assisted other security personnel in surveillance and crowd control during large events

• Required to work on shift bases

Writer, Copy Editor, Vision Magazine, Glenarden, MD, Summer 2006 - Present

• Write features, stories and columns for large church magazine

• Copy edits writers' final drafts to ensure they're free of grammatical, punctuation and spelling errors

• Double-check that names, places and organizations are spelled properly and that facts, dates and statistics are accurate

Telemarketing, Olan Mills Portrait Studios, Forestville, MD, June 1995 - December 199

• Contacted individuals by telephone and delivered prepared talks, reading from scripts that described products

• Explained product and prices, and answered questions from customers

• Obtained customer information such as name, address, and payment method, and entered orders into computers

• Adjusted sales scripts to better target the needs and interests of specific individuals

• Followed up on initial sales contacts

• Maintained records of contacts, accounts, and orders

• Scheduled appointments for sales representatives to meet with prospective customers or for customers to attend sales presentations

Education

University of MD University College, Adelphi, MD, Business Administration, May 2012

Prince George's Community College, Business Administration, AA, May 2008

References upon request