**INSTRUCTIONS FOF FILLING OUT PROPERTY LEDGER IN EXCEL**

1.  All items in the general field that call for the selection of "nature,"

"possession" and "request" are restricted to only accept the entry of a

blank field or the letter "X" (not case sensitive).

2.  No entries in the general field affect the math on the calculations

tab.

3.  The M/P/R column under "Court Use Only" is for designating property as

follows: "M" = marital property; "P" = Petitioner's non-marital property;

and "R" = Respondent's non-marital property.  This column is restricted,

and will only accept a blank field or the letters "M," "P" or "R" (not case

sensitive)

4.  If the Court should determine a negative value for an asset or debt, it

must be expressed with a "-" (minus sign) in front of the number.

5.  The "Disposition" column allows for assets/debts to be assigned to one

party.  These columns are restricted and will only allow a blank field or

an "X" (not case sensitive).  For the calculations to be accurate only one

party may be checked.

6.  If an asset/debt is assigned as non-marital property (an "M" or "P" is

selected in the first Court Use column) selecting a party in the

disposition column will cause an inaccurate calculation.