

YOUR BOOKKEEPING SOLUTION

USER GUIDE V3.21

BOOKKEEPING SPREADSHEET FOR NON ACCOUNTANT

Table of Contents

1 GETTING STARTED	5
1.1 SYSTEM REQUIREMENTS	5
1.2 KNOWLEDGE REQUIREMENTS	5
1.3 LIST OF WORKSHEETS	6
1.4 FRONT MENU	8
2 SETUP	9
2.1 BOOKKEEPING PERIOD & COMPANY INFORMATION	9
2.2 OWNER LIST	
2.3 ROOM LIST	11
2.4 TENANT LIST	
2.5 SUPPLIER LIST	13
2.7 FINANCIAL REPORT	
2.8 ASSET LIST	
	18
3 TRANSACTION	
3.1 RENTAL PAYMENT	
3.2 OTHER INCOME EXPENSES	20
3.3 CASH/BANK ACCOUNT MUTATION	21
3.4 DEPRECIATION	22
	23
4.2 OWNER PAYABLE	24
4.3 SUPPLIER PAYABLE	25

5 F	ECEIPT	26
	5.1 INVOICE	26
	5.2 CASH RECEIPT	27
6 F	INANCIAL REPORT	28
	5.1 PROFIT & LOSS REPORT MONTHLY	
	5.2 PROFIT & LOSS REPORT	29
	5.3 BALANCE SHEET REPORT	30
	5.4 CASH FLOW REPORT	
	5.5 EQUITY REPORT	
	5.6 ASSET REPORT	
	5.7 CASH ACCOUNT TRACKER	
	5.8 DASHBOARD	35
	5.9 TENANT PAYMENT	36
	5.10 ROOM REVENUE REPORT	
	HEAT SHEET	
	7.1 SALES TRANSACTION	
	7.1.1 CASH TRANSACTION	
	7.1.2 ACCOUNT RECEIVABLE TRANSACTION	39
	7.1.3 ACCOUNT RECEIVABLE with DOWN PAYMENT TRANSACTION	40
	7.1.4 CASH TRANSACTION with TAX	41
	7.1.5 ACCOUNT RECEIVABLE with TAX	42
	7.2 PURCHASE TRANSACTION INVENTORY	43
	7.2.1 CASH TRANSACTION	43
	7.2.2 ACCOUNT PAYABLE TRANSACTION	44
	7.2.3 ACCOUNT PAYABLE with DOWN PAYMENT TRANSACTION	45
	7.2.4 CASH TRANSACTION with TAX	46

7.2.5 ACCOUNT PAYABLE with TAX	47
7.3 PURCHASE TRANSACTION ASSETS	48
7.4 OTHER INCOME	49
7.5 EXPENSES	50
7.6 LOAN	51
7.6.1 BANK/FINANCIAL INSTITUTION LOAN RECEIVE	51
7.6.2 BANK/FINANCIAL INSTITUTION LOAN INSTALLMENT	52
7.6.3 OWNER LOAN RECEIVE	
7.6.4 OWNER LOAN INSTALLMENT/RETURN	54
7.7 PREPAID PAYMENT	
7.7.1 DEPOSIT	55
7.7.2 PREPAID REVENUE	56
7.7.3 PREPAID EXPENSES	57
7.8 OWNER'S CAPITAL	58
7.8.1 CAPITAL ADDITION	58
7.8.2 CAPITAL WITHDRAWAL	59
7.8.3 DIVIDEND/RETAINED EARNINGS WITHDRAWAL	60
7.9 EMPLOYEE RECEIVABLE	61
7.10 CASH ADVANCE	62

1 GETTING STARTED

1.1 SYSTEM REQUIREMENTS

Operating Systems and Microsoft Excel

- Windows Vista, 7, 8, 10 | Microsoft Excel 2010, 2013, 2016, 2019
- Mac OS X | Microsoft Excel 2011, 2016, 2019

1.2 KNOWLEDGE REQUIREMENTS

Microsoft Excel

DO NOT CUT/PASTE or DELETE/INSERT ROWS and COLUMNS inside tables. It could damage formula link and connection among worksheets.

YOU CAN DO COPY/PASTE from different EXCEL files or inside the file, but choose PASTE AS VALUES when pasting them.

SEVERAL MODULES MIGHT HAVE DIFFERENT LAYOUTS DUE TO DIFFERENT BUSINESS CATEGORY. BUT, THE FOUNDATION ON HOW TO USE PARTICULAR MODULE IS SIMILAR. YOU MIGHT NEED TO ADJUST FILLING AND SELECTING DATA IN THOSE MODULES.

1.3 LIST OF WORKSHEETS

Menu names might be different in model that you purchased because of additional features and updates.

Front Menu

Setup

- 1. Company Info
- 2. Room List
- 3. Tenant List
- 4. Owner List
- 5. Supplier List
- 6. Receipt Number List
- 7. Asset List
- 8. Prepaid Revenue | Expenses
- 9. Financial Report

Transaction

- 1. Rental Payment
- 2. Other Income | Expenses
- 3. Internal Bank/Cash Account Transfer/Mutation
- 4. Depreciation

<u>Receipt</u>

- 1. Invoice
- 2. Cash Receipt

Account Payable/Receivable

- 1. Tenant Receivable
- 2. Owner Payable
- 3. Supplier Payable

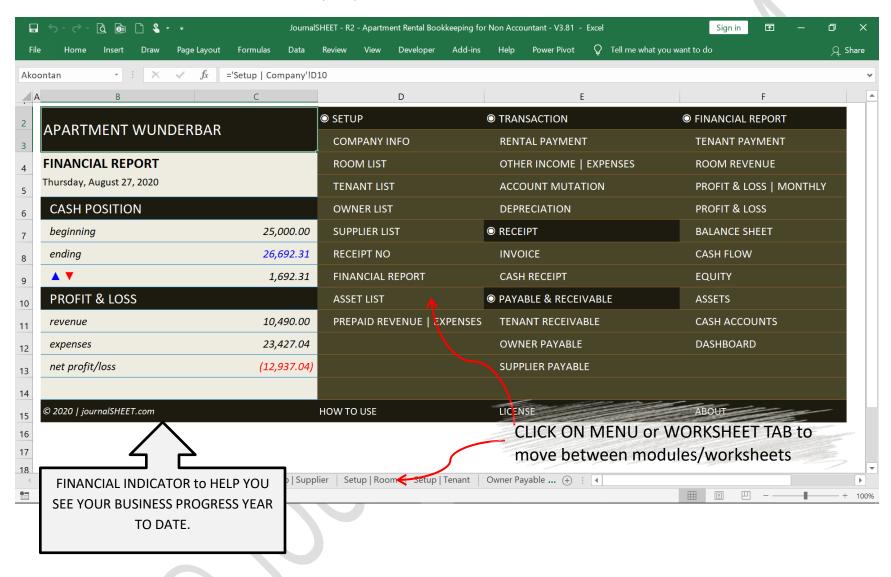
Financial Statement

- 1. Tenant Payment
- 2. Room Revenue
- 3. Profit & Loss | Monthly
- 4. Profit & Loss
- 5. Balance Sheet
- 6. Cash Flow
- 7. Equity
- 8. Assets
- 9. Cash Accounts
- 10. Dashboard



1.4 FRONT MENU

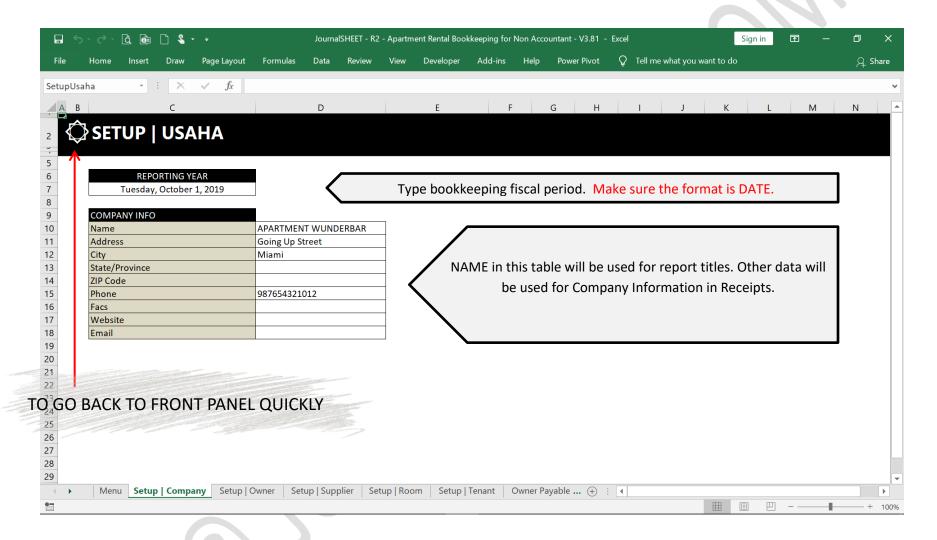
Use this front menu to move between worksheets quickly



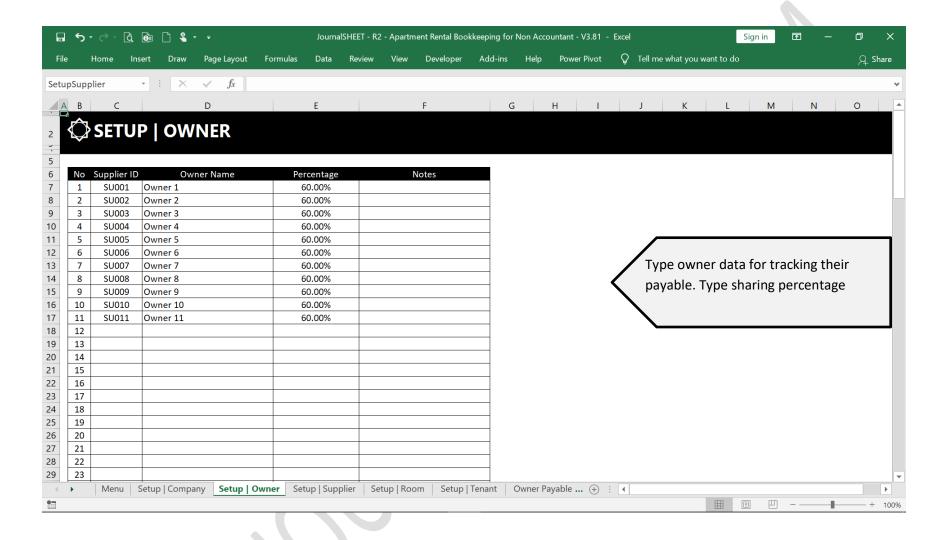
2 SETUP

Not every modules needs to be used and not every fields needs to be filled.

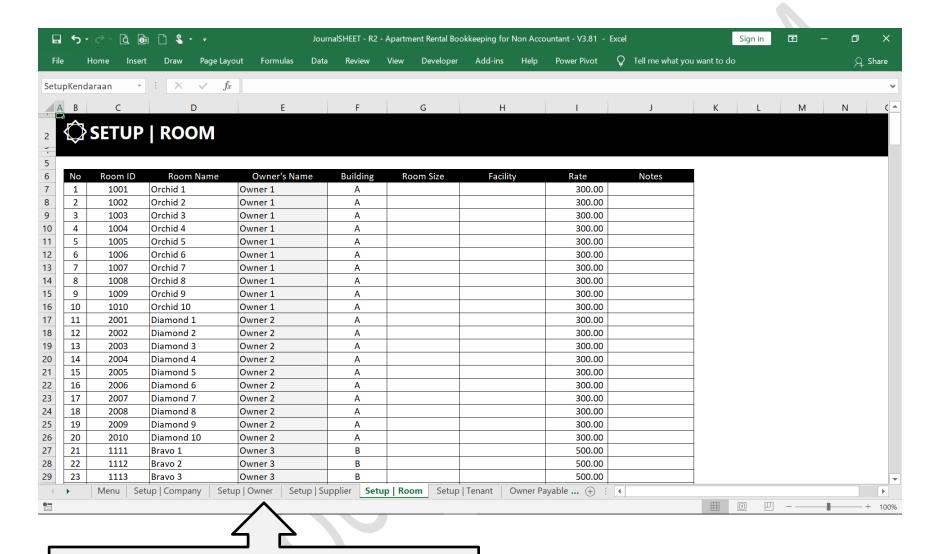
2.1 BOOKKEEPING PERIOD & COMPANY INFORMATION



2.2 OWNER LIST



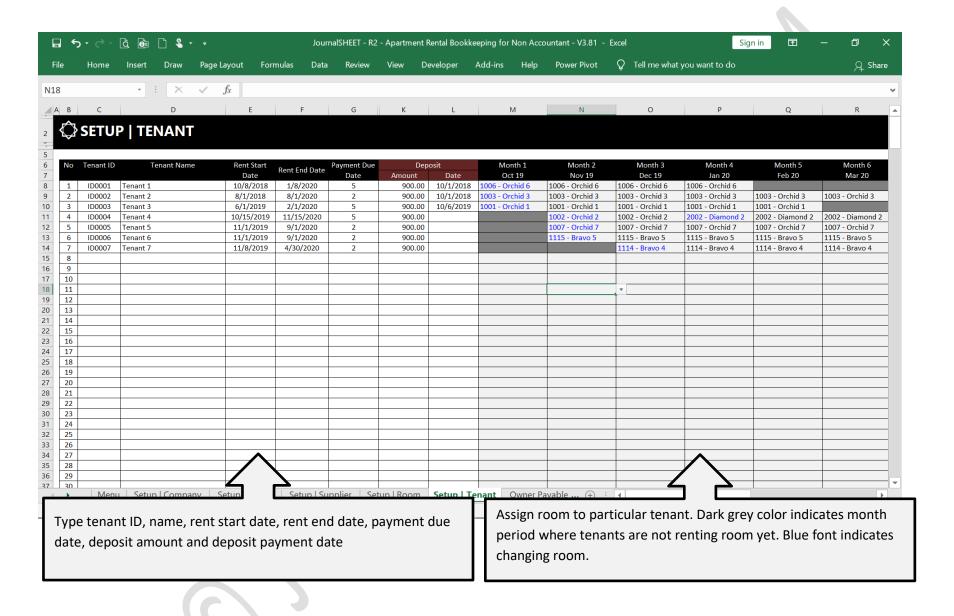
2.3 ROOM LIST



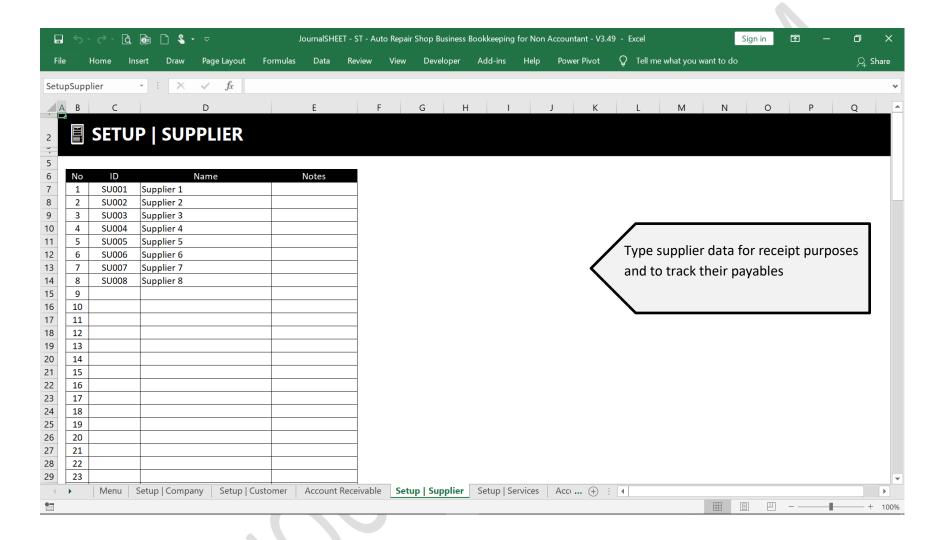
Type Room ID, Room Name, Owner Name, and Rate. Others columns are optional.

11 | Page

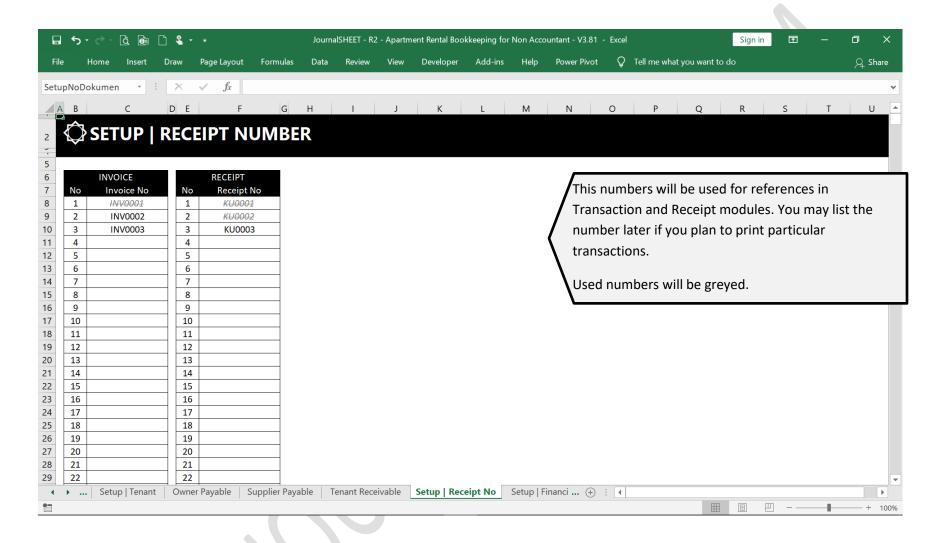
2.4 TENANT LIST



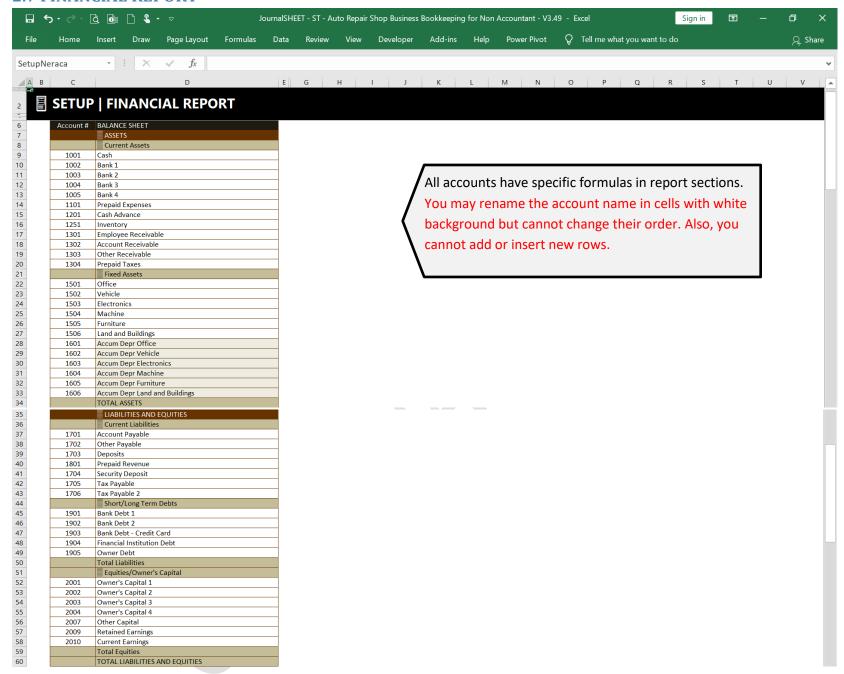
2.5 SUPPLIER LIST

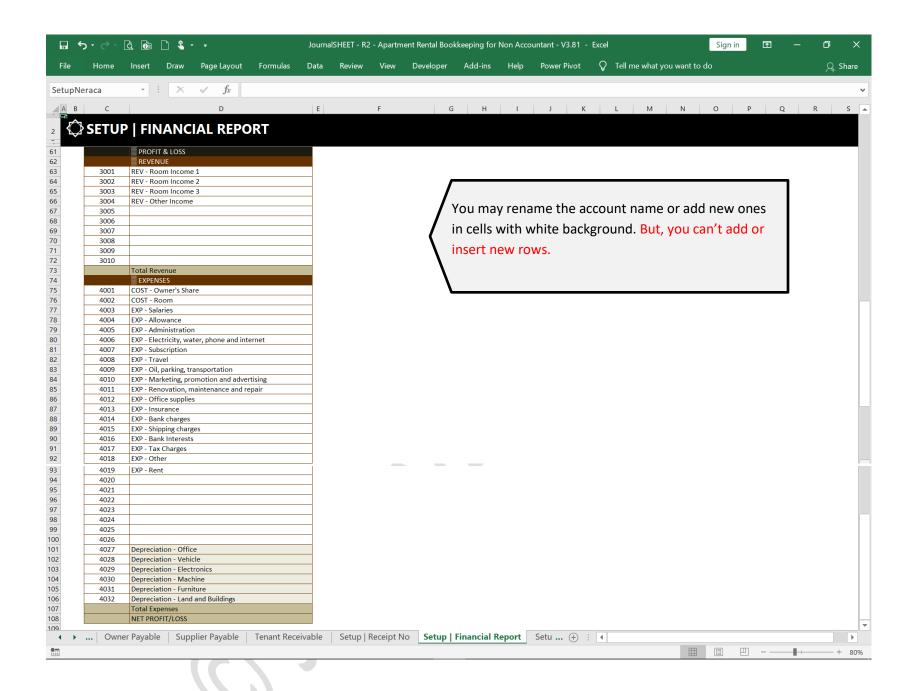


2.6 DOCUMENT RECEIPT NUMBER LIST

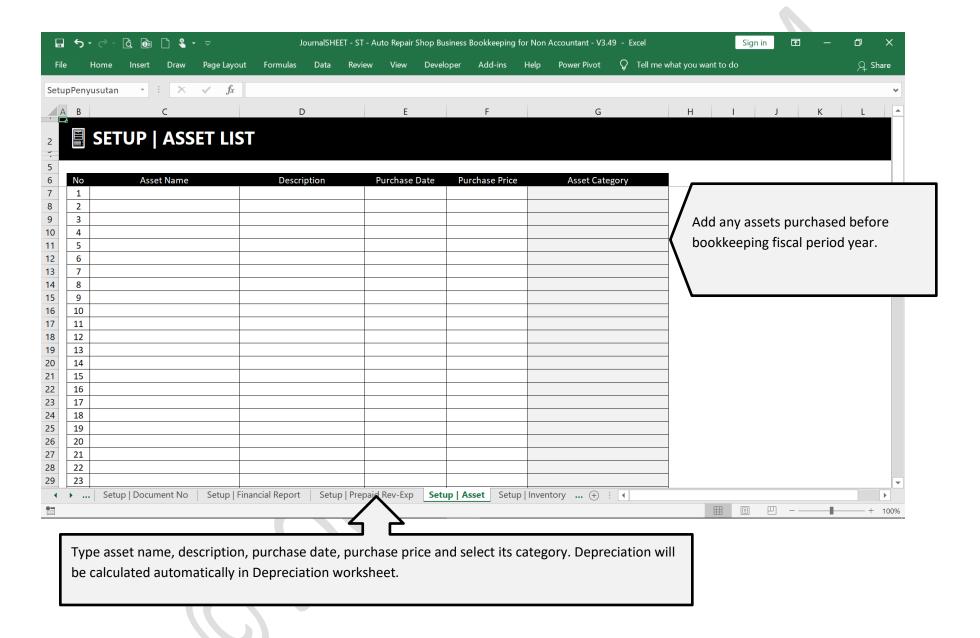


2.7 FINANCIAL REPORT



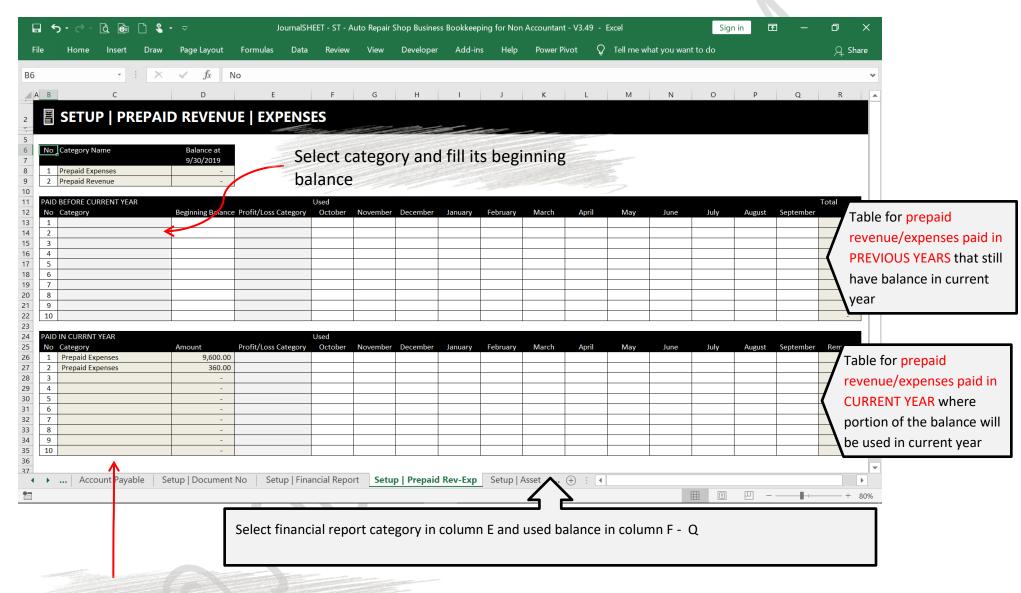


2.8 ASSET LIST



17 | Page

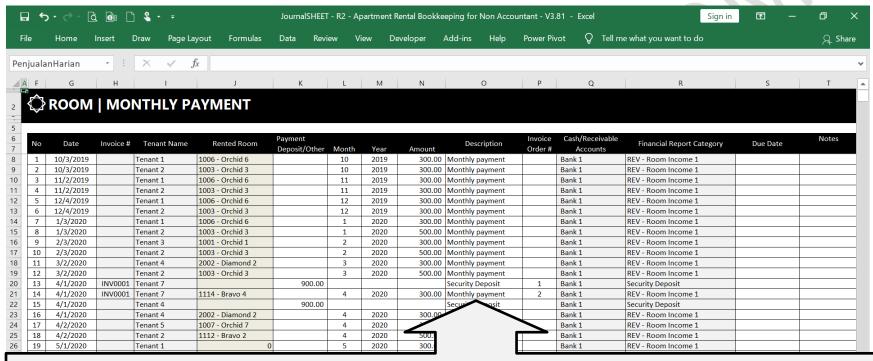
2.9 PREPAID REVENUE | EXPENSES



Category and its balance will be shown automatically based on transaction inputted in OTHER TRANSACTION worksheet

3 TRANSACTION

3.1 RENTAL PAYMENT



Date: Type transaction date. All transaction must have dates. It will be used as reference in report module. Date must follow Excel date format. Incorrect date format or written date outside bookkeeping period will become red where you need to fix.

Invoice #: Optional. You may select it if you want to print it. Remember to set the Invoice # in Document receipt # module before you select it.

Tenant Name: Select Tenant Name.

Payment Deposit/Other: Fill with payment amount that is not part of monthly payment

Month: Fill with month number of targeted rental payment month. You may write month name more than one time if payment amount is not full yet.

Year: Fill with year number of target rental payment year

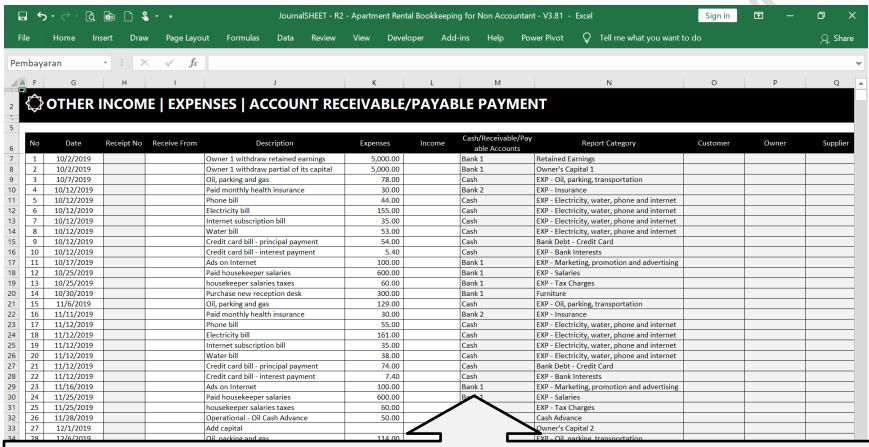
Amount : Fill with rental payment amount **Description** : Optional. Fill with description.

Invoice Order #: Optional. You need to set order number of your product to be shown in printed invoice.

Cash/Receivable Accounts: Select respective cash/receivable account category

Financial Report Category: Select financial report category

3.2 OTHER INCOME | EXPENSES



Date: Type transaction date. All transaction must have dates. It will be used as reference in report module. Date must follow Excel date format. Incorrect date format or written date outside bookkeeping period will become red where you need to fix.

Cash Receipt # : Optional. You may select it if you want to print it. Remember to set the Receipt # in Document receipt # module before you select it.

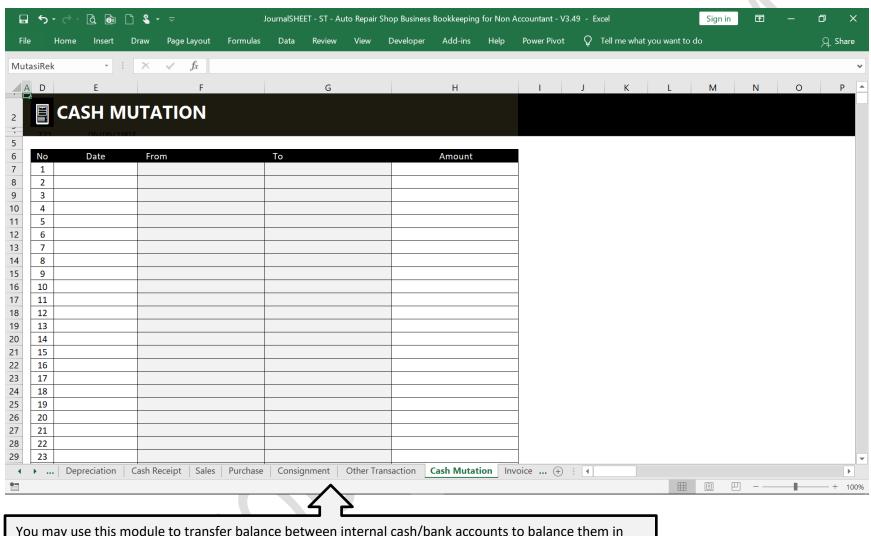
Description: Fill it with any description **Expenses**: Fill with expenses amount. **Income**: Fill with income amount.

Cash/Payable/Receivable Accounts: Select respective cash/payable/receivable account category

Financial Report Category: Select financial report category

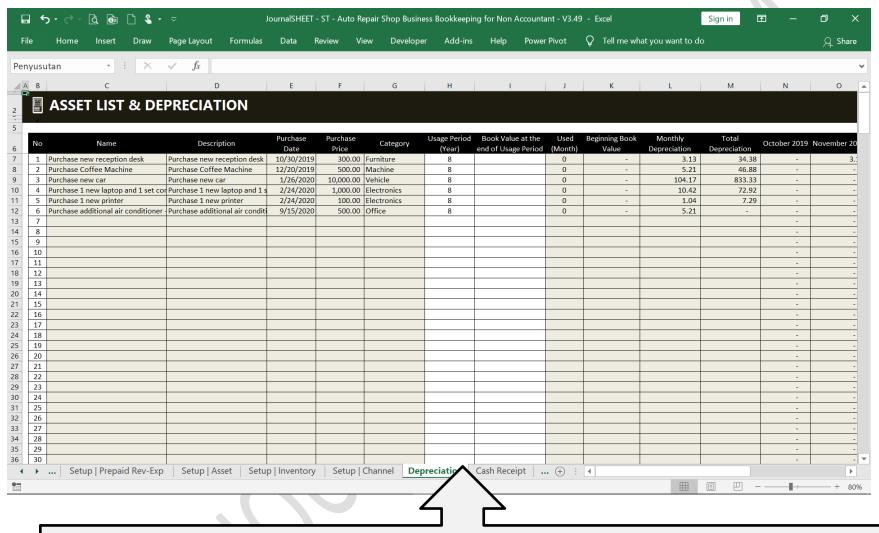
Customer: *Optional*. You may select it if you want to track it in receivable module. **Supplier**: *Optional*. You may select it if you want to track it in payable module.

3.3 CASH/BANK ACCOUNT MUTATION



You may use this module to transfer balance between internal cash/bank accounts to balance them in balance sheet report

3.4 DEPRECIATION

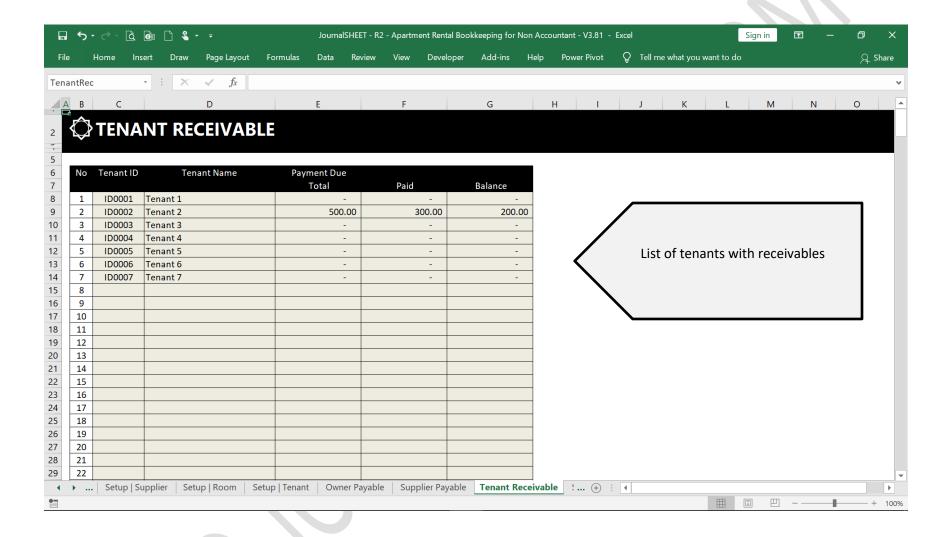


All assets will be placed automatically. Assets purchased before current year will be on above part of the table. Assets purchased in current year (filled in other transaction module) wil be placed below them.

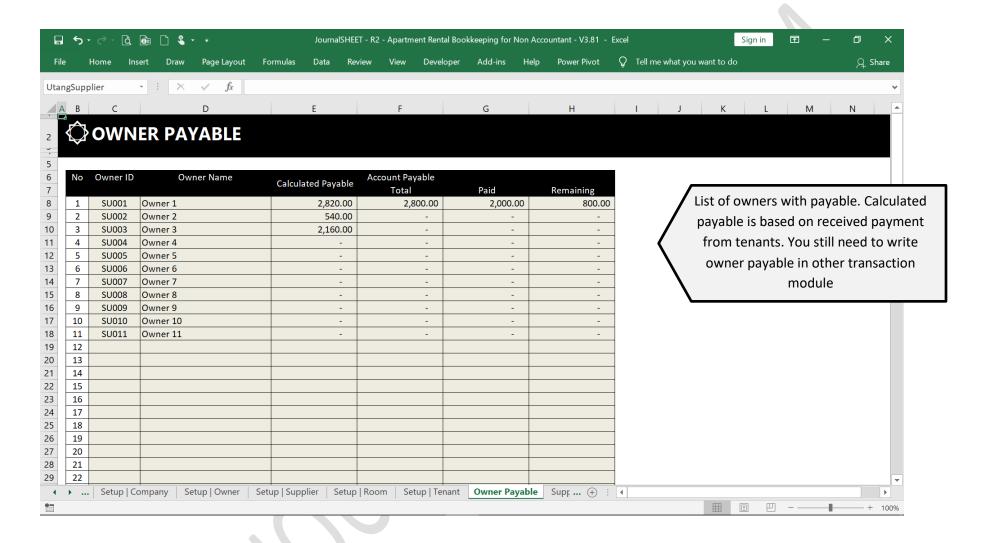
Type usage period (year) and book value at the end of used period (columns with white background). If you leave it empty depreciation calculator will use 8 year and 0 for book value as default number.

4 ACCOUNT PAYABLE | RECEIVABLE

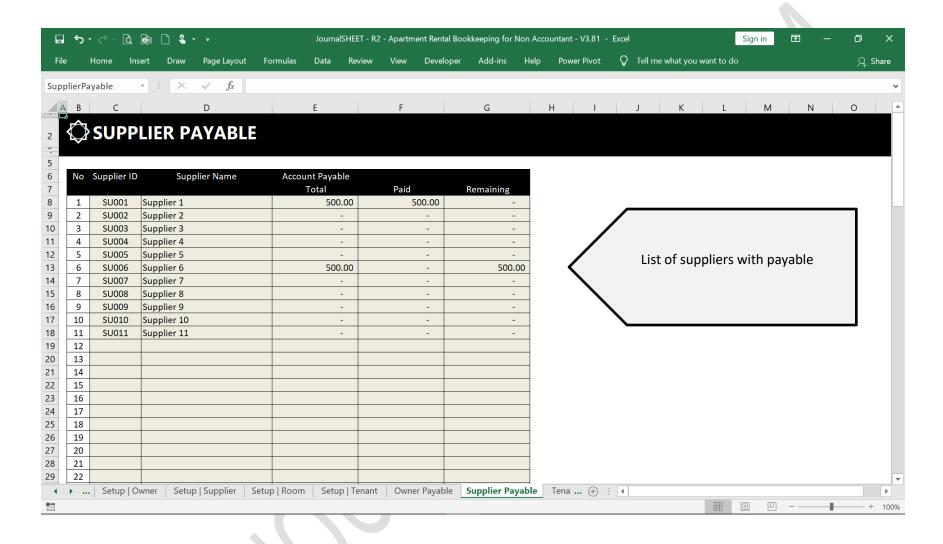
4.1 TENANT RECEIVABLE



4.2 OWNER PAYABLE

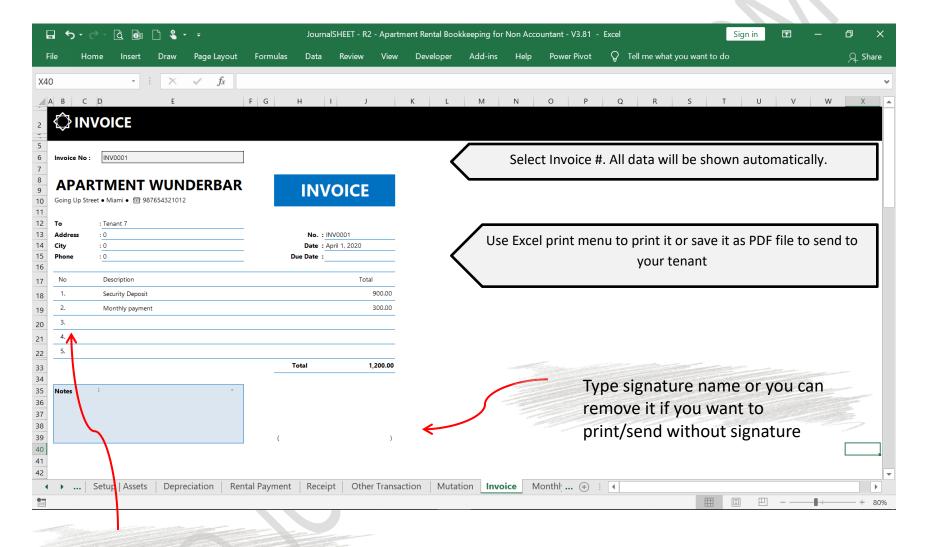


4.3 SUPPLIER PAYABLE



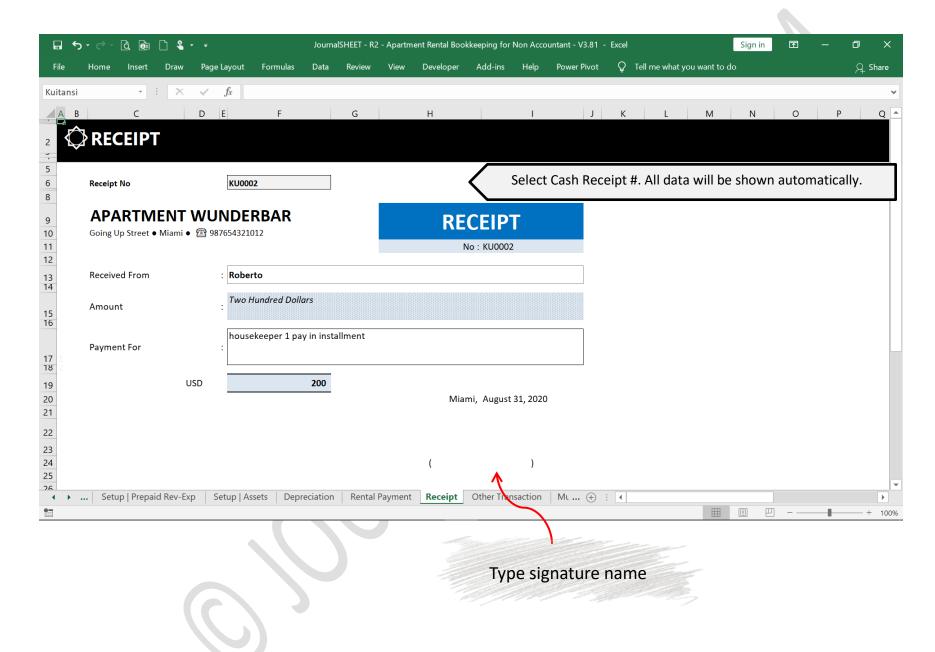
5 RECEIPT

5.1 INVOICE



Order of item is based on order number typed in sales module

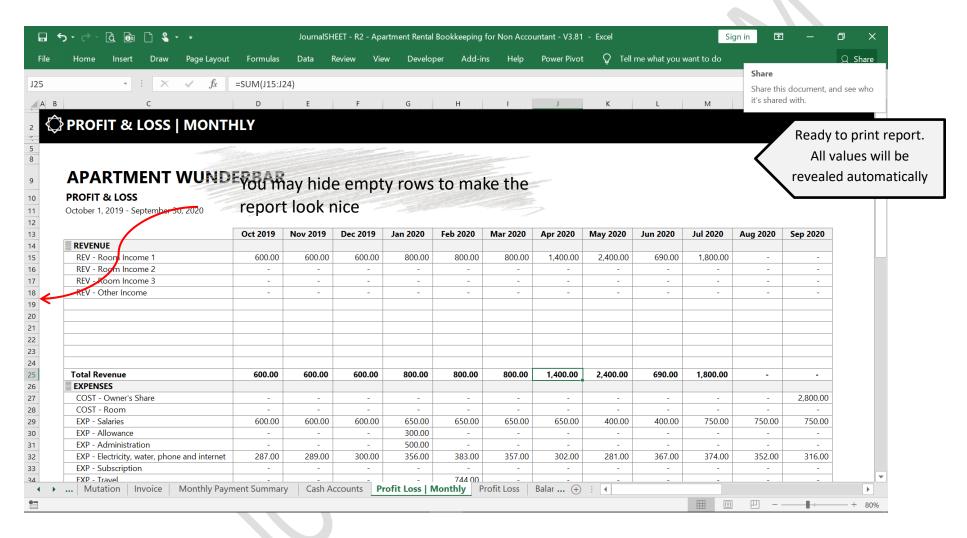
5.2 CASH RECEIPT



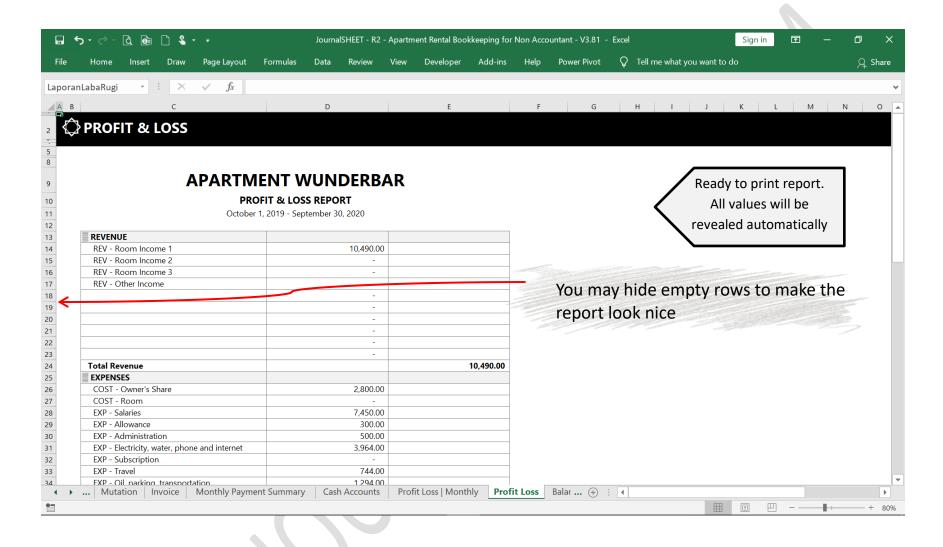
27 | Page

6 FINANCIAL REPORT

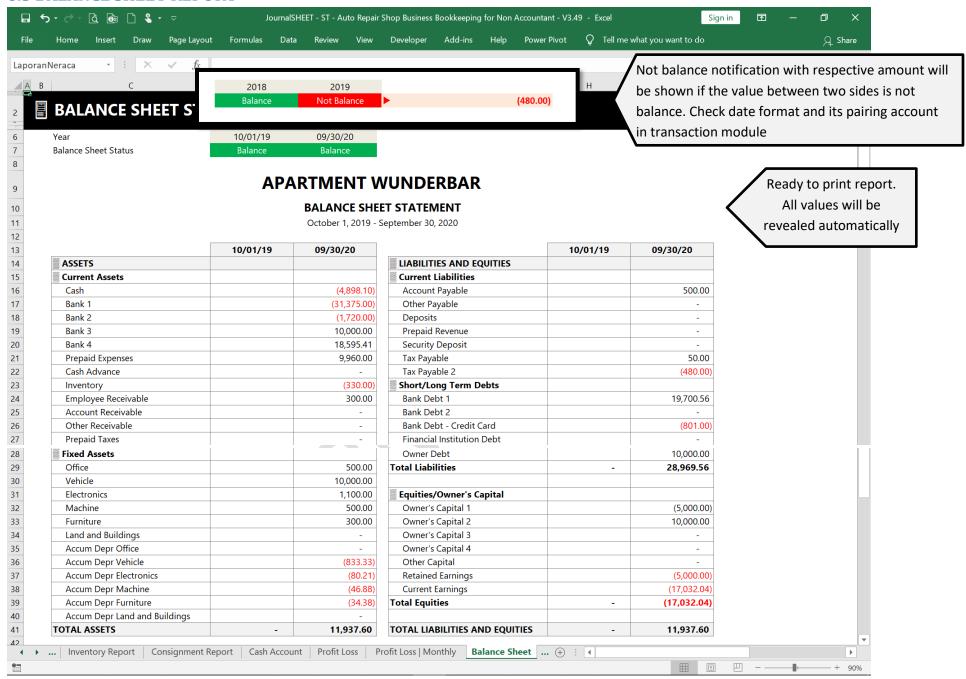
6.1 PROFIT & LOSS REPORT | MONTHLY



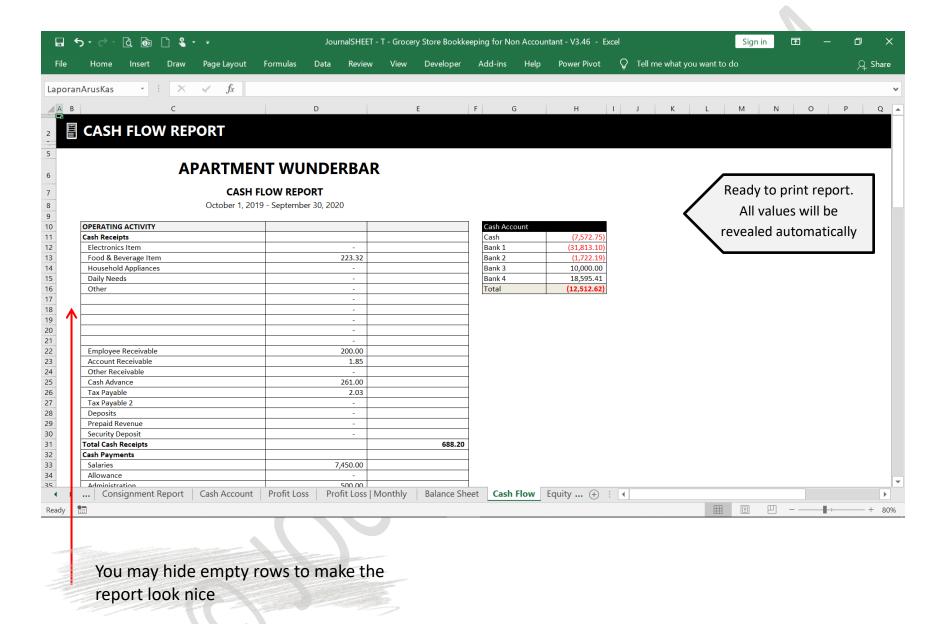
6.2 PROFIT & LOSS REPORT



6.3 BALANCE SHEET REPORT

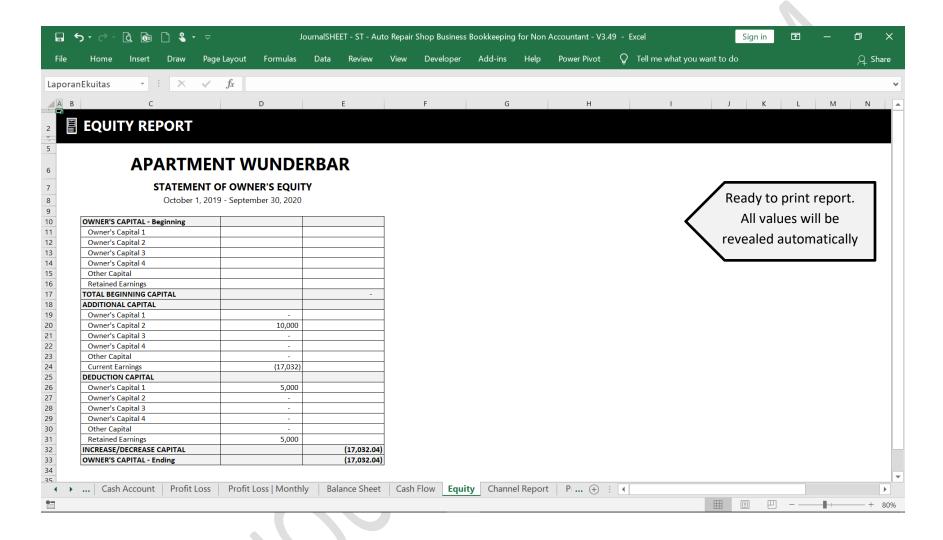


6.4 CASH FLOW REPORT

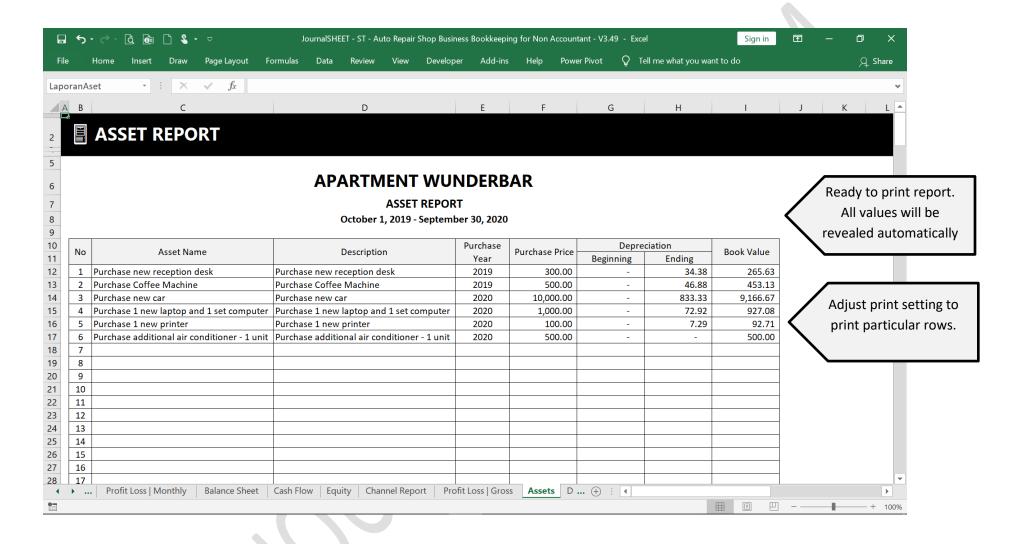


31 | Page

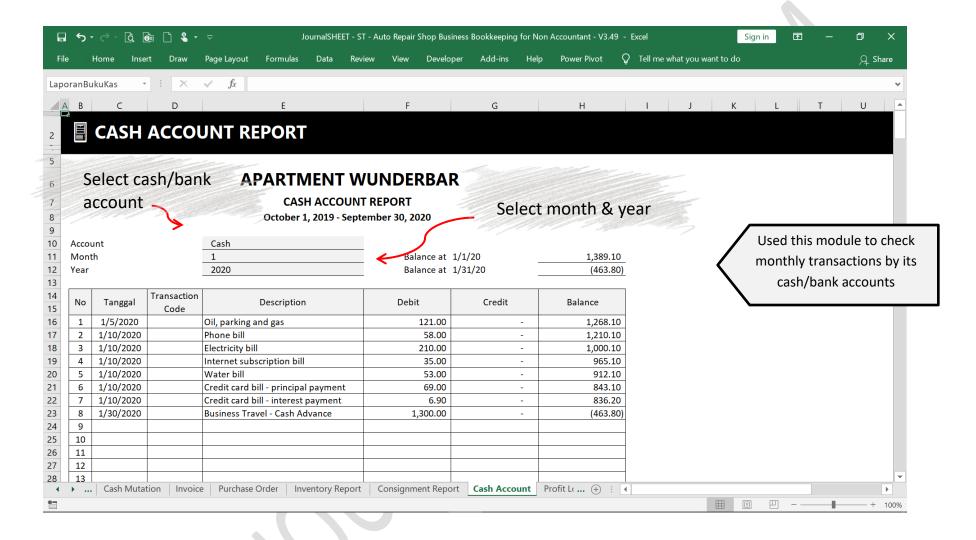
6.5 EQUITY REPORT



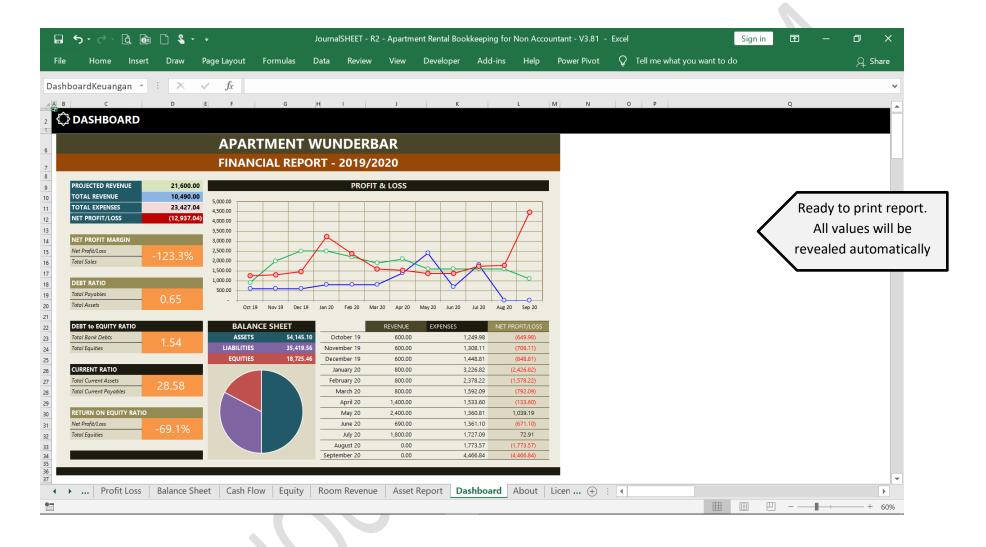
6.6 ASSET REPORT



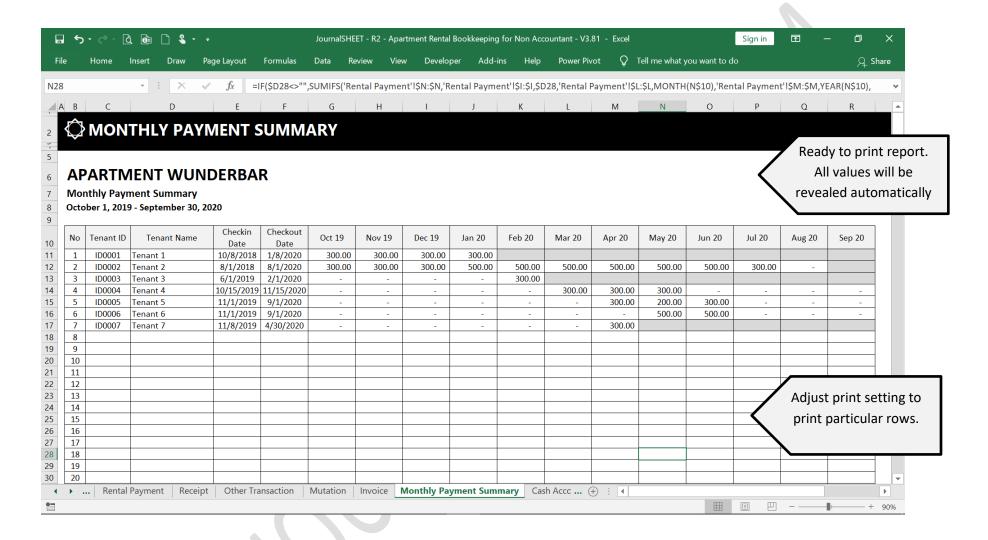
6.7 CASH ACCOUNT TRACKER



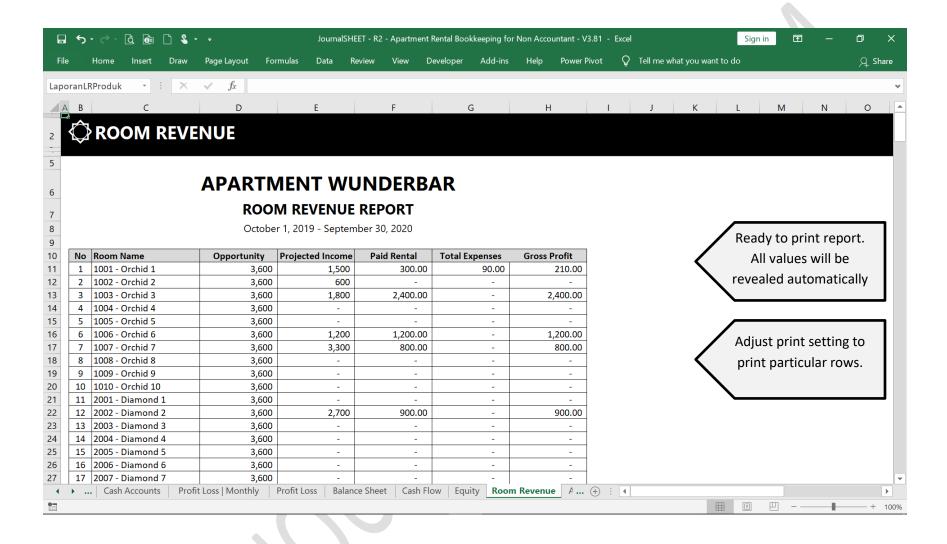
6.8 DASHBOARD



6.9 TENANT PAYMENT



6.10 ROOM REVENUE REPORT



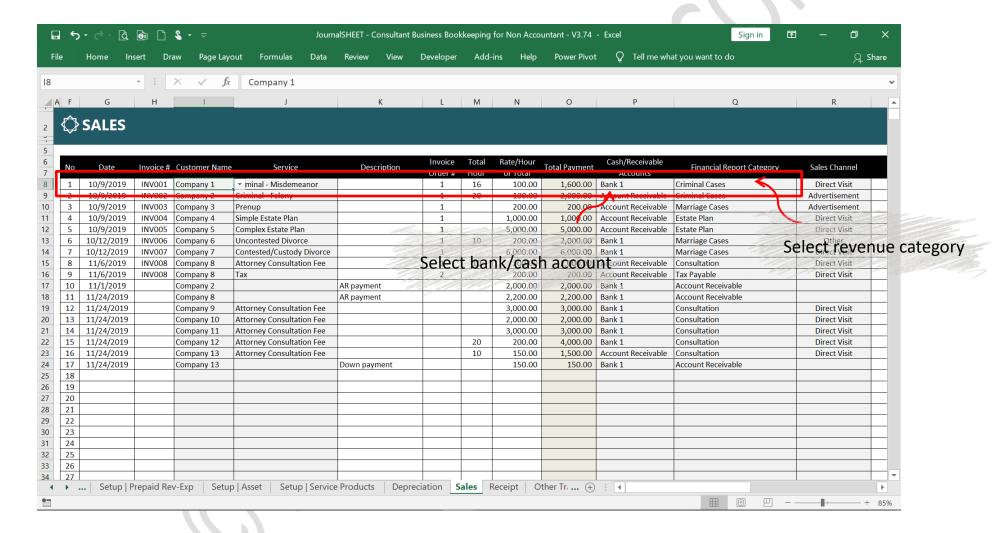
37 | Page

7 CHEAT SHEET

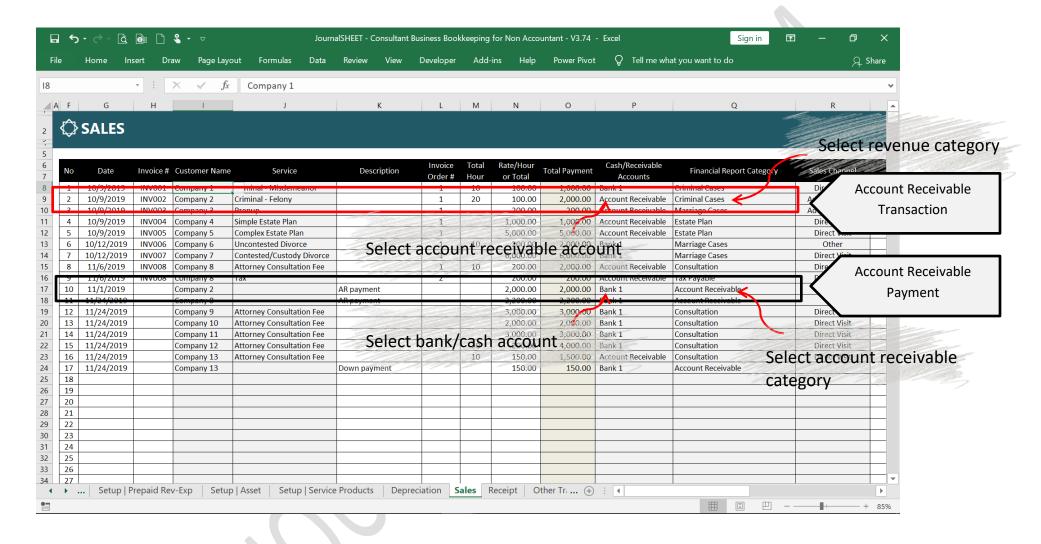
7.1 SALES TRANSACTION

All transactions below are using samples from sales module. These steps are also applicable for transactions in OTHER INCOME | EXPENSES TRANSACTION.

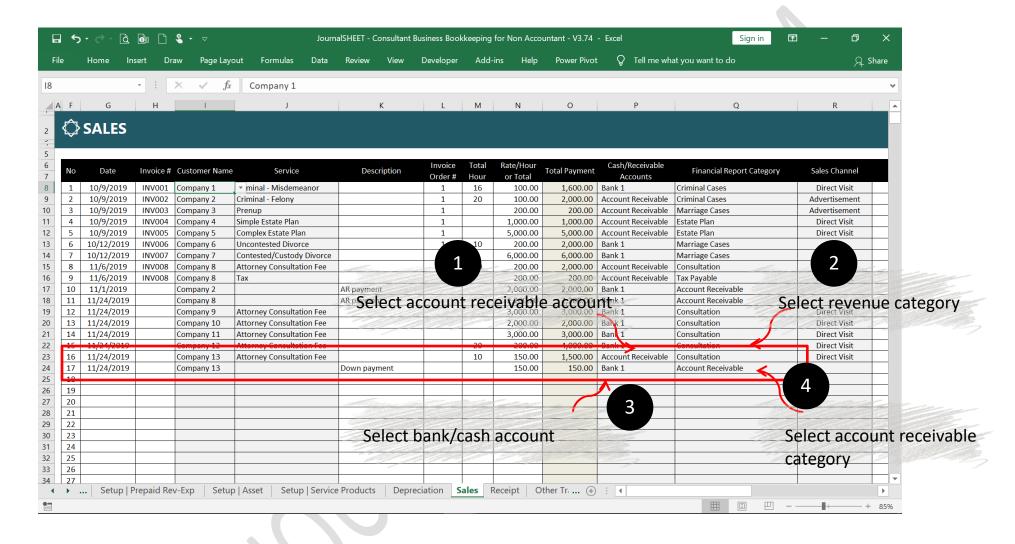
7.1.1 CASH TRANSACTION



7.1.2 ACCOUNT RECEIVABLE TRANSACTION



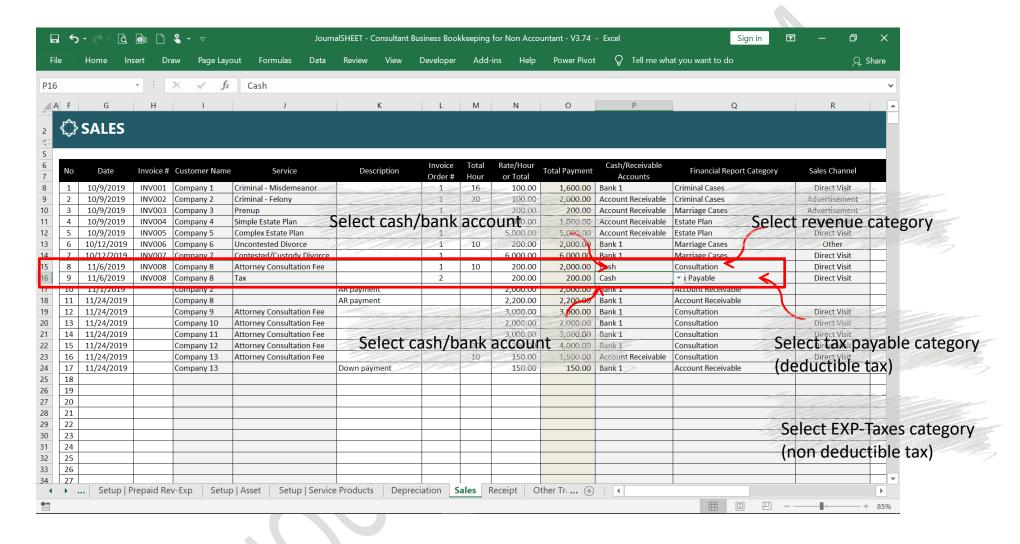
7.1.3 ACCOUNT RECEIVABLE with DOWN PAYMENT TRANSACTION



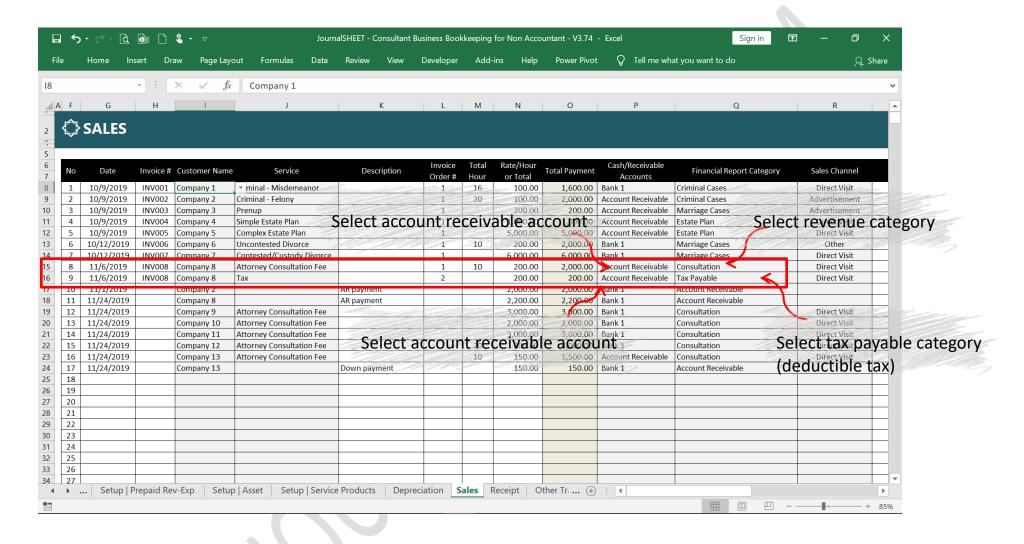
iournalsheet.com

40 | Page

7.1.4 CASH TRANSACTION with TAX



7.1.5 ACCOUNT RECEIVABLE with TAX

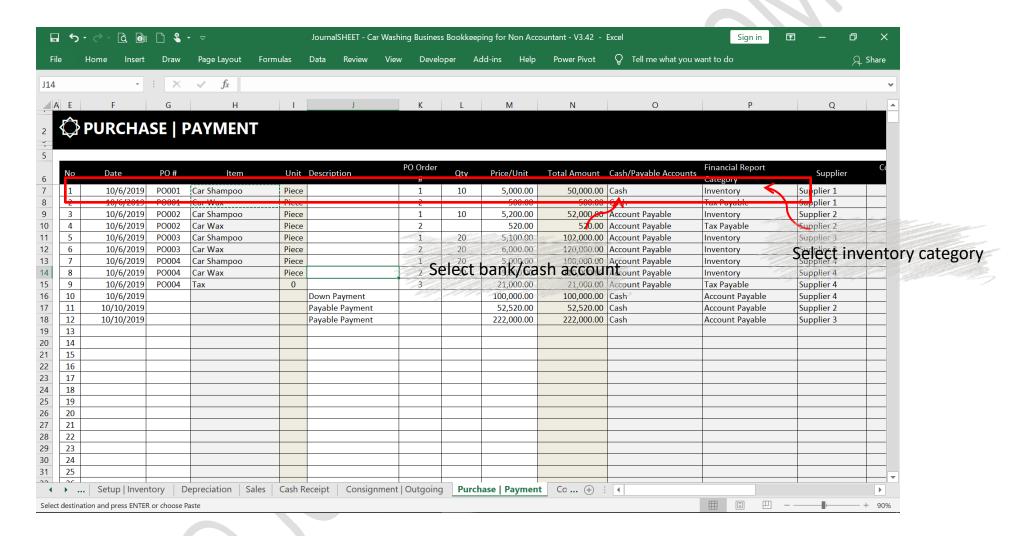


42 | Page

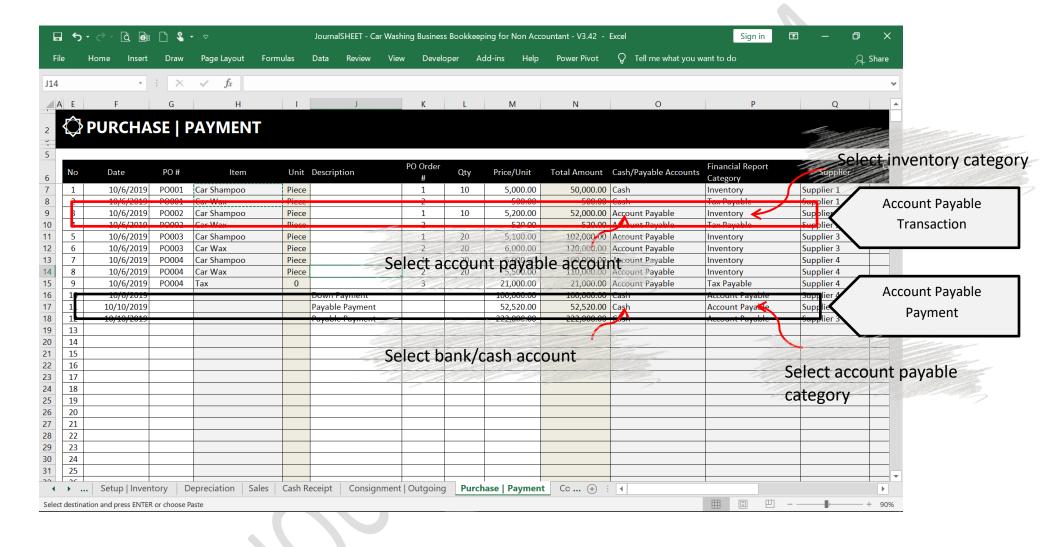
7.2 PURCHASE TRANSACTION | INVENTORY

All transactions below are using samples from purchase module. These steps are also applicable for transactions in OTHER INCOME | EXPENSES TRANSACTION.

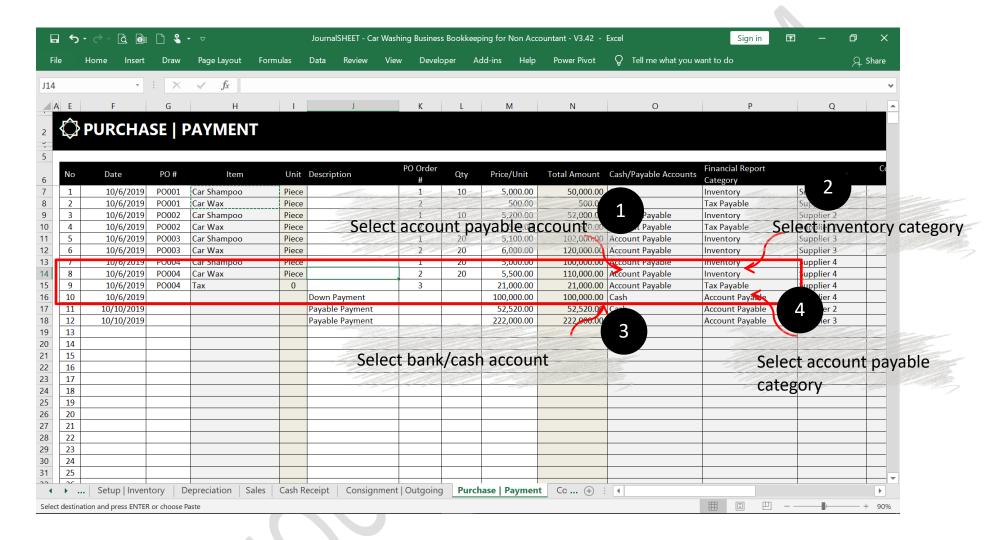
7.2.1 CASH TRANSACTION



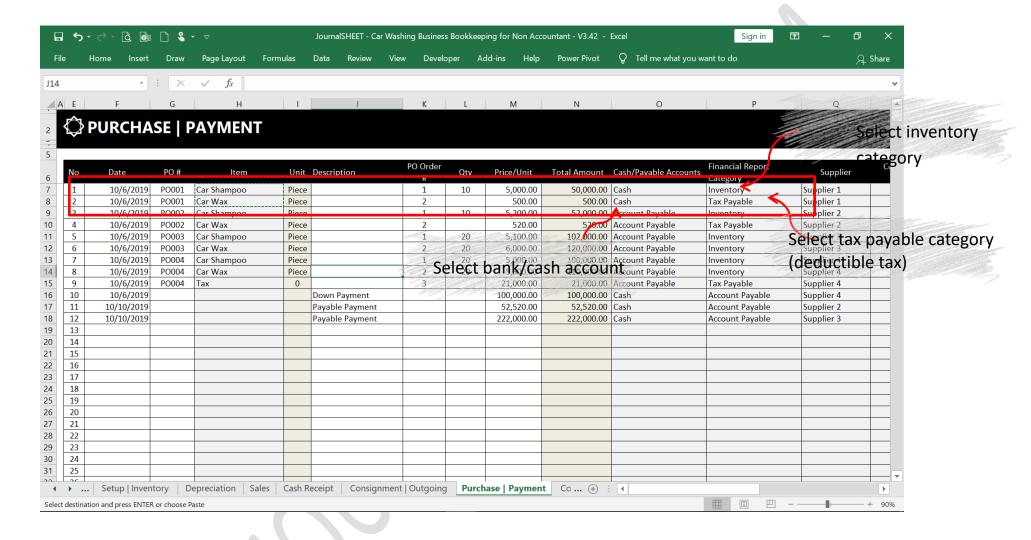
7.2.2 ACCOUNT PAYABLE TRANSACTION



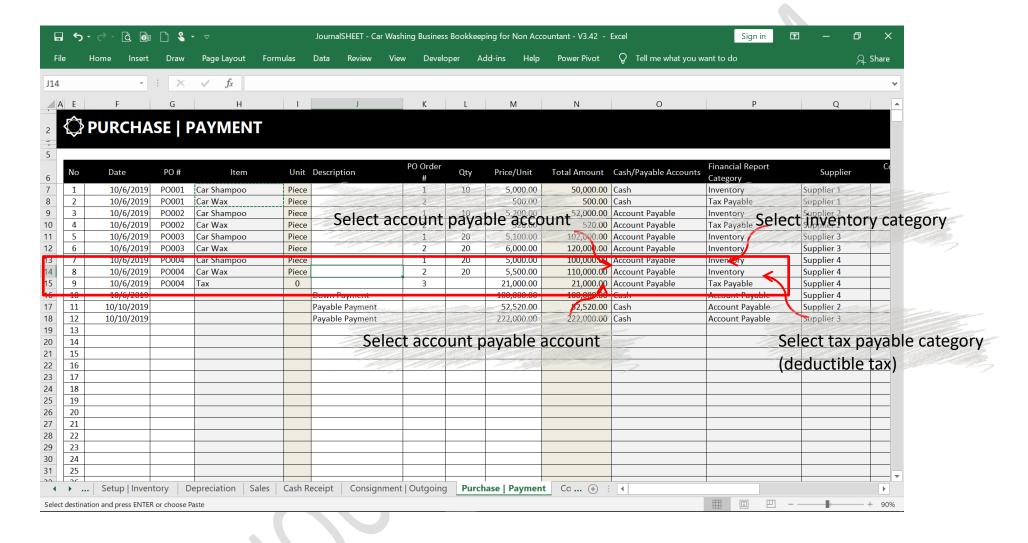
7.2.3 ACCOUNT PAYABLE with DOWN PAYMENT TRANSACTION



7.2.4 CASH TRANSACTION with TAX

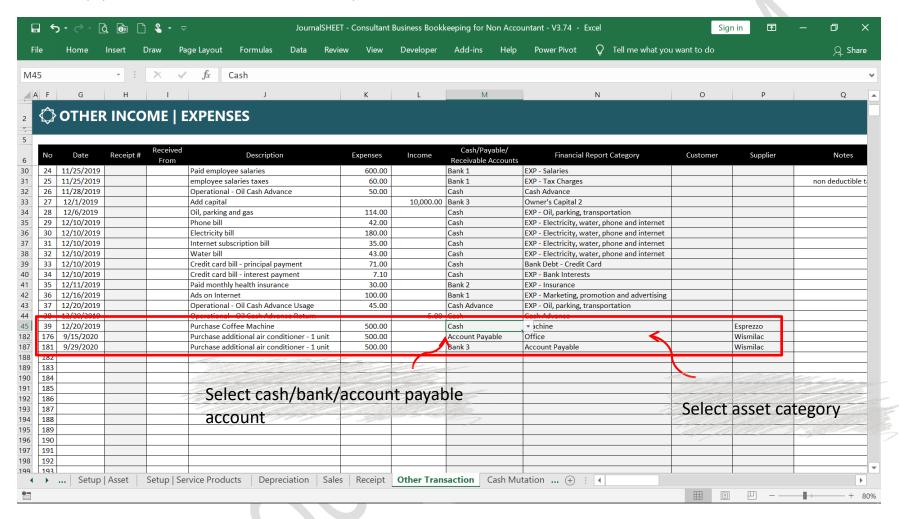


7.2.5 ACCOUNT PAYABLE with TAX



7.3 PURCHASE TRANSACTION | ASSETS

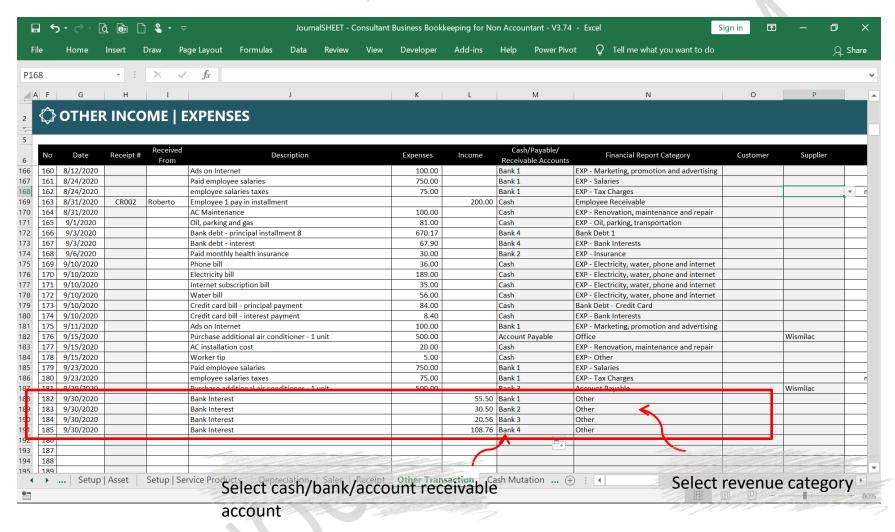
All account payable transaction should follow similar steps with section 7.2



Use Depreciation module [section 3.4] to set usage year and its remaining value at the end of its usage year

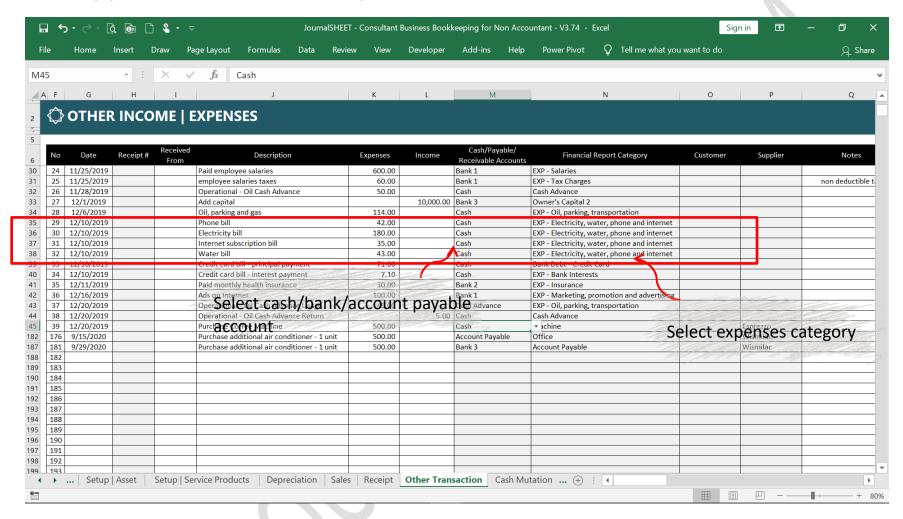
7.4 OTHER INCOME

All account receivable transaction should follow similar steps with section 7.1



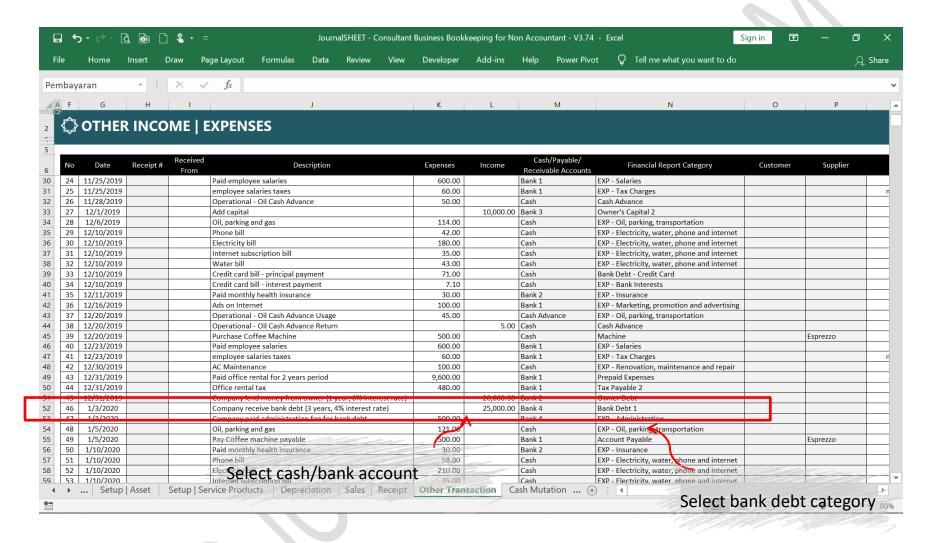
7.5 EXPENSES

All account payable transaction should follow similar steps with section 7.2

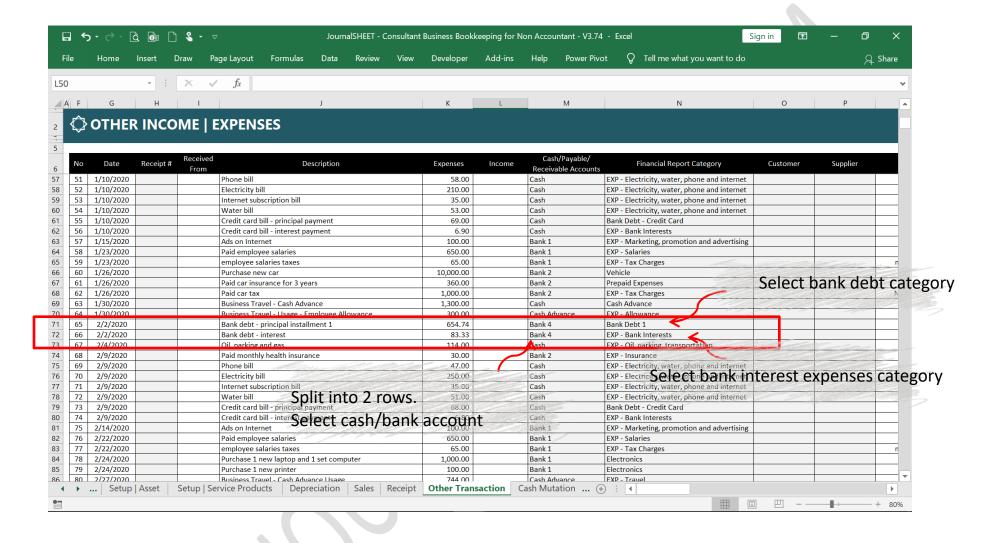


7.6 LOAN

7.6.1 BANK/FINANCIAL INSTITUTION LOAN | RECEIVE



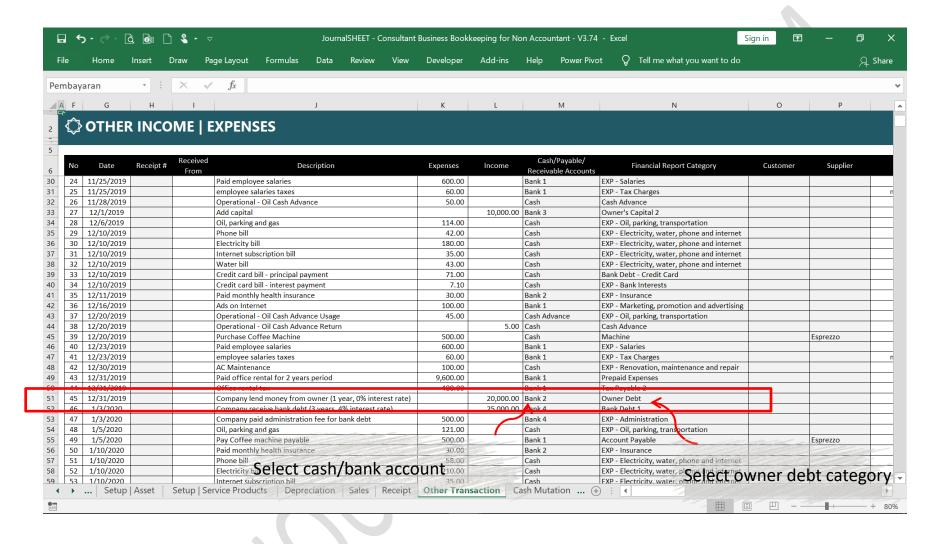
7.6.2 BANK/FINANCIAL INSTITUTION LOAN | INSTALLMENT



iournalsheet.com

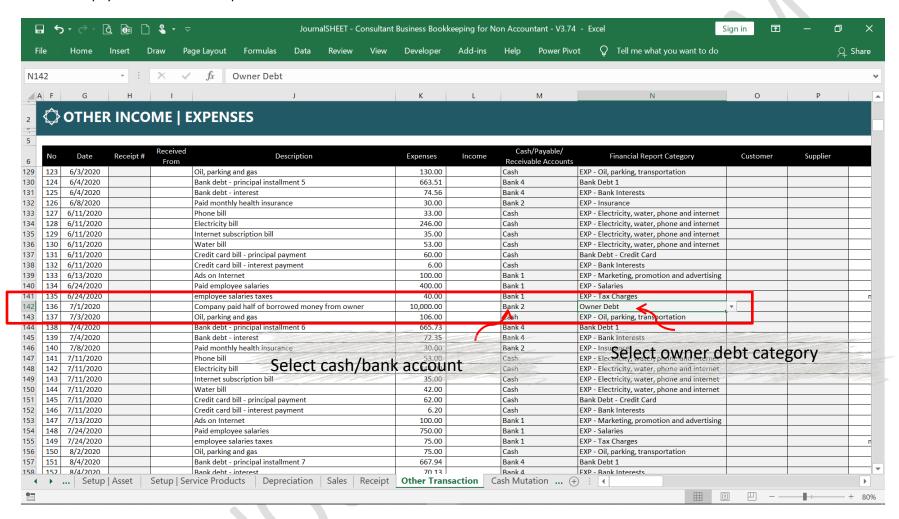
52 | Page

7.6.3 OWNER LOAN | RECEIVE



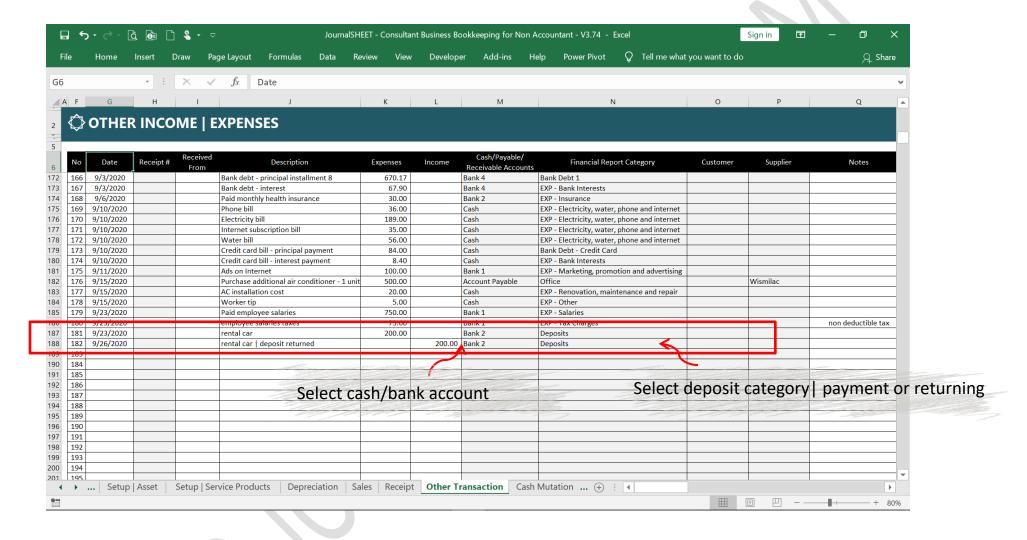
7.6.4 OWNER LOAN | INSTALLMENT/RETURN

Installment payment can follow steps in section 7.5.2

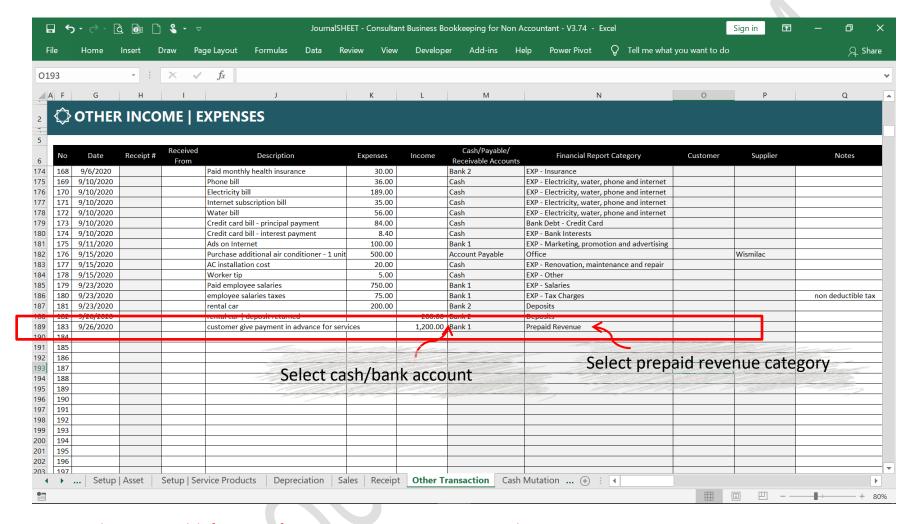


7.7 PREPAID PAYMENT

7.7.1 DEPOSIT

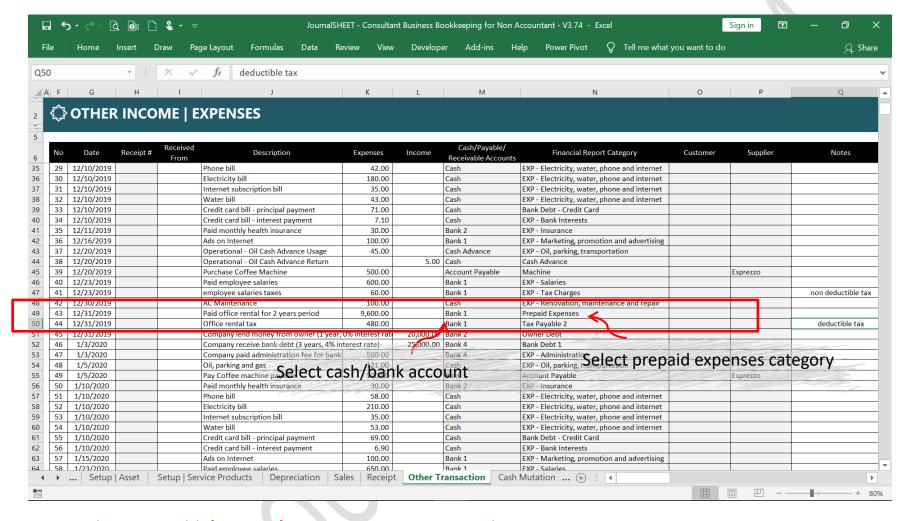


7.7.2 PREPAID REVENUE



Use Prepaid Revenue module [section 2.7] to set its usage it into respective months

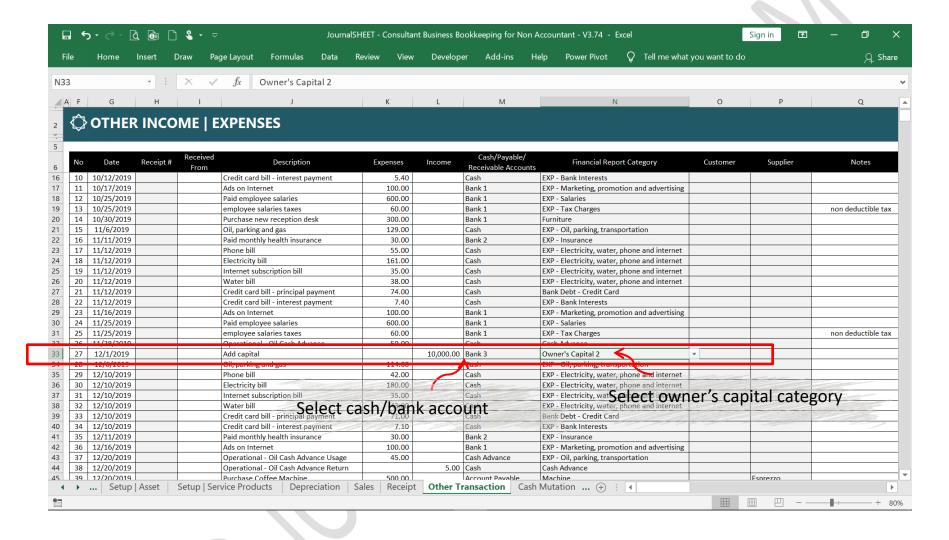
7.7.3 PREPAID EXPENSES



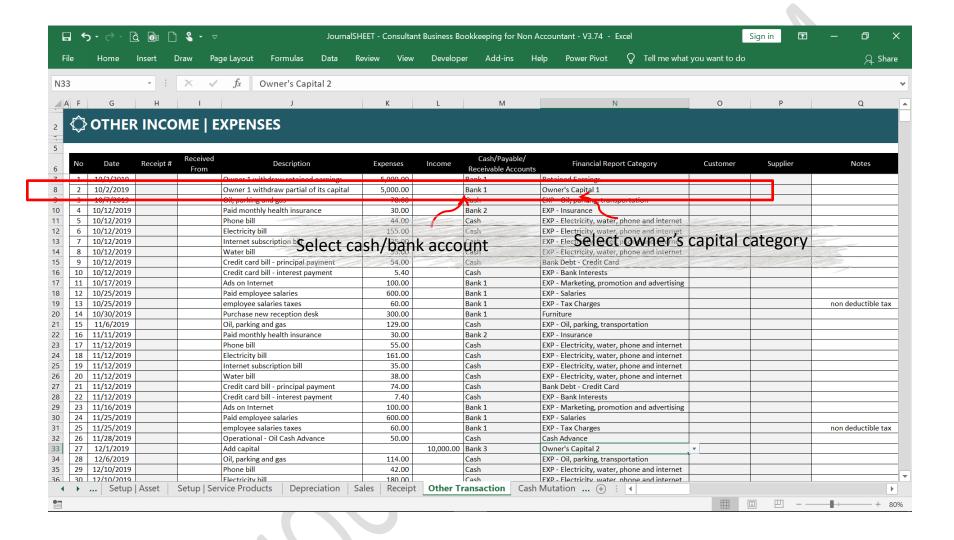
Use Prepaid Expenses module [section 2.7] to expense it into respective months

7.8 OWNER'S CAPITAL

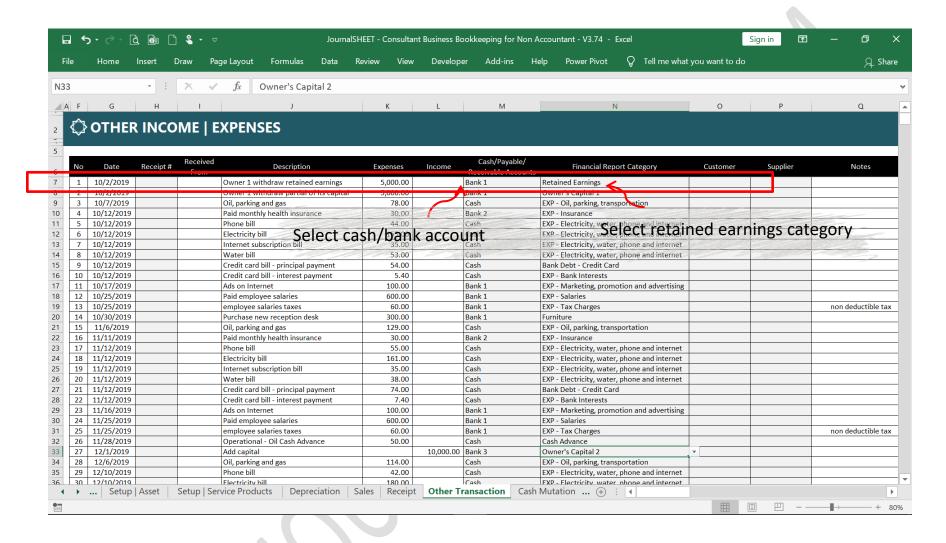
7.8.1 CAPITAL ADDITION



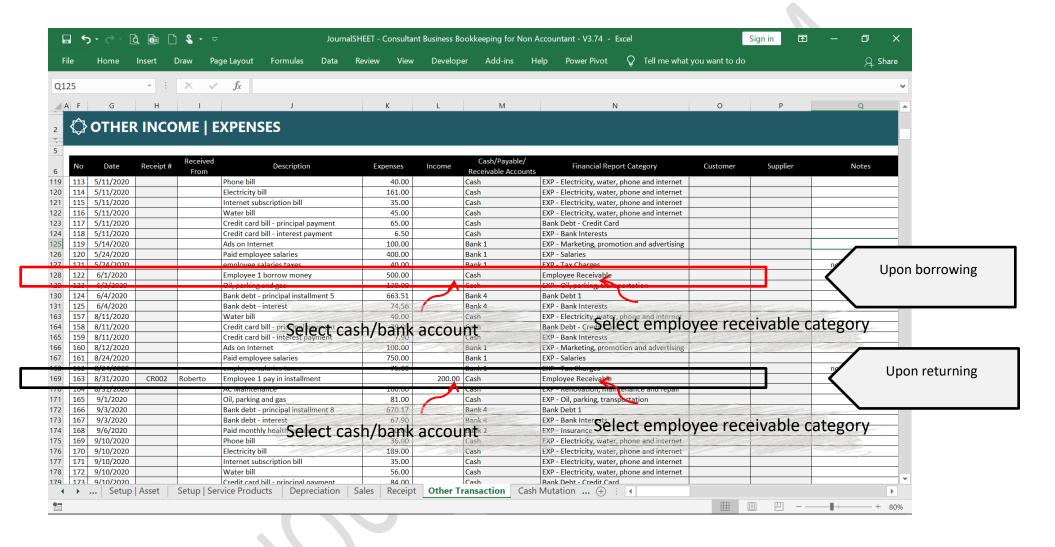
7.8.2 CAPITAL WITHDRAWAL



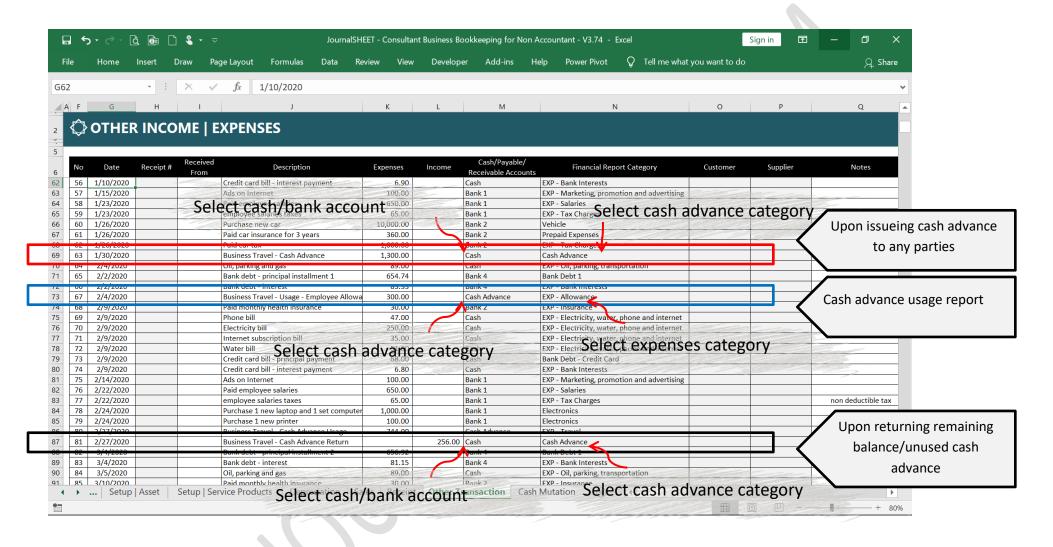
7.8.3 DIVIDEND/RETAINED EARNINGS WITHDRAWAL



7.9 EMPLOYEE RECEIVABLE



7.10 CASH ADVANCE



THANK YOU