

JOURNAL SHEET

YOUR BOOKKEEPING SOLUTION

USER GUIDE V3.21

BOOKKEEPING SPREADSHEET FOR NON ACCOUNTANT

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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

Receipt

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

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1.4 FRONT MENU

Use this front menu to move between worksheets quickly

The screenshot shows the JournalSHEET Excel application interface. The main menu is organized into columns and rows. The first column contains financial indicators, and the other columns contain various modules. A red arrow points from the 'ASSET LIST' module to the 'Supplier' worksheet tab at the bottom. A callout box explains the purpose of the financial indicators.

Financial Indicator	Value	Module	Module	Module
APARTMENT WUNDERBAR		SETUP	TRANSACTION	FINANCIAL REPORT
FINANCIAL REPORT	Thursday, August 27, 2020	COMPANY INFO	RENTAL PAYMENT	TENANT PAYMENT
CASH POSITION		ROOM LIST	OTHER INCOME EXPENSES	ROOM REVENUE
<i>beginning</i>	25,000.00	TENANT LIST	ACCOUNT MUTATION	PROFIT & LOSS MONTHLY
<i>ending</i>	26,692.31	OWNER LIST	DEPRECIATION	PROFIT & LOSS
Δ	1,692.31	SUPPLIER LIST	RECEIPT	BALANCE SHEET
PROFIT & LOSS		RECEIPT NO	INVOICE	CASH FLOW
<i>revenue</i>	10,490.00	FINANCIAL REPORT	CASH RECEIPT	EQUITY
<i>expenses</i>	23,427.04	ASSET LIST	PAYABLE & RECEIVABLE	ASSETS
<i>net profit/loss</i>	(12,937.04)	PREPAID REVENUE EXPENSES	TENANT RECEIVABLE	CASH ACCOUNTS
			OWNER PAYABLE	DASHBOARD
			SUPPLIER PAYABLE	

FINANCIAL INDICATOR to HELP YOU SEE YOUR BUSINESS PROGRESS YEAR TO DATE.

CLICK ON MENU or WORKSHEET TAB to move between modules/worksheets

2 SETUP

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

2.1 BOOKKEEPING PERIOD & COMPANY INFORMATION

JournalSHEET - R2 - Apartment Rental Bookkeeping for Non Accountant - V3.81 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do Share

SetupUsaha

SETUP | USAHA

REPORTING YEAR
Tuesday, October 1, 2019

Type bookkeeping fiscal period. **Make sure the format is DATE.**

COMPANY INFO

Name	APARTMENT WUNDERBAR
Address	Going Up Street
City	Miami
State/Province	
ZIP Code	
Phone	987654321012
Facs	
Website	
Email	

NAME in this table will be used for report titles. Other data will be used for Company Information in Receipts.

TO GO BACK TO FRONT PANEL QUICKLY

Menu Setup | Company Setup | Owner Setup | Supplier Setup | Room Setup | Tenant Owner Payable ...

100%

2.2 OWNER LIST

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File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do Share

SetupSupplier

SETUP | OWNER

No	Supplier ID	Owner Name	Percentage	Notes
1	SU001	Owner 1	60.00%	
2	SU002	Owner 2	60.00%	
3	SU003	Owner 3	60.00%	
4	SU004	Owner 4	60.00%	
5	SU005	Owner 5	60.00%	
6	SU006	Owner 6	60.00%	
7	SU007	Owner 7	60.00%	
8	SU008	Owner 8	60.00%	
9	SU009	Owner 9	60.00%	
10	SU010	Owner 10	60.00%	
11	SU011	Owner 11	60.00%	
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

Type owner data for tracking their payable. Type sharing percentage

Menu | Setup | Company | Setup | Owner | Setup | Supplier | Setup | Room | Setup | Tenant | Owner Payable ...

100%

2.3 ROOM LIST

No	Room ID	Room Name	Owner's Name	Building	Room Size	Facility	Rate	Notes
1	1001	Orchid 1	Owner 1	A			300.00	
2	1002	Orchid 2	Owner 1	A			300.00	
3	1003	Orchid 3	Owner 1	A			300.00	
4	1004	Orchid 4	Owner 1	A			300.00	
5	1005	Orchid 5	Owner 1	A			300.00	
6	1006	Orchid 6	Owner 1	A			300.00	
7	1007	Orchid 7	Owner 1	A			300.00	
8	1008	Orchid 8	Owner 1	A			300.00	
9	1009	Orchid 9	Owner 1	A			300.00	
10	1010	Orchid 10	Owner 1	A			300.00	
11	2001	Diamond 1	Owner 2	A			300.00	
12	2002	Diamond 2	Owner 2	A			300.00	
13	2003	Diamond 3	Owner 2	A			300.00	
14	2004	Diamond 4	Owner 2	A			300.00	
15	2005	Diamond 5	Owner 2	A			300.00	
16	2006	Diamond 6	Owner 2	A			300.00	
17	2007	Diamond 7	Owner 2	A			300.00	
18	2008	Diamond 8	Owner 2	A			300.00	
19	2009	Diamond 9	Owner 2	A			300.00	
20	2010	Diamond 10	Owner 2	A			300.00	
21	1111	Bravo 1	Owner 3	B			500.00	
22	1112	Bravo 2	Owner 3	B			500.00	
23	1113	Bravo 3	Owner 3	B			500.00	

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

2.4 TENANT LIST

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File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

N18

SETUP | TENANT

No	Tenant ID	Tenant Name	Rent Start Date	Rent End Date	Payment Due Date	Deposit		Month 1 Oct 19	Month 2 Nov 19	Month 3 Dec 19	Month 4 Jan 20	Month 5 Feb 20	Month 6 Mar 20
						Amount	Date						
1	ID0001	Tenant 1	10/8/2018	1/8/2020	5	900.00	10/1/2018	1006 - Orchid 6	1006 - Orchid 6	1006 - Orchid 6	1006 - Orchid 6		
2	ID0002	Tenant 2	8/1/2018	8/1/2020	2	900.00	10/1/2018	1003 - Orchid 3	1003 - Orchid 3	1003 - Orchid 3	1003 - Orchid 3	1003 - Orchid 3	1003 - Orchid 3
3	ID0003	Tenant 3	6/1/2019	2/1/2020	5	900.00	10/6/2019	1001 - Orchid 1	1001 - Orchid 1	1001 - Orchid 1	1001 - Orchid 1	1001 - Orchid 1	
4	ID0004	Tenant 4	10/15/2019	11/15/2020	5	900.00		1002 - Orchid 2	1002 - Orchid 2	2002 - Diamond 2	2002 - Diamond 2	2002 - Diamond 2	2002 - Diamond 2
5	ID0005	Tenant 5	11/1/2019	9/1/2020	2	900.00		1007 - Orchid 7	1007 - Orchid 7	1007 - Orchid 7	1007 - Orchid 7	1007 - Orchid 7	1007 - Orchid 7
6	ID0006	Tenant 6	11/1/2019	9/1/2020	2	900.00		1115 - Bravo 5	1115 - Bravo 5	1115 - Bravo 5	1115 - Bravo 5	1115 - Bravo 5	1115 - Bravo 5
7	ID0007	Tenant 7	11/8/2019	4/30/2020	2	900.00		1114 - Bravo 4	1114 - Bravo 4	1114 - Bravo 4	1114 - Bravo 4	1114 - Bravo 4	1114 - Bravo 4
8													
9													
10													
11													
12													
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35													
36													
37													

Menu Setup | Company Setup Setup | Supplier Setup | Room Setup | Tenant Owner Payable ...

Type tenant ID, name, rent start date, rent end date, payment due date, deposit amount and deposit payment date

Assign room to particular tenant. Dark grey color indicates month period where tenants are not renting room yet. Blue font indicates changing room.

2.5 SUPPLIER LIST

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File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do Share

SetupSupplier

No	ID	Name	Notes
1	SU001	Supplier 1	
2	SU002	Supplier 2	
3	SU003	Supplier 3	
4	SU004	Supplier 4	
5	SU005	Supplier 5	
6	SU006	Supplier 6	
7	SU007	Supplier 7	
8	SU008	Supplier 8	
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			

Type supplier data for receipt purposes and to track their payables

Menu Setup | Company Setup | Customer Account Receivable Setup | Supplier Setup | Services Accr ...

2.6 DOCUMENT RECEIPT NUMBER LIST

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SetupNoDokumen

SETUP | RECEIPT NUMBER

INVOICE		RECEIPT	
No	Invoice No	No	Receipt No
1	INV0001	1	KU0001
2	INV0002	2	KU0002
3	INV0003	3	KU0003
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	
12		12	
13		13	
14		14	
15		15	
16		16	
17		17	
18		18	
19		19	
20		20	
21		21	
22		22	

This numbers will be used for references in Transaction and Receipt modules. You may list the number later if you plan to print particular transactions.

Used numbers will be greyed.

Setup | Tenant | Owner Payable | Supplier Payable | Tenant Receivable | **Setup | Receipt No** | Setup | Financi ...

2.7 FINANCIAL REPORT

JournalSHEET - ST - Auto Repair Shop Business Bookkeeping for Non Accountant - V3.49 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

SetupNeraca

SETUP | FINANCIAL REPORT

Account #	BALANCE SHEET
	ASSETS
	Current Assets
1001	Cash
1002	Bank 1
1003	Bank 2
1004	Bank 3
1005	Bank 4
1101	Prepaid Expenses
1201	Cash Advance
1251	Inventory
1301	Employee Receivable
1302	Account Receivable
1303	Other Receivable
1304	Prepaid Taxes
	Fixed Assets
1501	Office
1502	Vehicle
1503	Electronics
1504	Machine
1505	Furniture
1506	Land and Buildings
1601	Accum Depr Office
1602	Accum Depr Vehicle
1603	Accum Depr Electronics
1604	Accum Depr Machine
1605	Accum Depr Furniture
1606	Accum Depr Land and Buildings
	TOTAL ASSETS
	LIABILITIES AND EQUITIES
	Current Liabilities
1701	Account Payable
1702	Other Payable
1703	Deposits
1801	Prepaid Revenue
1704	Security Deposit
1705	Tax Payable
1706	Tax Payable 2
	Short/Long Term Debts
1901	Bank Debt 1
1902	Bank Debt 2
1903	Bank Debt - Credit Card
1904	Financial Institution Debt
1905	Owner Debt
	Total Liabilities
	Equities/Owner's Capital
2001	Owner's Capital 1
2002	Owner's Capital 2
2003	Owner's Capital 3
2004	Owner's Capital 4
2007	Other Capital
2009	Retained Earnings
2010	Current Earnings
	Total Equities
	TOTAL LIABILITIES AND EQUITIES

All accounts have specific formulas in report sections. You may rename the account name in cells with white background but cannot change their order. Also, you cannot add or insert new rows.

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File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do Share

SetupNeraca

SETUP | FINANCIAL REPORT

PROFIT & LOSS	
REVENUE	
3001	REV - Room Income 1
3002	REV - Room Income 2
3003	REV - Room Income 3
3004	REV - Other Income
3005	
3006	
3007	
3008	
3009	
3010	
Total Revenue	
EXPENSES	
4001	COST - Owner's Share
4002	COST - Room
4003	EXP - Salaries
4004	EXP - Allowance
4005	EXP - Administration
4006	EXP - Electricity, water, phone and internet
4007	EXP - Subscription
4008	EXP - Travel
4009	EXP - Oil, parking, transportation
4010	EXP - Marketing, promotion and advertising
4011	EXP - Renovation, maintenance and repair
4012	EXP - Office supplies
4013	EXP - Insurance
4014	EXP - Bank charges
4015	EXP - Shipping charges
4016	EXP - Bank Interests
4017	EXP - Tax Charges
4018	EXP - Other
4019	EXP - Rent
4020	
4021	
4022	
4023	
4024	
4025	
4026	
4027	Depreciation - Office
4028	Depreciation - Vehicle
4029	Depreciation - Electronics
4030	Depreciation - Machine
4031	Depreciation - Furniture
4032	Depreciation - Land and Buildings
Total Expenses	
NET PROFIT/LOSS	

You may rename the account name or add new ones in cells with white background. **But, you can't add or insert new rows.**

Owner Payable | Supplier Payable | Tenant Receivable | Setup | Receipt No | **Setup | Financial Report** | Setu ...

80%

2.8 ASSET LIST

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File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do Share

SetupPenyusutan

No	Asset Name	Description	Purchase Date	Purchase Price	Asset Category
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Setup | Document No | Setup | Financial Report | Setup | Prepaid Rev-Exp | **Setup | Asset** | Setup | Inventory ... +

100%

Add any assets purchased before bookkeeping fiscal period year.

Type asset name, description, purchase date, purchase price and select its category. Depreciation will be calculated automatically in Depreciation worksheet.

2.9 PREPAID REVENUE | EXPENSES

JournalSHEET - ST - Auto Repair Shop Business Bookkeeping for Non Accountant - V3.49 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

B6 No

SETUP | PREPAID REVENUE | EXPENSES

No	Category Name	Balance at 9/30/2019
1	Prepaid Expenses	-
2	Prepaid Revenue	-

Select category and fill its beginning balance

PAID BEFORE CURRENT YEAR			Used												Total
No	Category	Beginning Balance	Profit/Loss Category	October	November	December	January	February	March	April	May	June	July	August	September
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															

Table for prepaid revenue/expenses paid in PREVIOUS YEARS that still have balance in current year

PAID IN CURRNT YEAR				Used												Rem
No	Category	Amount	Profit/Loss Category	October	November	December	January	February	March	April	May	June	July	August	September	
1	Prepaid Expenses	9,600.00														
2	Prepaid Expenses	360.00														
3																
4																
5																
6																
7																
8																
9																
10																

Table for prepaid revenue/expenses paid in CURRENT YEAR where portion of the balance will be used in current year

Account Payable Setup | Document No Setup | Financial Report Setup | Prepaid Rev-Exp Setup | Asset

Select financial report category in column E and used balance in column F - Q

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

3 TRANSACTION

3.1 RENTAL PAYMENT

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PenjualanHarian

ROOM | MONTHLY PAYMENT

No	Date	Invoice #	Tenant Name	Rented Room	Payment Deposit/Other	Month	Year	Amount	Description	Invoice Order #	Cash/Receivable Accounts	Financial Report Category	Due Date	Notes
1	10/3/2019		Tenant 1	1006 - Orchid 6		10	2019	300.00	Monthly payment		Bank 1	REV - Room Income 1		
2	10/3/2019		Tenant 2	1003 - Orchid 3		10	2019	300.00	Monthly payment		Bank 1	REV - Room Income 1		
3	11/2/2019		Tenant 1	1006 - Orchid 6		11	2019	300.00	Monthly payment		Bank 1	REV - Room Income 1		
4	11/2/2019		Tenant 2	1003 - Orchid 3		11	2019	300.00	Monthly payment		Bank 1	REV - Room Income 1		
5	12/4/2019		Tenant 1	1006 - Orchid 6		12	2019	300.00	Monthly payment		Bank 1	REV - Room Income 1		
6	12/4/2019		Tenant 2	1003 - Orchid 3		12	2019	300.00	Monthly payment		Bank 1	REV - Room Income 1		
7	1/3/2020		Tenant 1	1006 - Orchid 6		1	2020	300.00	Monthly payment		Bank 1	REV - Room Income 1		
8	1/3/2020		Tenant 2	1003 - Orchid 3		1	2020	500.00	Monthly payment		Bank 1	REV - Room Income 1		
9	2/3/2020		Tenant 3	1001 - Orchid 1		2	2020	300.00	Monthly payment		Bank 1	REV - Room Income 1		
10	2/3/2020		Tenant 2	1003 - Orchid 3		2	2020	500.00	Monthly payment		Bank 1	REV - Room Income 1		
11	3/2/2020		Tenant 4	2002 - Diamond 2		3	2020	300.00	Monthly payment		Bank 1	REV - Room Income 1		
12	3/2/2020		Tenant 2	1003 - Orchid 3		3	2020	500.00	Monthly payment		Bank 1	REV - Room Income 1		
13	4/1/2020	INV0001	Tenant 7		900.00				Security Deposit	1	Bank 1	Security Deposit		
14	4/1/2020	INV0001	Tenant 7	1114 - Bravo 4		4	2020	300.00	Monthly payment	2	Bank 1	REV - Room Income 1		
15	4/1/2020		Tenant 4		900.00				Security Deposit		Bank 1	Security Deposit		
16	4/1/2020		Tenant 4	2002 - Diamond 2		4	2020	300.00	Monthly payment		Bank 1	REV - Room Income 1		
17	4/2/2020		Tenant 5	1007 - Orchid 7		4	2020	500.00	Monthly payment		Bank 1	REV - Room Income 1		
18	4/2/2020		Tenant 2	1112 - Bravo 2		4	2020	500.00	Monthly payment		Bank 1	REV - Room Income 1		
19	5/1/2020		Tenant 1		0	5	2020	300.00	Monthly payment		Bank 1	REV - Room Income 1		

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

JournalSHEET - R2 - Apartment Rental Bookkeeping for Non Accountant - V3.81 - Excel

Pembayaran

OTHER INCOME | EXPENSES | ACCOUNT RECEIVABLE/PAYABLE PAYMENT

No	Date	Receipt No	Receive From	Description	Expenses	Income	Cash/Receivable/Payable Accounts	Report Category	Customer	Owner	Supplier
1	10/2/2019			Owner 1 withdraw retained earnings	5,000.00		Bank 1	Retained Earnings			
2	10/2/2019			Owner 1 withdraw partial of its capital	5,000.00		Bank 1	Owner's Capital 1			
3	10/7/2019			Oil, parking and gas	78.00		Cash	EXP - Oil, parking, transportation			
4	10/12/2019			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance			
5	10/12/2019			Phone bill	44.00		Cash	EXP - Electricity, water, phone and internet			
6	10/12/2019			Electricity bill	155.00		Cash	EXP - Electricity, water, phone and internet			
7	10/12/2019			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet			
8	10/12/2019			Water bill	53.00		Cash	EXP - Electricity, water, phone and internet			
9	10/12/2019			Credit card bill - principal payment	54.00		Cash	Bank Debt - Credit Card			
10	10/12/2019			Credit card bill - interest payment	5.40		Cash	EXP - Bank Interests			
11	10/17/2019			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising			
12	10/25/2019			Paid housekeeper salaries	600.00		Bank 1	EXP - Salaries			
13	10/25/2019			housekeeper salaries taxes	60.00		Bank 1	EXP - Tax Charges			
14	10/30/2019			Purchase new reception desk	300.00		Bank 1	Furniture			
15	11/6/2019			Oil, parking and gas	129.00		Cash	EXP - Oil, parking, transportation			
16	11/11/2019			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance			
17	11/12/2019			Phone bill	55.00		Cash	EXP - Electricity, water, phone and internet			
18	11/12/2019			Electricity bill	161.00		Cash	EXP - Electricity, water, phone and internet			
19	11/12/2019			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet			
20	11/12/2019			Water bill	38.00		Cash	EXP - Electricity, water, phone and internet			
21	11/12/2019			Credit card bill - principal payment	74.00		Cash	Bank Debt - Credit Card			
22	11/12/2019			Credit card bill - interest payment	7.40		Cash	EXP - Bank Interests			
23	11/16/2019			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising			
24	11/25/2019			Paid housekeeper salaries	600.00		Bank 1	EXP - Salaries			
25	11/25/2019			housekeeper salaries taxes	60.00		Bank 1	EXP - Tax Charges			
26	11/28/2019			Operational - Oil Cash Advance	50.00		Cash	Cash Advance			
27	12/1/2019			Add capital			Bank 1	Owner's Capital 2			
28	12/5/2019			Oil, parking and gas	114.00		Cash	EXP - Oil, parking, transportation			

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

The screenshot shows an Excel spreadsheet titled "CASH MUTATION" with the following columns: No, Date, From, To, and Amount. The spreadsheet is part of a software interface with a menu bar and a taskbar. The taskbar includes tabs for Depreciation, Cash Receipt, Sales, Purchase, Consignment, Other Transaction, Cash Mutation, and Invoice. The "Cash Mutation" tab is currently selected. The spreadsheet is displayed in a window titled "JournalSHEET - ST - Auto Repair Shop Business Bookkeeping for Non Accountant - V3.49 - Excel".

No	Date	From	To	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

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

3.4 DEPRECIATION

JournalSHEET - ST - Auto Repair Shop Business Bookkeeping for Non Accountant - V3.49 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

Penyusutan

ASSET LIST & DEPRECIATION

No	Name	Description	Purchase Date	Purchase Price	Category	Usage Period (Year)	Book Value at the end of Usage Period	Used (Month)	Beginning Book Value	Monthly Depreciation	Total Depreciation	October 2019	November 20
1	Purchase new reception desk	Purchase new reception desk	10/30/2019	300.00	Furniture	8		0	-	3.13	34.38	-	3.13
2	Purchase Coffee Machine	Purchase Coffee Machine	12/20/2019	500.00	Machine	8		0	-	5.21	46.88	-	-
3	Purchase new car	Purchase new car	1/26/2020	10,000.00	Vehicle	8		0	-	104.17	833.33	-	-
4	Purchase 1 new laptop and 1 set cor	Purchase 1 new laptop and 1 s	2/24/2020	1,000.00	Electronics	8		0	-	10.42	72.92	-	-
5	Purchase 1 new printer	Purchase 1 new printer	2/24/2020	100.00	Electronics	8		0	-	1.04	7.29	-	-
6	Purchase additional air conditioner	Purchase additional air conditi	9/15/2020	500.00	Office	8		0	-	5.21	-	-	-
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													

Setup | Prepaid Rev-Exp | Setup | Asset | Setup | Inventory | Setup | Channel | Depreciation | Cash Receipt

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) will 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

The screenshot displays an Excel spreadsheet with the following data:

No	Tenant ID	Tenant Name	Payment Due Total	Paid	Balance
1	ID0001	Tenant 1	-	-	-
2	ID0002	Tenant 2	500.00	300.00	200.00
3	ID0003	Tenant 3	-	-	-
4	ID0004	Tenant 4	-	-	-
5	ID0005	Tenant 5	-	-	-
6	ID0006	Tenant 6	-	-	-
7	ID0007	Tenant 7	-	-	-
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

A callout box with a black border and a white background, containing the text "List of tenants with receivables", is positioned to the right of the table, pointing towards it.

4.2 OWNER PAYABLE

JournalSHEET - R2 - Apartment Rental Bookkeeping for Non Accountant - V3.81 - Excel

UtangSupplier

OWNER PAYABLE

No	Owner ID	Owner Name	Calculated Payable	Account Payable Total	Paid	Remaining
1	SU001	Owner 1	2,820.00	2,800.00	2,000.00	800.00
2	SU002	Owner 2	540.00	-	-	-
3	SU003	Owner 3	2,160.00	-	-	-
4	SU004	Owner 4	-	-	-	-
5	SU005	Owner 5	-	-	-	-
6	SU006	Owner 6	-	-	-	-
7	SU007	Owner 7	-	-	-	-
8	SU008	Owner 8	-	-	-	-
9	SU009	Owner 9	-	-	-	-
10	SU010	Owner 10	-	-	-	-
11	SU011	Owner 11	-	-	-	-
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

Setup | Company | Setup | Owner | Setup | Supplier | Setup | Room | Setup | Tenant | **Owner Payable** | Supp ...

100%

List of owners with payable. Calculated payable is based on received payment from tenants. You still need to write owner payable in other transaction module

4.3 SUPPLIER PAYABLE

JournalSHEET - R2 - Apartment Rental Bookkeeping for Non Accountant - V3.81 - Excel

SupplierPayable

SUPPLIER PAYABLE

No	Supplier ID	Supplier Name	Account Payable		
			Total	Paid	Remaining
1	SU001	Supplier 1	500.00	500.00	-
2	SU002	Supplier 2	-	-	-
3	SU003	Supplier 3	-	-	-
4	SU004	Supplier 4	-	-	-
5	SU005	Supplier 5	-	-	-
6	SU006	Supplier 6	500.00	-	500.00
7	SU007	Supplier 7	-	-	-
8	SU008	Supplier 8	-	-	-
9	SU009	Supplier 9	-	-	-
10	SU010	Supplier 10	-	-	-
11	SU011	Supplier 11	-	-	-
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

List of suppliers with payable

Setup | Owner | Setup | Supplier | Setup | Room | Setup | Tenant | Owner Payable | **Supplier Payable** | Tena ...

5 RECEIPT

5.1 INVOICE

JournalSHEET - R2 - Apartment Rental Bookkeeping for Non Accountant - V3.81 - Excel

Invoice No : INV0001

APARTMENT WUNDERBAR
Going Up Street • Miami • 987654321012

INVOICE

To : Tenant 7
Address : 0
City : 0
Phone : 0

No. : INV0001
Date : April 1, 2020
Due Date :

No	Description	Total
1.	Security Deposit	900.00
2.	Monthly payment	300.00
3.		
4.		
5.		
Total		1,200.00

Notes :

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

Select Invoice #. All data will be shown automatically.

Use Excel print menu to print it or save it as PDF file to send to your tenant

Type signature name or you can remove it if you want to print/send without signature

5.2 CASH RECEIPT

JournalSHEET - R2 - Apartment Rental Bookkeeping for Non Accountant - V3.81 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

Kuitansi

RECEIPT

Receipt No: KU0002

APARTMENT WUNDERBAR
Going Up Street • Miami • 987654321012

RECEIPT
No : KU0002

Received From: Roberto

Amount: Two Hundred Dollars

Payment For: housekeeper 1 pay in installment

USD 200

Miami, August 31, 2020

()

Setup | Prepaid Rev-Exp | Setup | Assets | Depreciation | Rental Payment | **Receipt** | Other Transaction | Mt ...

100%

Select Cash Receipt #. All data will be shown automatically.

Type signature name

6 FINANCIAL REPORT

6.1 PROFIT & LOSS REPORT | MONTHLY

JournalSHEET - R2 - Apartment Rental Bookkeeping for Non Accountant - V3.81 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

J25 =SUM(J15:J24)

PROFIT & LOSS | MONTHLY

APARTMENT WUNDERBAR
PROFIT & LOSS
 October 1, 2019 - September 30, 2020

You may hide empty rows to make the report look nice

Ready to print report. All values will be revealed automatically

	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020
REVENUE												
REV - Room Income 1	600.00	600.00	600.00	800.00	800.00	800.00	1,400.00	2,400.00	690.00	1,800.00	-	-
REV - Room Income 2	-	-	-	-	-	-	-	-	-	-	-	-
REV - Room Income 3	-	-	-	-	-	-	-	-	-	-	-	-
REV - Other Income	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	600.00	600.00	600.00	800.00	800.00	800.00	1,400.00	2,400.00	690.00	1,800.00	-	-
EXPENSES												
COST - Owner's Share	-	-	-	-	-	-	-	-	-	-	-	2,800.00
COST - Room	-	-	-	-	-	-	-	-	-	-	-	-
EXP - Salaries	600.00	600.00	600.00	650.00	650.00	650.00	650.00	400.00	400.00	750.00	750.00	750.00
EXP - Allowance	-	-	-	300.00	-	-	-	-	-	-	-	-
EXP - Administration	-	-	-	500.00	-	-	-	-	-	-	-	-
EXP - Electricity, water, phone and internet	287.00	289.00	300.00	356.00	383.00	357.00	302.00	281.00	367.00	374.00	352.00	316.00
EXP - Subscription	-	-	-	-	-	-	-	-	-	-	-	-
EXP - Travel	-	-	-	-	744.00	-	-	-	-	-	-	-

Mutation Invoice Monthly Payment Summary Cash Accounts Profit Loss | Monthly Profit Loss Balar ...

80%

6.2 PROFIT & LOSS REPORT

JournalSHEET - R2 - Apartment Rental Bookkeeping for Non Accountant - V3.81 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do Share

LaporanLabaRugi

PROFIT & LOSS

APARTMENT WUNDERBAR

PROFIT & LOSS REPORT

October 1, 2019 - September 30, 2020

REVENUE		
REV - Room Income 1		10,490.00
REV - Room Income 2		-
REV - Room Income 3		-
REV - Other Income		-
		-
		-
		-
		-
		-
		-
Total Revenue		10,490.00
EXPENSES		
COST - Owner's Share	2,800.00	
COST - Room	-	
EXP - Salaries	7,450.00	
EXP - Allowance	300.00	
EXP - Administration	500.00	
EXP - Electricity, water, phone and internet	3,964.00	
EXP - Subscription	-	
EXP - Travel	744.00	
EXP - Oil, parking, transportation	1,294.00	

Ready to print report.
All values will be revealed automatically

You may hide empty rows to make the report look nice

Mutation Invoice Monthly Payment Summary Cash Accounts Profit Loss Monthly Profit Loss Balar ... 80%

6.3 BALANCE SHEET REPORT

JournalSHEET - ST - Auto Repair Shop Business Bookkeeping for Non Accountant - V3.49 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

Laporan Neraca

BALANCE SHEET S

	2018	2019
Balance		Not Balance (480.00)

Not balance notification with respective amount will be shown if the value between two sides is not balance. Check date format and its pairing account in transaction module

Year: 10/01/19, 09/30/20

Balance Sheet Status: Balance, Balance

APARTMENT WUNDERBAR

BALANCE SHEET STATEMENT

October 1, 2019 - September 30, 2020

	10/01/19	09/30/20		10/01/19	09/30/20
ASSETS			LIABILITIES AND EQUITIES		
Current Assets			Current Liabilities		
Cash		(4,898.10)	Account Payable		500.00
Bank 1		(31,375.00)	Other Payable		-
Bank 2		(1,720.00)	Deposits		-
Bank 3		10,000.00	Prepaid Revenue		-
Bank 4		18,595.41	Security Deposit		-
Prepaid Expenses		9,960.00	Tax Payable		50.00
Cash Advance		-	Tax Payable 2		(480.00)
Inventory		(330.00)	Short/Long Term Debts		
Employee Receivable		300.00	Bank Debt 1		19,700.56
Account Receivable		-	Bank Debt 2		-
Other Receivable		-	Bank Debt - Credit Card		(801.00)
Prepaid Taxes		-	Financial Institution Debt		-
Fixed Assets			Owner Debt		10,000.00
Office		500.00	Total Liabilities	-	28,969.56
Vehicle		10,000.00	Equities/Owner's Capital		
Electronics		1,100.00	Owner's Capital 1		(5,000.00)
Machine		500.00	Owner's Capital 2		10,000.00
Furniture		300.00	Owner's Capital 3		-
Land and Buildings		-	Owner's Capital 4		-
Accum Depr Office		-	Other Capital		-
Accum Depr Vehicle		(833.33)	Retained Earnings		(5,000.00)
Accum Depr Electronics		(80.21)	Current Earnings		(17,032.04)
Accum Depr Machine		(46.88)	Total Equities	-	(17,032.04)
Accum Depr Furniture		(34.38)	TOTAL LIABILITIES AND EQUITIES	-	11,937.60
Accum Depr Land and Buildings		-			
TOTAL ASSETS	-	11,937.60			

Ready to print report. All values will be revealed automatically

Inventory Report | Consignment Report | Cash Account | Profit Loss | Profit Loss | Monthly | **Balance Sheet** | 90%

6.4 CASH FLOW REPORT

JournalSHEET - T - Grocery Store Bookkeeping for Non Accountant - V3.46 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

LaporanArusKas

CASH FLOW REPORT

APARTMENT WUNDERBAR

CASH FLOW REPORT
October 1, 2019 - September 30, 2020

OPERATING ACTIVITY		
Cash Receipts		
Electronics Item	-	
Food & Beverage Item	223.32	
Household Appliances	-	
Daily Needs	-	
Other	-	
	-	
	-	
	-	
	-	
Employee Receivable	200.00	
Account Receivable	1.85	
Other Receivable	-	
Cash Advance	261.00	
Tax Payable	2.03	
Tax Payable 2	-	
Deposits	-	
Prepaid Revenue	-	
Security Deposit	-	
Total Cash Receipts		688.20
Cash Payments		
Salaries	7,450.00	
Allowance	-	
Administration	500.00	

Cash Account	
Cash	(7,572.75)
Bank 1	(31,813.10)
Bank 2	(1,722.19)
Bank 3	10,000.00
Bank 4	18,595.41
Total	(12,512.62)

Ready to print report.
All values will be revealed automatically

Consignment Report Cash Account Profit Loss Profit Loss Monthly Balance Sheet **Cash Flow** Equity ...

Ready 80%

You may hide empty rows to make the report look nice

6.5 EQUITY REPORT

JournalSHEET - ST - Auto Repair Shop Business Bookkeeping for Non Accountant - V3.49 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

LaporanEkuitas

EQUITY REPORT

APARTMENT WUNDERBAR

STATEMENT OF OWNER'S EQUITY

October 1, 2019 - September 30, 2020

OWNER'S CAPITAL - Beginning		
Owner's Capital 1		
Owner's Capital 2		
Owner's Capital 3		
Owner's Capital 4		
Other Capital		
Retained Earnings		
TOTAL BEGINNING CAPITAL		-
ADDITIONAL CAPITAL		
Owner's Capital 1		-
Owner's Capital 2	10,000	
Owner's Capital 3		-
Owner's Capital 4		-
Other Capital		-
Current Earnings	(17,032)	
DEDUCTION CAPITAL		
Owner's Capital 1	5,000	
Owner's Capital 2		-
Owner's Capital 3		-
Owner's Capital 4		-
Other Capital		-
Retained Earnings	5,000	
INCREASE/DECREASE CAPITAL		(17,032.04)
OWNER'S CAPITAL - Ending		(17,032.04)

Ready to print report.
All values will be revealed automatically

Cash Account Profit Loss Profit Loss Monthly Balance Sheet Cash Flow **Equity** Channel Report P ... +

80%

6.6 ASSET REPORT

JournalSHEET - ST - Auto Repair Shop Business Bookkeeping for Non Accountant - V3.49 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

LaporanAset

ASSET REPORT

APARTMENT WUNDERBAR

ASSET REPORT

October 1, 2019 - September 30, 2020

No	Asset Name	Description	Purchase Year	Purchase Price	Depreciation		Book Value
					Beginning	Ending	
1	Purchase new reception desk	Purchase new reception desk	2019	300.00	-	34.38	265.63
2	Purchase Coffee Machine	Purchase Coffee Machine	2019	500.00	-	46.88	453.13
3	Purchase new car	Purchase new car	2020	10,000.00	-	833.33	9,166.67
4	Purchase 1 new laptop and 1 set computer	Purchase 1 new laptop and 1 set computer	2020	1,000.00	-	72.92	927.08
5	Purchase 1 new printer	Purchase 1 new printer	2020	100.00	-	7.29	92.71
6	Purchase additional air conditioner - 1 unit	Purchase additional air conditioner - 1 unit	2020	500.00	-	-	500.00
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

Profit Loss | Monthly | Balance Sheet | Cash Flow | Equity | Channel Report | Profit Loss | Gross | **Assets** | D ... +

100%

Ready to print report.
All values will be revealed automatically

Adjust print setting to print particular rows.

6.7 CASH ACCOUNT TRACKER

JournalSHEET - ST - Auto Repair Shop Business Bookkeeping for Non Accountant - V3.49 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

LaporanBukuKas

CASH ACCOUNT REPORT

Select cash/bank account **APARTMENT WUNDERBAR** Select month & year

CASH ACCOUNT REPORT
October 1, 2019 - September 30, 2020

Account	Cash		
Month	1	Balance at 1/1/20	1,389.10
Year	2020	Balance at 1/31/20	(463.80)

No	Tanggal	Transaction Code	Description	Debit	Credit	Balance
1	1/5/2020		Oil, parking and gas	121.00	-	1,268.10
2	1/10/2020		Phone bill	58.00	-	1,210.10
3	1/10/2020		Electricity bill	210.00	-	1,000.10
4	1/10/2020		Internet subscription bill	35.00	-	965.10
5	1/10/2020		Water bill	53.00	-	912.10
6	1/10/2020		Credit card bill - principal payment	69.00	-	843.10
7	1/10/2020		Credit card bill - interest payment	6.90	-	836.20
8	1/30/2020		Business Travel - Cash Advance	1,300.00	-	(463.80)
9						
10						
11						
12						
13						

Used this module to check monthly transactions by its cash/bank accounts

Cash Mutation Invoice Purchase Order Inventory Report Consignment Report **Cash Account** Profit Lr ...

6.8 DASHBOARD

JournalSHEET - R2 - Apartment Rental Bookkeeping for Non Accountant - V3.81 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

DashboardKeuangan

DASHBOARD

APARTMENT WUNDERBAR

FINANCIAL REPORT - 2019/2020

PROJECTED REVENUE	21,600.00
TOTAL REVENUE	10,490.00
TOTAL EXPENSES	23,427.04
NET PROFIT/LOSS	(12,937.04)

PROFIT & LOSS

NET PROFIT MARGIN	-123.3%
Net Profit/Loss	
Total Sales	

DEBT RATIO

Total Payables	0.65
Total Assets	

DEBT to EQUITY RATIO

Total Bank Debts	1.54
Total Equities	

CURRENT RATIO

Total Current Assets	28.58
Total Current Payables	

RETURN ON EQUITY RATIO

Net Profit/Loss	-69.1%
Total Equities	

BALANCE SHEET

ASSETS	54,145.10
LIABILITIES	35,419.56
EQUITIES	18,725.46

	REVENUE	EXPENSES	NET PROFIT/LOSS
October 19	600.00	1,249.98	(649.98)
November 19	600.00	1,308.11	(708.11)
December 19	600.00	1,448.81	(848.81)
January 20	800.00	3,226.82	(2,426.82)
February 20	800.00	2,378.22	(1,578.22)
March 20	800.00	1,592.09	(792.09)
April 20	1,400.00	1,533.60	(133.60)
May 20	2,400.00	1,360.81	1,039.19
June 20	690.00	1,361.10	(671.10)
July 20	1,800.00	1,727.09	72.91
August 20	0.00	1,773.57	(1,773.57)
September 20	0.00	4,466.84	(4,466.84)

Profit Loss | Balance Sheet | Cash Flow | Equity | Room Revenue | Asset Report | **Dashboard** | About | Licen ...

60%

Ready to print report.
All values will be revealed automatically

6.9 TENANT PAYMENT

JournalSHEET - R2 - Apartment Rental Bookkeeping for Non Accountant - V3.81 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

N28 =IF(\$D28<>"",SUMIFS('Rental Payment'!\$N:\$N,'Rental Payment'!\$I:\$I,\$D28,'Rental Payment'!\$L:\$L,MONTH(N\$10),'Rental Payment'!\$M:\$M,YEAR(N\$10),

MONTHLY PAYMENT SUMMARY

APARTMENT WUNDERBAR

Monthly Payment Summary
October 1, 2019 - September 30, 2020

No	Tenant ID	Tenant Name	Checkin Date	Checkout Date	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20
1	ID0001	Tenant 1	10/8/2018	1/8/2020	300.00	300.00	300.00	300.00								
2	ID0002	Tenant 2	8/1/2018	8/1/2020	300.00	300.00	300.00	500.00	500.00	500.00	500.00	500.00	500.00	300.00	-	
3	ID0003	Tenant 3	6/1/2019	2/1/2020	-	-	-	-	300.00							
4	ID0004	Tenant 4	10/15/2019	11/15/2020	-	-	-	-	-	300.00	300.00	300.00	-	-	-	-
5	ID0005	Tenant 5	11/1/2019	9/1/2020	-	-	-	-	-	-	300.00	200.00	300.00	-	-	-
6	ID0006	Tenant 6	11/1/2019	9/1/2020	-	-	-	-	-	-	-	500.00	500.00	-	-	-
7	ID0007	Tenant 7	11/8/2019	4/30/2020	-	-	-	-	-	-	300.00					
8																
9																
10																
11																
12																
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Ready to print report.
All values will be revealed automatically

Adjust print setting to print particular rows.

Rental Payment Receipt Other Transaction Mutation Invoice Monthly Payment Summary Cash Acc ...

90%

6.10 ROOM REVENUE REPORT

JournalSHEET - R2 - Apartment Rental Bookkeeping for Non Accountant - V3.81 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

LaporanLRProduk

ROOM REVENUE

APARTMENT WUNDERBAR

ROOM REVENUE REPORT

October 1, 2019 - September 30, 2020

No	Room Name	Opportunity	Projected Income	Paid Rental	Total Expenses	Gross Profit
1	1001 - Orchid 1	3,600	1,500	300.00	90.00	210.00
2	1002 - Orchid 2	3,600	600	-	-	-
3	1003 - Orchid 3	3,600	1,800	2,400.00	-	2,400.00
4	1004 - Orchid 4	3,600	-	-	-	-
5	1005 - Orchid 5	3,600	-	-	-	-
6	1006 - Orchid 6	3,600	1,200	1,200.00	-	1,200.00
7	1007 - Orchid 7	3,600	3,300	800.00	-	800.00
8	1008 - Orchid 8	3,600	-	-	-	-
9	1009 - Orchid 9	3,600	-	-	-	-
10	1010 - Orchid 10	3,600	-	-	-	-
11	2001 - Diamond 1	3,600	-	-	-	-
12	2002 - Diamond 2	3,600	2,700	900.00	-	900.00
13	2003 - Diamond 3	3,600	-	-	-	-
14	2004 - Diamond 4	3,600	-	-	-	-
15	2005 - Diamond 5	3,600	-	-	-	-
16	2006 - Diamond 6	3,600	-	-	-	-
17	2007 - Diamond 7	3,600	-	-	-	-

Ready to print report.
All values will be revealed automatically

Adjust print setting to print particular rows.

Cash Accounts Profit Loss | Monthly Profit Loss Balance Sheet Cash Flow Equity Room Revenue

100%

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

JournalSHEET - Consultant Business Bookkeeping for Non Accountant - V3.74 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

Company 1

SALES

No	Date	Invoice #	Customer Name	Service	Description	Invoice Order #	Total hour	Rate/Hour or Total	Total Payment	Cash/Receivable Accounts	Financial Report Category	Sales Channel
1	10/9/2019	INV001	Company 1	iminal - Misdemeanor		1	16	100.00	1,600.00	Bank 1	Criminal Cases	Direct Visit
2	10/9/2019	INV002	Company 2	Criminal - Felony		1	20	100.00	2,000.00	Account Receivable	Criminal Cases	Advertisement
3	10/9/2019	INV003	Company 3	Prenup		1		200.00	200.00	Account Receivable	Marriage Cases	Advertisement
4	10/9/2019	INV004	Company 4	Simple Estate Plan		1		1,000.00	1,000.00	Account Receivable	Estate Plan	Direct Visit
5	10/9/2019	INV005	Company 5	Complex Estate Plan		1		5,000.00	5,000.00	Account Receivable	Estate Plan	Direct Visit
6	10/12/2019	INV006	Company 6	Uncontested Divorce		1	10	200.00	2,000.00	Bank 1	Marriage Cases	Other Direct Visit
7	10/12/2019	INV007	Company 7	Contested/Custody Divorce		1		6,000.00	6,000.00	Bank 1	Marriage Cases	Direct Visit
8	11/6/2019	INV008	Company 8	Attorney Consultation Fee						Account Receivable	Consultation	Direct Visit
9	11/6/2019	INV008	Company 8	Tax		2		200.00	200.00	Account Receivable	Tax Payable	Direct Visit
10	11/1/2019		Company 2		AR payment			2,000.00	2,000.00	Bank 1	Account Receivable	
11	11/24/2019		Company 8		AR payment			2,200.00	2,200.00	Bank 1	Account Receivable	
12	11/24/2019		Company 9	Attorney Consultation Fee				3,000.00	3,000.00	Bank 1	Consultation	Direct Visit
13	11/24/2019		Company 10	Attorney Consultation Fee				2,000.00	2,000.00	Bank 1	Consultation	Direct Visit
14	11/24/2019		Company 11	Attorney Consultation Fee				3,000.00	3,000.00	Bank 1	Consultation	Direct Visit
15	11/24/2019		Company 12	Attorney Consultation Fee			20	200.00	4,000.00	Bank 1	Consultation	Direct Visit
16	11/24/2019		Company 13	Attorney Consultation Fee			10	150.00	1,500.00	Account Receivable	Consultation	Direct Visit
17	11/24/2019		Company 13		Down payment			150.00	150.00	Bank 1	Account Receivable	

Setup | Prepaid Rev-Exp | Setup | Asset | Setup | Service Products | Depreciation | Sales | Receipt | Other Tr. ...

85%

Select bank/cash account

Select revenue category

7.1.2 ACCOUNT RECEIVABLE TRANSACTION

JournalSHEET - Consultant Business Bookkeeping for Non Accountant - V3.74 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

Company 1

SALES

No	Date	Invoice #	Customer Name	Service	Description	Invoice Order #	Total Hour	Rate/Hour or Total	Total Payment	Cash/Receivable Accounts	Financial Report Category	Sales Channel
1	10/9/2019	INV001	Company 1	Criminal - Misdemeanor		1	10	100.00	1,000.00	Bank 1	Criminal Cases	Direct Visit
2	10/9/2019	INV002	Company 2	Criminal - Felony		1	20	100.00	2,000.00	Account Receivable	Criminal Cases	Direct Visit
3	10/9/2019	INV003	Company 3	Probup		1	10	200.00	200.00	Account Receivable	Marriage Cases	Direct Visit
4	10/9/2019	INV004	Company 4	Simple Estate Plan		1	10	1,000.00	1,000.00	Account Receivable	Estate Plan	Direct Visit
5	10/9/2019	INV005	Company 5	Complex Estate Plan		1	10	5,000.00	5,000.00	Account Receivable	Estate Plan	Direct Visit
6	10/12/2019	INV006	Company 6	Uncontested Divorce		1	10	2,000.00	2,000.00	Bank 1	Marriage Cases	Other
7	10/12/2019	INV007	Company 7	Contested/Custody Divorce		1	10	6,000.00	6,000.00	Bank 1	Marriage Cases	Direct Visit
8	11/6/2019	INV008	Company 8	Attorney Consultation Fee		1	10	200.00	2,000.00	Account Receivable	Consultation	Direct Visit
9	11/6/2019	INV008	Company 8	Tax		2	10	200.00	200.00	Account Receivable	Tax Payable	Direct Visit
10	11/1/2019		Company 2		AR payment			2,000.00	2,000.00	Bank 1	Account Receivable	Direct Visit
11	11/24/2019		Company 9		AR payment			3,000.00	3,000.00	Bank 1	Account Receivable	Direct Visit
12	11/24/2019		Company 9	Attorney Consultation Fee				3,000.00	3,000.00	Bank 1	Consultation	Direct Visit
13	11/24/2019		Company 10	Attorney Consultation Fee				2,000.00	2,000.00	Bank 1	Consultation	Direct Visit
14	11/24/2019		Company 11	Attorney Consultation Fee				3,000.00	3,000.00	Bank 1	Consultation	Direct Visit
15	11/24/2019		Company 12	Attorney Consultation Fee				4,000.00	4,000.00	Bank 1	Consultation	Direct Visit
16	11/24/2019		Company 13	Attorney Consultation Fee			10	150.00	1,500.00	Account Receivable	Consultation	Direct Visit
17	11/24/2019		Company 13		Down payment			150.00	150.00	Bank 1	Account Receivable	Direct Visit

Setup | Prepaid Rev-Exp | Setup | Asset | Setup | Service Products | Depreciation | Sales | Receipt | Other Tr. ...

85%

Select revenue category

Account Receivable Transaction

Select account receivable account

Account Receivable Payment

Select bank/cash account

Select account receivable category

7.1.3 ACCOUNT RECEIVABLE with DOWN PAYMENT TRANSACTION

JournalSHEET - Consultant Business Bookkeeping for Non Accountant - V3.74 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do Share

Company 1

SALES

No	Date	Invoice #	Customer Name	Service	Description	Invoice Order #	Total Hour	Rate/Hour or Total	Total Payment	Cash/Receivable Accounts	Financial Report Category	Sales Channel
1	10/9/2019	INV001	Company 1	iminal - Misdemeanor		1	16	100.00	1,600.00	Bank 1	Criminal Cases	Direct Visit
2	10/9/2019	INV002	Company 2	Criminal - Felony		1	20	100.00	2,000.00	Account Receivable	Criminal Cases	Advertisement
3	10/9/2019	INV003	Company 3	Preup		1		200.00	200.00	Account Receivable	Marriage Cases	Advertisement
4	10/9/2019	INV004	Company 4	Simple Estate Plan		1		1,000.00	1,000.00	Account Receivable	Estate Plan	Direct Visit
5	10/9/2019	INV005	Company 5	Complex Estate Plan		1		5,000.00	5,000.00	Account Receivable	Estate Plan	Direct Visit
6	10/12/2019	INV006	Company 6	Uncontested Divorce		1	10	200.00	2,000.00	Bank 1	Marriage Cases	
7	10/12/2019	INV007	Company 7	Contested/Custody Divorce		1		6,000.00	6,000.00	Bank 1	Marriage Cases	
8	11/6/2019	INV008	Company 8	Attorney Consultation Fee		1		200.00	2,000.00	Account Receivable	Consultation	
9	11/6/2019	INV008	Company 8	Tax		1		200.00	200.00	Account Receivable	Tax Payable	
10	11/1/2019		Company 2		AR payment			2,000.00	2,000.00	Bank 1	Account Receivable	
11	11/24/2019		Company 8		AR p			3,000.00	3,000.00	Bank 1	Account Receivable	
12	11/24/2019		Company 9	Attorney Consultation Fee		1		3,000.00	3,000.00	Bank 1	Consultation	Direct Visit
13	11/24/2019		Company 10	Attorney Consultation Fee		1		2,000.00	2,000.00	Bank 1	Consultation	Direct Visit
14	11/24/2019		Company 11	Attorney Consultation Fee		1		3,000.00	3,000.00	Bank 1	Consultation	Direct Visit
15	11/24/2019		Company 12	Attorney Consultation Fee		1	20	200.00	4,000.00	Bank 1	Consultation	Direct Visit
16	11/24/2019		Company 13	Attorney Consultation Fee		1	10	150.00	1,500.00	Account Receivable	Consultation	Direct Visit
17	11/24/2019		Company 13		Down payment			150.00	150.00	Bank 1	Account Receivable	

Annotations:

- 1: Select account receivable account (points to row 8, column 11)
- 2: Select revenue category (points to row 8, column 12)
- 3: Select bank/cash account (points to row 10, column 11)
- 4: Select account receivable category (points to row 16, column 12)

Setup | Prepaid Rev-Exp | Setup | Asset | Setup | Service Products | Depreciation | Sales | Receipt | Other Tr. ...

85%

7.1.4 CASH TRANSACTION with TAX

JournalSHEET - Consultant Business Bookkeeping for Non Accountant - V3.74 - Excel

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P16 Cash

SALES

No	Date	Invoice #	Customer Name	Service	Description	Invoice Order #	Total Hour	Rate/Hour or Total	Total Payment	Cash/Receivable Accounts	Financial Report Category	Sales Channel
1	10/9/2019	INV001	Company 1	Criminal - Misdemeanor		1	16	100.00	1,600.00	Bank 1	Criminal Cases	Direct Visit
2	10/9/2019	INV002	Company 2	Criminal - Felony		1	20	100.00	2,000.00	Account Receivable	Criminal Cases	Advertisement
3	10/9/2019	INV003	Company 3	Prenup		1		200.00	200.00	Account Receivable	Marriage Cases	Advertisement
4	10/9/2019	INV004	Company 4	Simple Estate Plan		1		1,000.00	1,000.00	Account Receivable	Estate Plan	Direct Visit
5	10/9/2019	INV005	Company 5	Complex Estate Plan		1		5,000.00	5,000.00	Account Receivable	Estate Plan	Direct Visit
6	10/12/2019	INV006	Company 6	Uncontested Divorce		1	10	200.00	2,000.00	Bank 1	Marriage Cases	Other
7	10/12/2019	INV007	Company 7	Contested/Custody Divorce		1		6,000.00	6,000.00	Bank 1	Marriage Cases	Direct Visit
8	11/6/2019	INV008	Company 8	Attorney Consultation Fee		1	10	200.00	2,000.00	Cash	Consultation	Direct Visit
9	11/6/2019	INV008	Company 8	Tax		2		200.00	200.00	Cash	Payable	Direct Visit
10	11/17/2019		Company 2		AR payment			2,000.00	2,000.00	Bank 1	Account Receivable	
11	11/24/2019		Company 8		AR payment			2,200.00	2,200.00	Bank 1	Account Receivable	
12	11/24/2019		Company 9	Attorney Consultation Fee				3,000.00	3,000.00	Bank 1	Consultation	Direct Visit
13	11/24/2019		Company 10	Attorney Consultation Fee				2,000.00	2,000.00	Bank 1	Consultation	Direct Visit
14	11/24/2019		Company 11	Attorney Consultation Fee				3,000.00	3,000.00	Bank 1	Consultation	Direct Visit
15	11/24/2019		Company 12	Attorney Consultation Fee				4,000.00	4,000.00	Bank 1	Consultation	Direct Visit
16	11/24/2019		Company 13	Attorney Consultation Fee			10	150.00	1,500.00	Account Receivable	Consultation	Direct Visit
17	11/24/2019		Company 13		Down payment			150.00	150.00	Bank 1	Account Receivable	

Setup | Prepaid Rev-Exp | Setup | Asset | Setup | Service Products | Depreciation | Sales | Receipt | Other Tr. ...

Select cash/bank account

Select revenue category

Select cash/bank account

Select tax payable category (deductible tax)

Select EXP-Taxes category (non deductible tax)

7.1.5 ACCOUNT RECEIVABLE with TAX

JournalSHEET - Consultant Business Bookkeeping for Non Accountant - V3.74 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

Company 1

SALES

No	Date	Invoice #	Customer Name	Service	Description	Invoice Order #	Total Hour	Rate/Hour or Total	Total Payment	Cash/Receivable Accounts	Financial Report Category	Sales Channel
1	10/9/2019	INV001	Company 1	iminal - Misdemeanor		1	16	100.00	1,600.00	Bank 1	Criminal Cases	Direct Visit
2	10/9/2019	INV002	Company 2	Criminal - Felony		1	20	100.00	2,000.00	Account Receivable	Criminal Cases	Advertisement
3	10/9/2019	INV003	Company 3	Preup		1		200.00	200.00	Account Receivable	Marriage Cases	Advertisement
4	10/9/2019	INV004	Company 4	Simple Estate Plan		1		5,000.00	5,000.00	Account Receivable	Estate Plan	Direct Visit
5	10/9/2019	INV005	Company 5	Complex Estate Plan		1		200.00	2,000.00	Account Receivable	Estate Plan	Direct Visit
6	10/12/2019	INV006	Company 6	Uncontested Divorce		1	10	200.00	2,000.00	Bank 1	Marriage Cases	Other
7	10/12/2019	INV007	Company 7	Contested/Custody Divorce		1		6,000.00	6,000.00	Bank 1	Marriage Cases	Direct Visit
8	11/6/2019	INV008	Company 8	Attorney Consultation Fee		1	10	200.00	2,000.00	Account Receivable	Consultation	Direct Visit
9	11/6/2019	INV008	Company 8	Tax		2		200.00	200.00	Account Receivable	Tax Payable	Direct Visit
10	11/17/2019		Company 2		AR payment			2,000.00	2,000.00	Bank 1	Account Receivable	
11	11/24/2019		Company 8		AR payment			2,200.00	2,200.00	Bank 1	Account Receivable	
12	11/24/2019		Company 9	Attorney Consultation Fee				3,000.00	3,000.00	Bank 1	Consultation	Direct Visit
13	11/24/2019		Company 10	Attorney Consultation Fee				2,000.00	2,000.00	Bank 1	Consultation	Direct Visit
14	11/24/2019		Company 11	Attorney Consultation Fee				3,000.00	3,000.00	Bank 1	Consultation	Direct Visit
15	11/24/2019		Company 12	Attorney Consultation Fee				150.00	1,500.00	Account Receivable	Consultation	Direct Visit
16	11/24/2019		Company 13	Attorney Consultation Fee			10	150.00	1,500.00	Account Receivable	Consultation	Direct Visit
17	11/24/2019		Company 13		Down payment			150.00	150.00	Bank 1	Account Receivable	

Setup | Prepaid Rev-Exp | Setup | Asset | Setup | Service Products | Depreciation | Sales | Receipt | Other Tr. ...

Select account receivable account

Select revenue category

Select account receivable account

Select tax payable category (deductible tax)

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

JournalSHEET - Car Washing Business Bookkeeping for Non Accountant - V3.42 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

J14

PURCHASE | PAYMENT

No	Date	PO #	Item	Unit	Description	PO Order #	Qty	Price/Unit	Total Amount	Cash/Payable Accounts	Financial Report Category	Supplier
1	10/6/2019	PO001	Car Shampoo	Piece		1	10	5,000.00	50,000.00	Cash	Inventory	Supplier 1
2	10/6/2019	PO001	Car Wax	Piece		2		500.00	500.00	Cash	Tax Payable	Supplier 1
3	10/6/2019	PO002	Car Shampoo	Piece		1	10	5,200.00	52,000.00	Account Payable	Inventory	Supplier 2
4	10/6/2019	PO002	Car Wax	Piece		2		520.00	520.00	Account Payable	Tax Payable	Supplier 2
5	10/6/2019	PO003	Car Shampoo	Piece		1	20	5,100.00	102,000.00	Account Payable	Inventory	Supplier 3
6	10/6/2019	PO003	Car Wax	Piece		2	20	6,000.00	120,000.00	Account Payable	Inventory	Supplier 3
7	10/6/2019	PO004	Car Shampoo	Piece		1	20	5,000.00	100,000.00	Account Payable	Inventory	Supplier 4
8	10/6/2019	PO004	Car Wax	Piece		2		21,000.00	21,000.00	Account Payable	Inventory	Supplier 4
9	10/6/2019	PO004	Tax	0		3		21,000.00	21,000.00	Account Payable	Tax Payable	Supplier 4
10	10/6/2019				Down Payment			100,000.00	100,000.00	Cash	Account Payable	Supplier 4
11	10/10/2019				Payable Payment			52,520.00	52,520.00	Cash	Account Payable	Supplier 2
12	10/10/2019				Payable Payment			222,000.00	222,000.00	Cash	Account Payable	Supplier 3

Select bank/cash account

Select inventory category

Setup | Inventory | Depreciation | Sales | Cash Receipt | Consignment | Outgoing | **Purchase | Payment** | Co ...

Select destination and press ENTER or choose Paste

90%

7.2.2 ACCOUNT PAYABLE TRANSACTION

JournalSHEET - Car Washing Business Bookkeeping for Non Accountant - V3.42 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

J14

PURCHASE | PAYMENT

No	Date	PO #	Item	Unit	Description	PO Order #	Qty	Price/Unit	Total Amount	Cash/Payable Accounts	Financial Report Category	Supplier
1	10/6/2019	PO001	Car Shampoo	Piece		1	10	5,000.00	50,000.00	Cash	Inventory	Supplier 1
2	10/6/2019	PO001	Car Wax	Piece		2		500.00	500.00	Cash	Tax Payable	Supplier 1
3	10/6/2019	PO002	Car Shampoo	Piece		1	10	5,200.00	52,000.00	Account Payable	Inventory	Supplier 2
4	10/6/2019	PO002	Car Wax	Piece		2		520.00	520.00	Account Payable	Tax Payable	Supplier 2
5	10/6/2019	PO003	Car Shampoo	Piece		1	20	5,100.00	102,000.00	Account Payable	Inventory	Supplier 3
6	10/6/2019	PO003	Car Wax	Piece		2	20	6,000.00	120,000.00	Account Payable	Inventory	Supplier 3
7	10/6/2019	PO004	Car Shampoo	Piece		2	20	5,000.00	100,000.00	Account Payable	Inventory	Supplier 4
8	10/6/2019	PO004	Car Wax	Piece		2	20	5,500.00	110,000.00	Account Payable	Inventory	Supplier 4
9	10/6/2019	PO004	Tax	0		3		21,000.00	21,000.00	Account Payable	Tax Payable	Supplier 4
10	10/6/2019		Down Payment					100,000.00	100,000.00	Cash	Account Payable	Supplier 4
11	10/10/2019		Payable Payment					52,520.00	52,520.00	Cash	Account Payable	Supplier 2
12	10/10/2019		Payable Payment					222,000.00	222,000.00	Cash	Account Payable	Supplier 3

Select inventory category

Account Payable Transaction

Select account payable account

Account Payable Payment

Select bank/cash account

Select account payable category

Setup | Inventory | Depreciation | Sales | Cash Receipt | Consignment | Outgoing | **Purchase | Payment** | Co ... (+)

Select destination and press ENTER or choose Paste

7.2.3 ACCOUNT PAYABLE with DOWN PAYMENT TRANSACTION

JournalSHEET - Car Washing Business Bookkeeping for Non Accountant - V3.42 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

J14

PURCHASE | PAYMENT

No	Date	PO #	Item	Unit	Description	PO Order #	Qty	Price/Unit	Total Amount	Cash/Payable Accounts	Financial Report Category	Supplier
1	10/6/2019	PO001	Car Shampoo	Piece		1	10	5,000.00	50,000.00		Inventory	Supplier 1
2	10/6/2019	PO001	Car Wax	Piece		2		500.00	500.00		Tax Payable	Supplier 1
3	10/6/2019	PO002	Car Shampoo	Piece		1	10	5,200.00	52,000.00	Account Payable	Inventory	Supplier 2
4	10/6/2019	PO002	Car Wax	Piece		1		5,200.00	5,200.00	Account Payable	Tax Payable	Supplier 2
5	10/6/2019	PO003	Car Shampoo	Piece		1	20	5,100.00	102,000.00	Account Payable	Inventory	Supplier 3
6	10/6/2019	PO003	Car Wax	Piece		2	20	6,000.00	120,000.00	Account Payable	Inventory	Supplier 3
7	10/6/2019	PO004	Car Shampoo	Piece		1	20	5,000.00	100,000.00	Account Payable	Inventory	Supplier 4
8	10/6/2019	PO004	Car Wax	Piece		2	20	5,500.00	110,000.00	Account Payable	Inventory	Supplier 4
9	10/6/2019	PO004	Tax	0		3		21,000.00	21,000.00	Account Payable	Tax Payable	Supplier 4
10	10/6/2019				Down Payment			100,000.00	100,000.00	Cash	Account Payable	Supplier 4
11	10/10/2019				Payable Payment			52,520.00	52,520.00	Cash	Account Payable	Supplier 2
12	10/10/2019				Payable Payment			222,000.00	222,000.00	Cash	Account Payable	Supplier 3

Select account payable account

Select inventory category

Select bank/cash account

Select account payable category

Setup | Inventory | Depreciation | Sales | Cash Receipt | Consignment | Outgoing | **Purchase | Payment** | Co ... (+)

Select destination and press ENTER or choose Paste

90%

7.2.4 CASH TRANSACTION with TAX

JournalSHEET - Car Washing Business Bookkeeping for Non Accountant - V3.42 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help Power Pivot Tell me what you want to do

J14

PURCHASE | PAYMENT

No	Date	PO #	Item	Unit	Description	PO Order #	Qty	Price/Unit	Total Amount	Cash/Payable Accounts	Financial Report Category	Supplier
1	10/6/2019	PO001	Car Shampoo	Piece		1	10	5,000.00	50,000.00	Cash	Inventory	Supplier 1
2	10/6/2019	PO001	Car Wax	Piece		2		500.00	500.00	Cash	Tax Payable	Supplier 1
3	10/6/2019	PO002	Car Shampoo	Piece		1	10	5,200.00	52,000.00	Account Payable	Inventory	Supplier 2
4	10/6/2019	PO002	Car Wax	Piece		2		520.00	520.00	Account Payable	Tax Payable	Supplier 2
5	10/6/2019	PO003	Car Shampoo	Piece		1	20	5,100.00	102,000.00	Account Payable	Inventory	Supplier 3
6	10/6/2019	PO003	Car Wax	Piece		2	20	6,000.00	120,000.00	Account Payable	Inventory	Supplier 3
7	10/6/2019	PO004	Car Shampoo	Piece		1	20	5,000.00	100,000.00	Account Payable	Inventory	Supplier 4
8	10/6/2019	PO004	Car Wax	Piece		2		21,000.00	21,000.00	Account Payable	Inventory	Supplier 4
9	10/6/2019	PO004	Tax	0		3		21,000.00	21,000.00	Account Payable	Tax Payable	Supplier 4
10	10/6/2019				Down Payment			100,000.00	100,000.00	Cash	Account Payable	Supplier 4
11	10/10/2019				Payable Payment			52,520.00	52,520.00	Cash	Account Payable	Supplier 2
12	10/10/2019				Payable Payment			222,000.00	222,000.00	Cash	Account Payable	Supplier 3

Select inventory category

Select tax payable category (deductible tax)

Select bank/cash account

Setup | Inventory | Depreciation | Sales | Cash Receipt | Consignment | Outgoing | **Purchase | Payment** | Co ... (+)

Select destination and press ENTER or choose Paste

90%

7.2.5 ACCOUNT PAYABLE with TAX

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J14

PURCHASE | PAYMENT

No	Date	PO #	Item	Unit	Description	PO Order #	Qty	Price/Unit	Total Amount	Cash/Payable Accounts	Financial Report Category	Supplier
1	10/6/2019	PO001	Car Shampoo	Piece		1	10	5,000.00	50,000.00	Cash	Inventory	Supplier 1
2	10/6/2019	PO001	Car Wax	Piece		2		500.00	500.00	Cash	Tax Payable	Supplier 1
3	10/6/2019	PO002	Car Shampoo	Piece		1	10	5,200.00	52,000.00	Account Payable	Inventory	Supplier 2
4	10/6/2019	PO002	Car Wax	Piece		1		520.00	520.00	Account Payable	Tax Payable	Supplier 2
5	10/6/2019	PO003	Car Shampoo	Piece		1	20	5,100.00	102,000.00	Account Payable	Inventory	Supplier 3
6	10/6/2019	PO003	Car Wax	Piece		2	20	6,000.00	120,000.00	Account Payable	Inventory	Supplier 3
7	10/6/2019	PO004	Car Shampoo	Piece		1	20	5,000.00	100,000.00	Account Payable	Inventory	Supplier 4
8	10/6/2019	PO004	Car Wax	Piece		2	20	5,500.00	110,000.00	Account Payable	Inventory	Supplier 4
9	10/6/2019	PO004	Tax	0		3		21,000.00	21,000.00	Account Payable	Tax Payable	Supplier 4
10	10/6/2019		Down Payment					100,000.00	100,000.00	Cash	Account Payable	Supplier 4
11	10/10/2019		Payable Payment					52,520.00	52,520.00	Cash	Account Payable	Supplier 2
12	10/10/2019		Payable Payment					222,000.00	222,000.00	Cash	Account Payable	Supplier 3

Select account payable account

Select inventory category

Select account payable account

Select tax payable category (deductible tax)

Setup | Inventory | Depreciation | Sales | Cash Receipt | Consignment | Outgoing | **Purchase | Payment** | Co ... (+)

Select destination and press ENTER or choose Paste

90%

7.3 PURCHASE TRANSACTION | ASSETS

All account payable transaction should follow similar steps with section 7.2

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M45 X ✓ fx Cash

OTHER INCOME | EXPENSES

No	Date	Receipt #	Received From	Description	Expenses	Income	Cash/Payable/Receivable Accounts	Financial Report Category	Customer	Supplier	Notes
24	11/25/2019			Paid employee salaries	600.00		Bank 1	EXP - Salaries			
25	11/25/2019			employee salaries taxes	60.00		Bank 1	EXP - Tax Charges			non deductible t
26	11/28/2019			Operational - Oil Cash Advance	50.00		Cash	Cash Advance			
27	12/1/2019			Add capital		10,000.00	Bank 3	Owner's Capital 2			
28	12/6/2019			Oil, parking and gas	114.00		Cash	EXP - Oil, parking, transportation			
29	12/10/2019			Phone bill	42.00		Cash	EXP - Electricity, water, phone and internet			
30	12/10/2019			Electricity bill	180.00		Cash	EXP - Electricity, water, phone and internet			
31	12/10/2019			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet			
32	12/10/2019			Water bill	43.00		Cash	EXP - Electricity, water, phone and internet			
33	12/10/2019			Credit card bill - principal payment	71.00		Cash	Bank Debt - Credit Card			
34	12/10/2019			Credit card bill - interest payment	7.10		Cash	EXP - Bank Interests			
35	12/11/2019			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance			
36	12/16/2019			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising			
37	12/20/2019			Operational - Oil Cash Advance Usage	45.00		Cash Advance	EXP - Oil, parking, transportation			
38	12/20/2019			Operational - Oil Cash Advance Return		5.00	Cash	Cash Advance			
39	12/20/2019			Purchase Coffee Machine	500.00		Cash	Machine		Espresso	
176	9/15/2020			Purchase additional air conditioner - 1 unit	500.00		Account Payable	Office		Wismilac	
181	9/29/2020			Purchase additional air conditioner - 1 unit	500.00		Bank 3	Account Payable		Wismilac	

Select cash/bank/account payable account

Select asset category

Setup | Asset | Setup | Service Products | Depreciation | Sales | Receipt | **Other Transaction** | Cash Mutation ...

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

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P168

OTHER INCOME | EXPENSES

No	Date	Receipt #	Received From	Description	Expenses	Income	Cash/Payable/Receivable Accounts	Financial Report Category	Customer	Supplier
160	8/12/2020			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising		
161	8/24/2020			Paid employee salaries	750.00		Bank 1	EXP - Salaries		
162	8/24/2020			employee salaries taxes	75.00		Bank 1	EXP - Tax Charges		
163	8/31/2020	CR002	Roberto	Employee 1 pay in installment		200.00	Cash	Employee Receivable		
164	8/31/2020			AC Maintenance	100.00		Cash	EXP - Renovation, maintenance and repair		
165	9/1/2020			Oil, parking and gas	81.00		Cash	EXP - Oil, parking, transportation		
166	9/3/2020			Bank debt - principal installment 8	670.17		Bank 4	Bank Debt 1		
167	9/3/2020			Bank debt - interest	67.90		Bank 4	EXP - Bank Interests		
168	9/6/2020			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance		
169	9/10/2020			Phone bill	36.00		Cash	EXP - Electricity, water, phone and internet		
170	9/10/2020			Electricity bill	189.00		Cash	EXP - Electricity, water, phone and internet		
171	9/10/2020			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet		
172	9/10/2020			Water bill	56.00		Cash	EXP - Electricity, water, phone and internet		
173	9/10/2020			Credit card bill - principal payment	84.00		Cash	Bank Debt - Credit Card		
174	9/10/2020			Credit card bill - interest payment	8.40		Cash	EXP - Bank Interests		
175	9/11/2020			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising		
176	9/15/2020			Purchase additional air conditioner - 1 unit	500.00		Account Payable	Office		Wismilac
177	9/15/2020			AC installation cost	20.00		Cash	EXP - Renovation, maintenance and repair		
178	9/15/2020			Worker tip	5.00		Cash	EXP - Other		
179	9/23/2020			Paid employee salaries	750.00		Bank 1	EXP - Salaries		
180	9/23/2020			employee salaries taxes	75.00		Bank 1	EXP - Tax Charges		
181	9/29/2020			Purchase additional air conditioner - 1 unit	500.00		Bank 2	Account Payable		Wismilac
182	9/30/2020			Bank Interest		55.50	Bank 1	Other		
183	9/30/2020			Bank Interest		30.50	Bank 2	Other		
184	9/30/2020			Bank Interest		20.56	Bank 3	Other		
185	9/30/2020			Bank Interest		108.76	Bank 4	Other		

Select cash/bank/account receivable account

Select revenue category

7.5 EXPENSES

All account payable transaction should follow similar steps with section 7.2

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M45 X ✓ fx Cash

OTHER INCOME | EXPENSES

No	Date	Receipt #	Received From	Description	Expenses	Income	Cash/Payable/Receivable Accounts	Financial Report Category	Customer	Supplier	Notes
24	11/25/2019			Paid employee salaries	600.00		Bank 1	EXP - Salaries			
25	11/25/2019			employee salaries taxes	60.00		Bank 1	EXP - Tax Charges			non deductible t
26	11/28/2019			Operational - Oil Cash Advance	50.00		Cash	Cash Advance			
27	12/1/2019			Add capital		10,000.00	Bank 3	Owner's Capital 2			
28	12/6/2019			Oil, parking and gas	114.00		Cash	EXP - Oil, parking, transportation			
29	12/10/2019			Phone bill	42.00		Cash	EXP - Electricity, water, phone and internet			
30	12/10/2019			Electricity bill	180.00		Cash	EXP - Electricity, water, phone and internet			
31	12/10/2019			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet			
32	12/10/2019			Water bill	43.00		Cash	EXP - Electricity, water, phone and internet			
33	12/10/2019			Credit card bill - principal payment	71.88		Cash	Bank Debt - Credit Card			
34	12/10/2019			Credit card bill - interest payment	7.10		Cash	EXP - Bank Interests			
35	12/11/2019			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance			
36	12/16/2019			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising			
37	12/20/2019			Operational - Oil Cash Advance			Cash	EXP - Oil, parking, transportation			
38	12/20/2019			Operational - Oil Cash Advance Return		5.00	Cash	Cash Advance			
39	12/20/2019			Purchase additional air conditioner - 1 unit	500.00		Cash	Machine		Espresso Machine	
176	9/15/2020			Purchase additional air conditioner - 1 unit	500.00		Account Payable	Office			
181	9/29/2020			Purchase additional air conditioner - 1 unit	500.00		Bank 3	Account Payable		Wismilac	

Select cash/bank/account payable account

Select expenses category

Setup | Asset | Setup | Service Products | Depreciation | Sales | Receipt | **Other Transaction** | Cash Mutation ...

7.6 LOAN

7.6.1 BANK/FINANCIAL INSTITUTION LOAN | RECEIVE

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Pembayaran

OTHER INCOME | EXPENSES

No	Date	Receipt #	Received From	Description	Expenses	Income	Cash/Payable/ Receivable Accounts	Financial Report Category	Customer	Supplier
24	11/25/2019			Paid employee salaries	600.00		Bank 1	EXP - Salaries		
25	11/25/2019			employee salaries taxes	60.00		Bank 1	EXP - Tax Charges		
26	11/28/2019			Operational - Oil Cash Advance	50.00		Cash	Cash Advance		
27	12/1/2019			Add capital		10,000.00	Bank 3	Owner's Capital 2		
28	12/6/2019			Oil, parking and gas	114.00		Cash	EXP - Oil, parking, transportation		
29	12/10/2019			Phone bill	42.00		Cash	EXP - Electricity, water, phone and internet		
30	12/10/2019			Electricity bill	180.00		Cash	EXP - Electricity, water, phone and internet		
31	12/10/2019			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet		
32	12/10/2019			Water bill	43.00		Cash	EXP - Electricity, water, phone and internet		
33	12/10/2019			Credit card bill - principal payment	71.00		Cash	Bank Debt - Credit Card		
34	12/10/2019			Credit card bill - interest payment	7.10		Cash	EXP - Bank Interests		
35	12/11/2019			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance		
36	12/16/2019			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising		
37	12/20/2019			Operational - Oil Cash Advance Usage	45.00		Cash Advance	EXP - Oil, parking, transportation		
38	12/20/2019			Operational - Oil Cash Advance Return		5.00	Cash	Cash Advance		
39	12/20/2019			Purchase Coffee Machine	500.00		Cash	Machine		Espresso
40	12/23/2019			Paid employee salaries	600.00		Bank 1	EXP - Salaries		
41	12/23/2019			employee salaries taxes	60.00		Bank 1	EXP - Tax Charges		
42	12/30/2019			AC Maintenance	100.00		Cash	EXP - Renovation, maintenance and repair		
43	12/31/2019			Paid office rental for 2 years period	9,600.00		Bank 1	Prepaid Expenses		
44	12/31/2019			Office rental tax	480.00		Bank 1	Tax Payable 2		
45	12/31/2019			Company lend money from owner (1 year, 0% interest rate)		20,000.00	Bank 2	Owner Debt		
46	1/3/2020			Company receive bank debt (3 years, 4% interest rate)		25,000.00	Bank 4	Bank Debt 1		
47	1/3/2020			Company paid administration fee for bank debt	500.00		Bank 4	EXP - Administration		
48	1/5/2020			Oil, parking and gas	121.00		Cash	EXP - Oil, parking, transportation		
49	1/5/2020			Pay Coffee machine payable	500.00		Bank 1	Account Payable		Espresso
50	1/10/2020			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance		
51	1/10/2020			Phone bill	58.00		Cash	EXP - Electricity, water, phone and internet		
52	1/10/2020			Electricity bill	210.00		Cash	EXP - Electricity, water, phone and internet		
53	1/10/2020			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet		

Select cash/bank account

Select bank debt category

Setup | Asset | Setup | Service Products | Depreciation | Sales | Receipt | Other Transaction | Cash Mutation ...

7.6.2 BANK/FINANCIAL INSTITUTION LOAN | INSTALLMENT

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OTHER INCOME | EXPENSES

No	Date	Receipt #	Received From	Description	Expenses	Income	Cash/Payable/Receivable Accounts	Financial Report Category	Customer	Supplier
51	1/10/2020			Phone bill	58.00		Cash	EXP - Electricity, water, phone and internet		
52	1/10/2020			Electricity bill	210.00		Cash	EXP - Electricity, water, phone and internet		
53	1/10/2020			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet		
54	1/10/2020			Water bill	53.00		Cash	EXP - Electricity, water, phone and internet		
55	1/10/2020			Credit card bill - principal payment	69.00		Cash	Bank Debt - Credit Card		
56	1/10/2020			Credit card bill - interest payment	6.90		Cash	EXP - Bank Interests		
57	1/15/2020			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising		
58	1/23/2020			Paid employee salaries	650.00		Bank 1	EXP - Salaries		
59	1/23/2020			employee salaries taxes	65.00		Bank 1	EXP - Tax Charges		
60	1/26/2020			Purchase new car	10,000.00		Bank 2	Vehicle		
61	1/26/2020			Paid car insurance for 3 years	360.00		Bank 2	Prepaid Expenses		
62	1/26/2020			Paid car tax	1,000.00		Bank 2	EXP - Tax Charges		
63	1/30/2020			Business Travel - Cash Advance	1,300.00		Cash	Cash Advance		
64	1/30/2020			Business Travel - Usage - Employee Allowance	300.00		Cash Advance	EXP - Allowance		
71	65	2/2/2020		Bank debt - principal installment 1	654.74		Bank 4	Bank Debt 1		
72	66	2/2/2020		Bank debt - interest	83.33		Bank 4	EXP - Bank Interests		
73	67	2/4/2020		Oil parking and gas	114.00		Cash	EXP - Oil parking transportation		
74	68	2/9/2020		Paid monthly health insurance	30.00		Bank 2	EXP - Insurance		
75	69	2/9/2020		Phone bill	47.00		Cash	EXP - Electricity, water, phone and internet		
76	70	2/9/2020		Electricity bill	250.00		Cash	EXP - Electricity, water, phone and internet		
77	71	2/9/2020		Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet		
78	72	2/9/2020		Water bill	51.00		Cash	EXP - Electricity, water, phone and internet		
79	73	2/9/2020		Credit card bill - principal payment	68.00		Cash	Bank Debt - Credit Card		
80	74	2/9/2020		Credit card bill - interest payment	6.80		Cash	EXP - Bank Interests		
81	75	2/14/2020		Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising		
82	76	2/22/2020		Paid employee salaries	650.00		Bank 1	EXP - Salaries		
83	77	2/22/2020		employee salaries taxes	65.00		Bank 1	EXP - Tax Charges		
84	78	2/24/2020		Purchase 1 new laptop and 1 set computer	1,000.00		Bank 1	Electronics		
85	79	2/24/2020		Purchase 1 new printer	100.00		Bank 1	Electronics		
86	80	2/27/2020		Business Travel - Cash Advance Usage	744.00		Cash Advance	EXP - Travel		

Setup | Asset | Setup | Service Products | Depreciation | Sales | Receipt | **Other Transaction** | Cash Mutation ...

80%

Select bank debt category

Select bank interest expenses category

Split into 2 rows.

Select cash/bank account

7.6.3 OWNER LOAN | RECEIVE

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OTHER INCOME | EXPENSES

No	Date	Receipt #	Received From	Description	Expenses	Income	Cash/Payable/Receivable Accounts	Financial Report Category	Customer	Supplier
24	11/25/2019			Paid employee salaries	600.00		Bank 1	EXP - Salaries		
25	11/25/2019			employee salaries taxes	60.00		Bank 1	EXP - Tax Charges		
26	11/28/2019			Operational - Oil Cash Advance	50.00		Cash	Cash Advance		
27	12/1/2019			Add capital		10,000.00	Bank 3	Owner's Capital 2		
28	12/6/2019			Oil, parking and gas	114.00		Cash	EXP - Oil, parking, transportation		
29	12/10/2019			Phone bill	42.00		Cash	EXP - Electricity, water, phone and internet		
30	12/10/2019			Electricity bill	180.00		Cash	EXP - Electricity, water, phone and internet		
31	12/10/2019			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet		
32	12/10/2019			Water bill	43.00		Cash	EXP - Electricity, water, phone and internet		
33	12/10/2019			Credit card bill - principal payment	71.00		Cash	Bank Debt - Credit Card		
34	12/10/2019			Credit card bill - interest payment	7.10		Cash	EXP - Bank Interests		
35	12/11/2019			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance		
36	12/16/2019			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising		
37	12/20/2019			Operational - Oil Cash Advance Usage	45.00		Cash Advance	EXP - Oil, parking, transportation		
38	12/20/2019			Operational - Oil Cash Advance Return		5.00	Cash	Cash Advance		
39	12/20/2019			Purchase Coffee Machine	500.00		Cash	Machine		Espresso
40	12/23/2019			Paid employee salaries	600.00		Bank 1	EXP - Salaries		
41	12/23/2019			employee salaries taxes	60.00		Bank 1	EXP - Tax Charges		
42	12/30/2019			AC Maintenance	100.00		Cash	EXP - Renovation, maintenance and repair		
43	12/31/2019			Paid office rental for 2 years period	9,600.00		Bank 1	Prepaid Expenses		
44	12/31/2019			Office rental tax	480.00		Bank 1	Tax Payable 2		
45	12/31/2019			Company lend money from owner (1 year, 0% interest rate)		20,000.00	Bank 2	Owner Debt		
46	1/3/2020			Company receive bank debt (3 years, 4% interest rate)		25,000.00	Bank 4	Bank Debt 1		
47	1/3/2020			Company paid administration fee for bank debt	500.00		Bank 4	EXP - Administration		
48	1/5/2020			Oil, parking and gas	121.00		Cash	EXP - Oil, parking, transportation		
49	1/5/2020			Pay Coffee machine payable	500.00		Bank 1	Account Payable		Espresso
50	1/10/2020			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance		
51	1/10/2020			Phone bill	58.00		Cash	EXP - Electricity, water, phone and internet		
52	1/10/2020			Electricity bill	110.00		Cash	EXP - Electricity, water, phone and internet		
53	1/10/2020			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet		

Select cash/bank account

Select owner debt category

Setup | Asset | Setup | Service Products | Depreciation | Sales | Receipt | Other Transaction | Cash Mutation ...

7.6.4 OWNER LOAN | INSTALLMENT/RETURN

Installment payment can follow steps in section 7.5.2

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N142 Owner Debt

OTHER INCOME | EXPENSES

No	Date	Receipt #	Received From	Description	Expenses	Income	Cash/Payable/ Receivable Accounts	Financial Report Category	Customer	Supplier
123	6/3/2020			Oil, parking and gas	130.00		Cash	EXP - Oil, parking, transportation		
124	6/4/2020			Bank debt - principal installment 5	663.51		Bank 4	Bank Debt 1		
125	6/4/2020			Bank debt - interest	74.56		Bank 4	EXP - Bank Interests		
126	6/8/2020			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance		
127	6/11/2020			Phone bill	33.00		Cash	EXP - Electricity, water, phone and internet		
128	6/11/2020			Electricity bill	246.00		Cash	EXP - Electricity, water, phone and internet		
129	6/11/2020			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet		
130	6/11/2020			Water bill	53.00		Cash	EXP - Electricity, water, phone and internet		
131	6/11/2020			Credit card bill - principal payment	60.00		Cash	Bank Debt - Credit Card		
132	6/11/2020			Credit card bill - interest payment	6.00		Cash	EXP - Bank Interests		
133	6/13/2020			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising		
134	6/24/2020			Paid employee salaries	400.00		Bank 1	EXP - Salaries		
135	6/24/2020			employee salaries taxes	40.00		Bank 1	EXP - Tax Charges		
136	7/1/2020			Company paid half of borrowed money from owner	10,000.00		Bank 2	Owner Debt		
137	7/3/2020			Oil, parking and gas	106.00		Cash	EXP - Oil, parking, transportation		
138	7/4/2020			Bank debt - principal installment 6	665.73		Bank 4	Bank Debt 1		
139	7/4/2020			Bank debt - interest	72.35		Bank 4	EXP - Bank Interests		
140	7/8/2020			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance		
141	7/11/2020			Phone bill	53.00		Cash	EXP - Electricity, water, phone and internet		
142	7/11/2020			Electricity bill			Cash	EXP - Electricity, water, phone and internet		
143	7/11/2020			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet		
144	7/11/2020			Water bill	42.00		Cash	EXP - Electricity, water, phone and internet		
145	7/11/2020			Credit card bill - principal payment	62.00		Cash	Bank Debt - Credit Card		
146	7/11/2020			Credit card bill - interest payment	6.20		Cash	EXP - Bank Interests		
147	7/13/2020			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising		
148	7/24/2020			Paid employee salaries	750.00		Bank 1	EXP - Salaries		
149	7/24/2020			employee salaries taxes	75.00		Bank 1	EXP - Tax Charges		
150	8/2/2020			Oil, parking and gas	75.00		Cash	EXP - Oil, parking, transportation		
151	8/4/2020			Bank debt - principal installment 7	667.94		Bank 4	Bank Debt 1		
152	8/4/2020			Bank debt - interest	70.13		Bank 4	EXP - Bank Interests		

Setup | Asset | Setup | Service Products | Depreciation | Sales | Receipt | **Other Transaction** | Cash Mutation ...

80%

Select cash/bank account

Select owner debt category

7.7 PREPAID PAYMENT

7.7.1 DEPOSIT

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G6

OTHER INCOME | EXPENSES

No	Date	Receipt #	Received From	Description	Expenses	Income	Cash/Payable/Receivable Accounts	Financial Report Category	Customer	Supplier	Notes
166	9/3/2020			Bank debt - principal installment 8	670.17		Bank 4	Bank Debt 1			
167	9/3/2020			Bank debt - interest	67.90		Bank 4	EXP - Bank Interests			
168	9/6/2020			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance			
169	9/10/2020			Phone bill	36.00		Cash	EXP - Electricity, water, phone and internet			
170	9/10/2020			Electricity bill	189.00		Cash	EXP - Electricity, water, phone and internet			
171	9/10/2020			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet			
172	9/10/2020			Water bill	56.00		Cash	EXP - Electricity, water, phone and internet			
173	9/10/2020			Credit card bill - principal payment	84.00		Cash	Bank Debt - Credit Card			
174	9/10/2020			Credit card bill - interest payment	8.40		Cash	EXP - Bank Interests			
175	9/11/2020			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising			
176	9/15/2020			Purchase additional air conditioner - 1 unit	500.00		Account Payable	Office		Wismilac	
177	9/15/2020			AC installation cost	20.00		Cash	EXP - Renovation, maintenance and repair			
178	9/15/2020			Worker tip	5.00		Cash	EXP - Other			
179	9/23/2020			Paid employee salaries	750.00		Bank 1	EXP - Salaries			
180	9/23/2020			employee salaries taxes	75.00		Bank 1	EXP - Tax Charges			non deductible tax
181	9/23/2020			rental car	200.00		Bank 2	Deposits			
182	9/26/2020			rental car deposit returned		200.00	Bank 2	Deposits			

Select cash/bank account

Select deposit category | payment or returning

Setup | Asset | Setup | Service Products | Depreciation | Sales | Receipt | Other Transaction | Cash Mutation ...

80%

7.7.2 PREPAID REVENUE

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O193

OTHER INCOME | EXPENSES

No	Date	Receipt #	Received From	Description	Expenses	Income	Cash/Payable/Receivable Accounts	Financial Report Category	Customer	Supplier	Notes
168	9/6/2020			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance			
169	9/10/2020			Phone bill	36.00		Cash	EXP - Electricity, water, phone and internet			
170	9/10/2020			Electricity bill	189.00		Cash	EXP - Electricity, water, phone and internet			
171	9/10/2020			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet			
172	9/10/2020			Water bill	56.00		Cash	EXP - Electricity, water, phone and internet			
173	9/10/2020			Credit card bill - principal payment	84.00		Cash	Bank Debt - Credit Card			
174	9/10/2020			Credit card bill - interest payment	8.40		Cash	EXP - Bank Interests			
175	9/11/2020			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising			
176	9/15/2020			Purchase additional air conditioner - 1 unit	500.00		Account Payable	Office		Wismilac	
177	9/15/2020			AC installation cost	20.00		Cash	EXP - Renovation, maintenance and repair			
178	9/15/2020			Worker tip	5.00		Cash	EXP - Other			
179	9/23/2020			Paid employee salaries	750.00		Bank 1	EXP - Salaries			
180	9/23/2020			employee salaries taxes	75.00		Bank 1	EXP - Tax Charges			non deductible tax
181	9/23/2020			rental car	200.00		Bank 2	Deposits			
182	9/26/2020			rental car deposit returned		200.00	Bank 2	Deposits			
183	9/26/2020			customer give payment in advance for services		1,200.00	Bank 1	Prepaid Revenue			

Select cash/bank account

Select prepaid revenue category

Setup | Asset | Setup | Service Products | Depreciation | Sales | Receipt | **Other Transaction** | Cash Mutation ...

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

7.7.3 PREPAID EXPENSES

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Q50 deductible tax

OTHER INCOME | EXPENSES

No	Date	Receipt #	Received From	Description	Expenses	Income	Cash/Payable/Receivable Accounts	Financial Report Category	Customer	Supplier	Notes
29	12/10/2019			Phone bill	42.00		Cash	EXP - Electricity, water, phone and internet			
30	12/10/2019			Electricity bill	180.00		Cash	EXP - Electricity, water, phone and internet			
31	12/10/2019			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet			
32	12/10/2019			Water bill	43.00		Cash	EXP - Electricity, water, phone and internet			
33	12/10/2019			Credit card bill - principal payment	71.00		Cash	Bank Debt - Credit Card			
34	12/10/2019			Credit card bill - interest payment	7.10		Cash	EXP - Bank Interests			
35	12/11/2019			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance			
36	12/16/2019			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising			
37	12/20/2019			Operational - Oil Cash Advance Usage	45.00		Cash Advance	EXP - Oil, parking, transportation			
38	12/20/2019			Operational - Oil Cash Advance Return		5.00	Cash	Cash Advance			
39	12/20/2019			Purchase Coffee Machine	500.00		Account Payable	Machine		Espresso	
40	12/23/2019			Paid employee salaries	600.00		Bank 1	EXP - Salaries			
41	12/23/2019			employee salaries taxes	60.00		Bank 1	EXP - Tax Charges			non deductible tax
42	12/30/2019			AC Maintenance	100.00		Cash	EXP - Renovation, maintenance and repair			
43	12/31/2019			Paid office rental for 2 years period	9,600.00		Bank 1	Prepaid Expenses			
44	12/31/2019			Office rental tax	480.00		Bank 1	Tax Payable 2			deductible tax
45	12/31/2019			Company lend money from owner (1 year, 0% interest rate)		20,000.00	Bank 2	Owner Debt			
46	1/3/2020			Company receive bank debt (3 years, 4% interest rate)		25,000.00	Bank 4	Bank Debt 1			
47	1/3/2020			Company paid administration fee for bank	500.00		Bank 4	EXP - Administration			
48	1/5/2020			Oil, parking and gas	21.00		Cash	EXP - Oil, parking, transportation			
49	1/5/2020			Pay Coffee machine	500.00		Account Payable			Espresso	
50	1/10/2020			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance			
51	1/10/2020			Phone bill	58.00		Cash	EXP - Electricity, water, phone and internet			
52	1/10/2020			Electricity bill	210.00		Cash	EXP - Electricity, water, phone and internet			
53	1/10/2020			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet			
54	1/10/2020			Water bill	53.00		Cash	EXP - Electricity, water, phone and internet			
55	1/10/2020			Credit card bill - principal payment	69.00		Cash	Bank Debt - Credit Card			
56	1/10/2020			Credit card bill - interest payment	6.90		Cash	EXP - Bank Interests			
57	1/15/2020			Ads on internet	100.00		Bank 1	EXP - Marketing, promotion and advertising			
58	1/23/2020			Paid employee salaries	650.00		Bank 1	EXP - Salaries			

Setup | Asset | Setup | Service Products | Depreciation | Sales | Receipt | **Other Transaction** | Cash Mutation ...

Select cash/bank account

Select prepaid expenses category

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

7.8 OWNER'S CAPITAL

7.8.1 CAPITAL ADDITION

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N33 Owner's Capital 2

OTHER INCOME | EXPENSES

No	Date	Receipt #	Received From	Description	Expenses	Income	Cash/Payable/Receivable Accounts	Financial Report Category	Customer	Supplier	Notes
10	10/12/2019			Credit card bill - interest payment	5.40		Cash	EXP - Bank Interests			
11	10/17/2019			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising			
12	10/25/2019			Paid employee salaries	600.00		Bank 1	EXP - Salaries			
13	10/25/2019			employee salaries taxes	60.00		Bank 1	EXP - Tax Charges			non deductible tax
14	10/30/2019			Purchase new reception desk	300.00		Bank 1	Furniture			
15	11/6/2019			Oil, parking and gas	129.00		Cash	EXP - Oil, parking, transportation			
16	11/11/2019			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance			
17	11/12/2019			Phone bill	55.00		Cash	EXP - Electricity, water, phone and internet			
18	11/12/2019			Electricity bill	161.00		Cash	EXP - Electricity, water, phone and internet			
19	11/12/2019			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet			
20	11/12/2019			Water bill	38.00		Cash	EXP - Electricity, water, phone and internet			
21	11/12/2019			Credit card bill - principal payment	74.00		Cash	Bank Debt - Credit Card			
22	11/12/2019			Credit card bill - interest payment	7.40		Cash	EXP - Bank Interests			
23	11/16/2019			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising			
24	11/25/2019			Paid employee salaries	600.00		Bank 1	EXP - Salaries			
25	11/25/2019			employee salaries taxes	60.00		Bank 1	EXP - Tax Charges			non deductible tax
26	11/28/2019			Operational - Oil Cash Advance	50.00		Cash	Cash Advance			
27	12/1/2019			Add capital		10,000.00	Bank 3	Owner's Capital 2			
28	12/6/2019			Oil, parking and gas	114.00		Cash	EXP - Oil, parking, transportation			
29	12/10/2019			Phone bill	42.00		Cash	EXP - Electricity, water, phone and internet			
30	12/10/2019			Electricity bill	180.00		Cash	EXP - Electricity, water, phone and internet			
31	12/10/2019			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet			
32	12/10/2019			Water bill	38.00		Cash	EXP - Electricity, water, phone and internet			
33	12/10/2019			Credit card bill - principal payment	71.00		Cash	Bank Debt - Credit Card			
34	12/10/2019			Credit card bill - interest payment	7.10		Cash	EXP - Bank Interests			
35	12/11/2019			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance			
36	12/16/2019			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising			
37	12/20/2019			Operational - Oil Cash Advance Usage	45.00		Cash Advance	EXP - Oil, parking, transportation			
38	12/20/2019			Operational - Oil Cash Advance Return		5.00	Cash	Cash Advance			
39	12/20/2019			Purchase Coffee Machine	500.00		Account Payable	Machine		Esprezzo	

Select cash/bank account

Select owner's capital category

Setup | Asset | Setup | Service Products | Depreciation | Sales | Receipt | Other Transaction | Cash Mutation

7.8.2 CAPITAL WITHDRAWAL

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N33 Owner's Capital 2

OTHER INCOME | EXPENSES

No	Date	Receipt #	Received From	Description	Expenses	Income	Cash/Payable/Receivable Accounts	Financial Report Category	Customer	Supplier	Notes
1	10/2/2019			Owner 1 withdraw retained earnings	5,000.00		Bank 1	Retained Earnings			
2	10/2/2019			Owner 1 withdraw partial of its capital	5,000.00		Bank 1	Owner's Capital 1			
3	10/7/2019			Oil, parking and gas	78.00		Cash	EXP - Oil, parking, transportation			
4	10/12/2019			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance			
5	10/12/2019			Phone bill	44.00		Cash	EXP - Electricity, water, phone and internet			
6	10/12/2019			Electricity bill	155.00		Cash	EXP - Electricity, water, phone and internet			
7	10/12/2019			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet			
8	10/12/2019			Water bill	35.00		Cash	EXP - Electricity, water, phone and internet			
9	10/12/2019			Credit card bill - principal payment	54.00		Cash	Bank Debt - Credit Card			
10	10/12/2019			Credit card bill - interest payment	5.40		Cash	EXP - Bank Interests			
11	10/17/2019			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising			
12	10/25/2019			Paid employee salaries	600.00		Bank 1	EXP - Salaries			
13	10/25/2019			employee salaries taxes	60.00		Bank 1	EXP - Tax Charges			non deductible tax
14	10/30/2019			Purchase new reception desk	300.00		Bank 1	Furniture			
15	11/6/2019			Oil, parking and gas	129.00		Cash	EXP - Oil, parking, transportation			
16	11/11/2019			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance			
17	11/12/2019			Phone bill	55.00		Cash	EXP - Electricity, water, phone and internet			
18	11/12/2019			Electricity bill	161.00		Cash	EXP - Electricity, water, phone and internet			
19	11/12/2019			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet			
20	11/12/2019			Water bill	38.00		Cash	EXP - Electricity, water, phone and internet			
21	11/12/2019			Credit card bill - principal payment	74.00		Cash	Bank Debt - Credit Card			
22	11/12/2019			Credit card bill - interest payment	7.40		Cash	EXP - Bank Interests			
23	11/16/2019			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising			
24	11/25/2019			Paid employee salaries	600.00		Bank 1	EXP - Salaries			
25	11/25/2019			employee salaries taxes	60.00		Bank 1	EXP - Tax Charges			non deductible tax
26	11/28/2019			Operational - Oil Cash Advance	50.00		Cash	Cash Advance			
27	12/1/2019			Add capital		10,000.00	Bank 3	Owner's Capital 2			
28	12/6/2019			Oil, parking and gas	114.00		Cash	EXP - Oil, parking, transportation			
29	12/10/2019			Phone bill	42.00		Cash	EXP - Electricity, water, phone and internet			
30	12/10/2019			Electricity bill	180.00		Cash	EXP - Electricity, water, phone and internet			

Select cash/bank account

Select owner's capital category

Other Transaction Cash Mutation ... (+)

80%

7.8.3 DIVIDEND/RETAINED EARNINGS WITHDRAWAL

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N33 Owner's Capital 2

OTHER INCOME | EXPENSES

No	Date	Receipt #	Received From	Description	Expenses	Income	Cash/Payable/ Receivable Accounts	Financial Report Category	Customer	Supplier	Notes
1	10/2/2019			Owner 1 withdraw retained earnings	5,000.00		Bank 1	Retained Earnings			
2	10/2/2019			Owner 1 withdraw partial of its capital	5,000.00		Bank 1	Owner's Capital 1			
3	10/7/2019			Oil, parking and gas	78.00		Cash	EXP - Oil, parking, transportation			
4	10/12/2019			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance			
5	10/12/2019			Phone bill	44.00		Cash	EXP - Electricity, water, phone and internet			
6	10/12/2019			Electricity bill	35.00		Cash	EXP - Electricity, water, phone and internet			
7	10/12/2019			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet			
8	10/12/2019			Water bill	53.00		Cash	EXP - Electricity, water, phone and internet			
9	10/12/2019			Credit card bill - principal payment	54.00		Cash	Bank Debt - Credit Card			
10	10/12/2019			Credit card bill - interest payment	5.40		Cash	EXP - Bank Interests			
11	10/17/2019			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising			
12	10/25/2019			Paid employee salaries	600.00		Bank 1	EXP - Salaries			
13	10/25/2019			employee salaries taxes	60.00		Bank 1	EXP - Tax Charges			non deductible tax
14	10/30/2019			Purchase new reception desk	300.00		Bank 1	Furniture			
15	11/6/2019			Oil, parking and gas	129.00		Cash	EXP - Oil, parking, transportation			
16	11/11/2019			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance			
17	11/12/2019			Phone bill	55.00		Cash	EXP - Electricity, water, phone and internet			
18	11/12/2019			Electricity bill	161.00		Cash	EXP - Electricity, water, phone and internet			
19	11/12/2019			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet			
20	11/12/2019			Water bill	38.00		Cash	EXP - Electricity, water, phone and internet			
21	11/12/2019			Credit card bill - principal payment	74.00		Cash	Bank Debt - Credit Card			
22	11/12/2019			Credit card bill - interest payment	7.40		Cash	EXP - Bank Interests			
23	11/16/2019			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising			
24	11/25/2019			Paid employee salaries	600.00		Bank 1	EXP - Salaries			
25	11/25/2019			employee salaries taxes	60.00		Bank 1	EXP - Tax Charges			non deductible tax
26	11/28/2019			Operational - Oil Cash Advance	50.00		Cash	Cash Advance			
27	12/1/2019			Add capital		10,000.00	Bank 3	Owner's Capital 2			
28	12/6/2019			Oil, parking and gas	114.00		Cash	EXP - Oil, parking, transportation			
29	12/10/2019			Phone bill	42.00		Cash	EXP - Electricity, water, phone and internet			
30	12/10/2019			Electricity bill	180.00		Cash	EXP - Electricity, water, phone and internet			

Select cash/bank account

Select retained earnings category

Setup | Asset | Setup | Service Products | Depreciation | Sales | Receipt | Other Transaction | Cash Mutation ... (+) | 80%

7.9 EMPLOYEE RECEIVABLE

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Q125

OTHER INCOME | EXPENSES

No	Date	Receipt #	Received From	Description	Expenses	Income	Cash/Payable/Receivable Accounts	Financial Report Category	Customer	Supplier	Notes
113	5/11/2020			Phone bill	40.00		Cash	EXP - Electricity, water, phone and internet			
114	5/11/2020			Electricity bill	161.00		Cash	EXP - Electricity, water, phone and internet			
115	5/11/2020			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet			
116	5/11/2020			Water bill	45.00		Cash	EXP - Electricity, water, phone and internet			
117	5/11/2020			Credit card bill - principal payment	65.00		Cash	Bank Debt - Credit Card			
118	5/11/2020			Credit card bill - interest payment	6.50		Cash	EXP - Bank Interests			
119	5/14/2020			Ads on internet	100.00		Bank 1	EXP - Marketing, promotion and advertising			
120	5/24/2020			Paid employee salaries	400.00		Bank 1	EXP - Salaries			
121	5/24/2020			employee salaries taxes	40.00		Bank 1	EXP - Tax Charges			
122	6/1/2020			Employee 1 borrow money	500.00		Cash	Employee Receivable			Upon borrowing
123	6/2/2020			Oil, parking and gas	120.00		Cash	EXP - Oil, parking, transportation			
124	6/4/2020			Bank debt - principal installment 5	663.51		Bank 4	Bank Debt 1			
125	6/4/2020			Bank debt - interest	74.56		Bank 4	EXP - Bank Interests			
157	8/11/2020			Water bill	40.00		Cash	EXP - Electricity, water, phone and internet			
158	8/11/2020			Credit card bill - principal payment	7.00		Cash	Bank Debt - Credit Card			
159	8/11/2020			Credit card bill - interest payment	7.00		Cash	EXP - Bank Interests			
160	8/12/2020			Ads on internet	100.00		Bank 1	EXP - Marketing, promotion and advertising			
161	8/24/2020			Paid employee salaries	750.00		Bank 1	EXP - Salaries			
162	8/24/2020			employee salaries taxes	75.00		Bank 1	EXP - Tax Charges			
163	8/31/2020	CR002	Roberto	Employee 1 pay in installment		200.00	Cash	Employee Receivable			Upon returning
164	8/31/2020			AC maintenance	100.00		Cash	EXP - Renovation, maintenance and repair			
165	9/1/2020			Oil, parking and gas	81.00		Cash	EXP - Oil, parking, transportation			
166	9/3/2020			Bank debt - principal installment 8	670.17		Bank 4	Bank Debt 1			
167	9/3/2020			Bank debt - interest	67.90		Bank 4	EXP - Bank Interests			
168	9/6/2020			Paid monthly health insurance	39.11		Bank 2	EXP - Insurance			
169	9/10/2020			Phone bill	36.00		Cash	EXP - Electricity, water, phone and internet			
170	9/10/2020			Electricity bill	189.00		Cash	EXP - Electricity, water, phone and internet			
171	9/10/2020			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet			
172	9/10/2020			Water bill	56.00		Cash	EXP - Electricity, water, phone and internet			
173	9/10/2020			Credit card bill - principal payment	84.00		Cash	Bank Debt - Credit Card			

Setup | Asset | Setup | Service Products | Depreciation | Sales | Receipt | **Other Transaction** | Cash Mutation ...

Select cash/bank account

Select employee receivable category

Select cash/bank account

Select employee receivable category

7.10 CASH ADVANCE

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G62 1/10/2020

OTHER INCOME | EXPENSES

No	Date	Receipt #	Received From	Description	Expenses	Income	Cash/Payable/Receivable Accounts	Financial Report Category	Customer	Supplier	Notes
56	1/10/2020			Credit card bill - interest payment	6.90		Cash	EXP - Bank Interests			
57	1/15/2020			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising			
58	1/23/2020			Employee salaries	650.00		Bank 1	EXP - Salaries			
59	1/23/2020			employee salaries taxes	65.00		Bank 1	EXP - Tax Charges			
60	1/26/2020			Purchase new car	10,000.00		Bank 2	Vehicle			
61	1/26/2020			Paid car insurance for 3 years	360.00		Bank 2	Prepaid Expenses			
62	1/26/2020			Paid car tax	1,000.00		Bank 2	EXP - Tax Charges			
63	1/30/2020			Business Travel - Cash Advance	1,300.00		Cash	Cash Advance			
64	2/4/2020			Oil, parking and gas	89.00		Cash	EXP - Oil, parking, transportation			
65	2/2/2020			Bank debt - principal installment 1	654.74		Bank 4	Bank Debt 1			
66	2/2/2020			bank debt - interest	85.55		Bank 4	EXP - Bank Interests			
67	2/4/2020			Business Travel - Usage - Employee Allowance	300.00		Cash Advance	EXP - Allowance			
68	2/9/2020			paid monthly health insurance	30.00		Bank 2	EXP - Insurance			
69	2/9/2020			Phone bill	47.00		Cash	EXP - Electricity, water, phone and internet			
70	2/9/2020			Electricity bill	250.00		Cash	EXP - Electricity, water, phone and internet			
71	2/9/2020			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet			
72	2/9/2020			Water bill	21.00		Cash	EXP - Electricity, water, phone and internet			
73	2/9/2020			Credit card bill - principal payment	68.00		Cash	Bank Debt - Credit Card			
74	2/9/2020			Credit card bill - interest payment	6.80		Cash	EXP - Bank Interests			
75	2/14/2020			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising			
76	2/22/2020			Paid employee salaries	650.00		Bank 1	EXP - Salaries			
77	2/22/2020			employee salaries taxes	65.00		Bank 1	EXP - Tax Charges			non deductible tax
78	2/24/2020			Purchase 1 new laptop and 1 set computer	1,000.00		Bank 1	Electronics			
79	2/24/2020			Purchase 1 new printer	100.00		Bank 1	Electronics			
80	3/27/2020			Business Travel - Cash Advance Usage	744.00		Cash Advance	EXP - Travel			
81	2/27/2020			Business Travel - Cash Advance Return		256.00	Cash	Cash Advance			
82	3/4/2020			Bank debt - principal installment 2	656.92		Bank 4	Bank Debt 1			
83	3/4/2020			Bank debt - interest	81.15		Bank 4	EXP - Bank Interests			
84	3/5/2020			Oil, parking and gas	89.00		Cash	EXP - Oil, parking, transportation			
85	3/10/2020			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance			

Setup | Asset | Setup | Service Products | Other Transaction | Cash Mutation

Select cash/bank account

Select cash advance category

Upon issuing cash advance to any parties

Cash advance usage report

Select cash advance category

Select expenses category

Upon returning remaining balance/unused cash advance

Select cash/bank account

Select cash advance category

THANK YOU

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