JOURNALSHEET

YOUR BOOKKEEPING SOLUTION

USER GUIDE V3.21

BOOKKEEPING SPREADSHEET FOR NON ACCOUNTANT

Table of Contents

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. Supplier List
3. Channel List
4. Receipt Number List
5. Asset List
6. Prepaid Revenue | Expenses
7. Financial Report
8. Inventory List

Room Management

1. Room List
2. Room Price List
3. Booking Calendar

Transaction

1. Booking and Deposit
2. Sales
3. Purchase
4. Other Income | Expenses
5. Internal Bank/Cash Account Transfer/Mutation
6. Depreciation

Receipt

1. Invoice
2. Cash Receipt
3. Purchase Order

Account Payable/Receivable

1. Receivable Customer List
2. Account Receivable | Customer
3. Account Receivable | Channel
4. Account Payable

Financial Statement

1. Profit & Loss | Room
2. Profit & Loss | Product
3. Profit & Loss | Monthly
4. Profit & Loss
5. Balance Sheet
6. Cash Flow
7. Equity
8. Assets
9. Cash Accounts
10. Dashboard
11. Inventory

1.4 FRONT MENU

Use this front menu to move between worksheets quickly

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

2.2 SUPPLIER LIST

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			
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19			
20			
21			
22			
23			

Type supplier data for receipt purposes and to track their payables

2.3 DOCUMENT RECEIPT NUMBER

SETUP | RECEIPT DOCUMENT NO

INVOICE		PURCHASE ORDER		CASH RECEIPT	
No	Invoice #	No	PO #	No	Receipt #
1	*INV0001*	1	PO0001	1	*KU0001*
2	*INV0002*	2	PO0002	2	*KU0002*
3	INV0003	3	PO0003	3	KU0003
4	INV0004	4	PO0004	4	KU0004
5	INV0005	5	PO0005	5	KU0005
6	INV0006	6	PO0006	6	KU0006
7	INV0007	7	PO0007	7	KU0007
8	INV0008	8	PO0008	8	KU0008
9	INV0009	9	PO0009	9	KU0009
10	INV0010	10		10	
11		11		11	
12		12		12	
13		13		13	
14		14		14	
15		15		15	
16		16		16	
17		17		17	
18		18		18	
19		19		19	
20		20		20	
21		21		21	
22		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.

2.4 FINANCIAL REPORT

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	Raw Material Inventory
1251	Product Inventory
1301	Employee Receivable
1302	Account Receivable
1303	Other Receivable
1304	Prepaid Taxes
1305	Cash Advance
	Aset Tetap
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.

SETUP | FINANCIAL REPORT

62		PROFIT & LOSS
63		REVENUE
64	3001	REV - T-Shirt
65	3002	
66	3003	
67	3004	
68	3005	
69	3006	
70	3007	
71	3008	
72	3009	
73	3010	REV - Other
74		Total Revenue
75		COST OF GOODS SOLD
76	3501	COGS - T-Shirt
77	3502	
78	3503	
79	3504	
80	3505	COGS - Other
81		Total Cost of Goods Sold
82		GROSS PROFIT/LOSS
83		EXPENSES
84	4001	Salaries
85	4002	Allowance
86	4003	Administration
87	4004	Electricity, water, phone and internet
88	4005	Subscription
89	4006	Travel
90	4007	Oil, parking, transportation
91	4008	Marketing, promotion and advertising
92	4009	Renovation, maintenance and repair
93	4010	Office supplies
94	4011	Insurance
95	4012	Bank charges
96	4013	Shipping charges
97	4014	Bank Interests
98	4015	Tax Charges
99	4016	Other
100	4017	Rent
101	4018	
102	4019	
103	4020	
104	4021	
105	4022	
106	4023	
107	4024	
108	4025	
109	4026	Expired Materials or Material Loss
110	4027	Depreciation - Office
111	4028	Depreciation - Vehicle
112	4029	Depreciation - Electronics
113	4030	Depreciation - Machine
114	4031	Depreciation - Furniture
115	4032	Depreciation - Land and Buildings
116		Total Expenses
117		NET PROFIT/LOSS
118		

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

2.5 ASSET LIST

SETUP | ASSET LIST

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					

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.

2.6 PREPAID REVENUE | EXPENSES

Select category and fill its beginning balance

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

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

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

journalsheet.com

2.7 CHANNEL LIST

SETUP | CHANNEL

No	ID	Name	Note
1	SU001	Booking.com	
2	SU002	AirBnB	
3	SU003	Agoda.com	
4	SU004	Website	
5	SU005	Direct Visit	
6	SU006	Phone	
7	SU007	Travel Agent 1	
8	SU008	Travel Agent 2	
9	SU009	Travel Agent 3	
10	SU010	Travel Agent 4	
11			
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23			

Type channel (optional). You may fill it if you want to track channels where you sell your products.

2.8 INVENTORY LIST

SETUP | INVENTORY

CATEGORY

No	COGS Category	Sub Category
1	COGS - Minibar	Minibar
2	COGS - Minibar	Minibar
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
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18		
19		
20		
21		
22		

PRODUCT NAME — Initial Balance/Paid

No	ID	Name	Sub Category	Unit	Qty	Price/Unit	Total
		Room/Service		Unit			
1	JA001	Room Only		Night			
2	JA002	Phone					
3	JA003	Massage					
4	JA004	Guide					
5	JA005	Laundry & Press					
6	JA006	Room Service					
7							
8							
9							
10		Tax					
		Additional Products		Unit	Qty	Price/Unit	Total
1	PR001	Minibar - Drink 1	Minibar	Piece	5	0.80	4.00
2	PR002	Minibar - Drink 2	Minibar	Piece	5	0.80	4.00
3	PR003						-
4	PR004						-
5	PR005						-
6	PR006						-
7	PR007						-
8							-
9							-
10							-

Select COGS Category. It will be similar with COGS Category in Financial Report. Go to Setup | Financial Report to change COGS Category

Type product ID, name, unit measurement, initial quantity and average price per unit for purchased/paid inventories. Select product category in column I

3 ROOM MANAGEMENT

3.1 ROOM LIST

Type room category

Type room number, room name and room category

3.2 ROOM PRICE LIST

SETUP | ROOM PRICE LIST

No	ID	Category	Package Name	10/1 - Tue	10/2 - Wed	10/3 - Thu	10/4 - Fri	10/5 - Sat	10/6 - Sun	10/7 - Mon	10/8 - Tue	10/9 - Wed	10/10 - Thu	10/11 - Fri	10/12 - Sat	10/1
1	DS001	Deluxe	1 Person - No Breakfast	20.0	20.0	20.0	20.0	30.0	30.0	20.0	20.0	20.0	20.0	20.0	30.0	
2	DS002	Deluxe	1 Person - with Breakfast	25.0	25.0	25.0	25.0	35.0	35.0	25.0	25.0	25.0	25.0	25.0	35.0	
3	DS003	Deluxe	2 Person - No Breakfast	30.0	30.0	30.0	30.0	40.0	40.0	30.0	30.0	30.0	30.0	30.0	40.0	
4	DS004	Deluxe	2 Person - with Breakfast	35.0	35.0	35.0	35.0	45.0	45.0	35.0	35.0	35.0	35.0	35.0	45.0	
5	DS005	Sharing	1 Person - No Breakfast	7.5	7.5	7.5	7.5	10.0	10.0	7.5	7.5	7.5	7.5	7.5	10.0	
6	DS006	Sharing	1 Person - with Breakfast	12.5	12.5	12.5	12.5	15.0	15.0	12.5	12.5	12.5	12.5	12.5	15.0	
7	DS007	Superior	1 Person - No Breakfast	30.0	30.0	30.0	30.0	40.0	40.0	30.0	30.0	30.0	30.0	30.0	40.0	
8	DS008	Superior	1 Person - with Breakfast	35.0	35.0	35.0	35.0	45.0	45.0	35.0	35.0	35.0	35.0	35.0	45.0	
9	DS009	Superior	2 Person - No Breakfast	40.0	40.0	40.0	40.0	50.0	50.0	40.0	40.0	40.0	40.0	40.0	50.0	
10	DS010	Superior	2 Person - with Breakfast	45.0	45.0	45.0	45.0	55.0	55.0	45.0	45.0	45.0	45.0	45.0	55.0	
11	DS011	Superior	3 Person - No Breakfast	50.0	50.0	50.0	50.0	60.0	60.0	50.0	50.0	50.0	50.0	50.0	60.0	
12	DS012	Superior	3 Person - with Breakfast	55.0	55.0	55.0	55.0	65.0	65.0	55.0	55.0	55.0	55.0	55.0	65.0	
13																
14																
15																
16																
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18																
19																
20																
21																
22																

Set price based on date for one full fiscal year

Type package ID, category and package name. Package are based on category since one room category can have multiple price package.

3.3 BOOKING CALENDAR

4 TRANSACTION

4.1 BOOKING | DEPOSIT

Booking Date : Type 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.

Booking ID : Set booking ID

Customer Name : *Optional*. You may select it if you want to print the invoice or track it in receivable module.

Room # : Select room number. You can set it to make one room unavailable. You can modify it later.

Package : Select taken package

Checkin Date : Type checkin Date

Checkout Date : Type checkout Date

Deposit : Type received deposit, either direct to your hotel or received by agent

Channel : Type travel agent

Deposit Received By : Type party who received deposit

Cash/Bank Account : Select bank account if your hotel received deposit.

Status : Type sold if guests are checkin and checkout from your hotel

4.2 SALES

I8   BK001 - Mr ABC 001

SALES

No	Date	Invoice #	Booking Customer	Customer Name	Products	Unit	Room #	Package	Room Checkin	Checkout	# Night	Total	Deposit	Non Room Qty		Total Amount	Invoice Order #	Cash/Receivable Accounts	Financial Report Category
1	10/2/2019	INV001	K001 - Mr ABC 00	ABC 001	Room Only	Night	2006	Deluxe - 1 Person - No Breakfast	10/1/2019	10/2/2019	1	20.00	20.00			20.00	1	Bank 1	REV - Room
2	10/2/2019	INV001			Phone										5.00	5.00	2	Bank 1	REV - Other
3	10/2/2019	INV001			Massage										10.00	10.00	3	Bank 1	REV - Other
4	10/2/2019	INV001			Laundry & Press										5.00	5.00	4	Bank 1	REV - Laundry
5	10/2/2019	INV001			Minibar - Drink 1	Piece								2	1.00	2.00	5	Bank 1	REV - Minibar
6	10/3/2019	INV002	K002 - Mr ABC 00	Mr ABC 002	Room Only	Night	3005	Superior - 2 Person - with Breakfast	10/1/2019	10/3/2019	2	90.00	20.00			90.00	1	Bank 1	REV - Room
7	10/3/2019	INV002			Minibar - Drink 2	Piece								3	1.00	3.00	2	Bank 1	REV - Minibar
8	10/3/2019	INV002			Tax										9.30	9.30	3	Bank 1	Tax Payable
9	10/8/2019	INV003	K003 - Mr ABC 00	Mr ABC 003	Room Only	Night	3005	Superior - 2 Person - with Breakfast	10/4/2019	10/8/2019	4	200.00	20.00			200.00	1	Bank 1	REV - Room
10	10/8/2019	INV003			Service Charge										20.00	20.00	2	Bank 1	Service Charge
11	10/8/2019	INV003			Tax										22.00	22.00	3	Bank 1	Tax Payable
12	10/10/2019		BK004 - Mr ABC 00	Mr ABC 004	Room Only	Night	2008	Deluxe - 2 Person - with Breakfast	10/9/2019	10/10/2019	1	35.00	20.00			35.00		Account Receivable	REV - Room
13	10/12/2019		BK005 - Mr ABC 00	Mr ABC 005	Room Only	Night	2006	Deluxe - 1 Person - No Breakfast	10/5/2019	10/12/2019	7	160.00	20.00			160.00		Account Receivable	REV - Room
14	10/13/2019		BK006 - Mr ABC 00	Mr ABC 006	Room Only	Night	2002	Deluxe - 1 Person - No Breakfast	10/9/2019	10/13/2019	4	90.00	20.00			90.00		Account Receivable	REV - Room
15	10/13/2019		BK007 - Mr ABC 00	Mr ABC 007	Room Only	Night	2005	Deluxe - 1 Person - No Breakfast	10/12/2019	10/13/2019	1	30.00	20.00			30.00		Account Receivable	REV - Room
16	10/13/2019		BK008 - Mr ABC 00	Mr ABC 008	Room Only	Night	2008	Deluxe - 2 Person - with Breakfast	10/10/2019	10/13/2019	3	115.00	20.00			115.00		Account Receivable	REV - Room
17	10/14/2019		BK009 - Mr ABC 00	Mr ABC 009	Room Only	Night	G001C	Sharing - 1 Person - with Breakfast	10/9/2019	10/14/2019	5	67.50	20.00			67.50		Account Receivable	REV - Room
18	10/14/2019		BK010 - Mr ABC 01	Mr ABC 010	Room Only	Night	2006	Deluxe - 1 Person - No Breakfast	10/12/2019	10/14/2019	2	60.00	20.00			60.00		Account Receivable	REV - Room
19	10/17/2019		BK011 - Mr ABC 01	Mr ABC 011	Room Only	Night	3001	Superior - 2 Person - No Breakfast	10/10/2019	10/17/2019	7	300.00	20.00			300.00		Account Receivable	REV - Room
20	10/17/2019		BK012 - Mr ABC 01	Mr ABC 012	Room Only	Night	2008	Deluxe - 2 Person - with Breakfast	10/14/2019	10/17/2019	3	105.00	20.00			105.00		Account Receivable	REV - Room
21	10/17/2019		BK013 - Mr ABC 01	Mr ABC 013	Room Only	Night	2006	Deluxe - 1 Person - No Breakfast	/2019	10/17/2019	2	40.00	20.00			40.00		Account Receivable	REV - Room
22	10/18/2019		BK014 - Mr ABC 01	Mr ABC 014	Room Only	Night	G001B	Sharing - 1 Person - with		10/18/2019	4	50.00	20.00			50.00		Account Receivable	REV - Room
23	10/18/2019		BK015 - Mr ABC 01	Mr ABC 015	Room Only	Night	2003	Deluxe - 1 Perso		8/2019	2	40.00	20.00			40.00		Bank 1	REV - Room
24	10/20/2019		BK016 - Mr ABC 01	Mr ABC 016	Room Only	Night	2005	Deluxe - 1 Person - No Bre		10/20/2019	6	130.00	20.00			130.00		Bank 1	REV - Room
25	10/20/2019		BK017 - Mr ABC 01	Mr ABC 017	Room Only	Night	3005	Superior - 2 Person - with		10/20/2019	6	280.00	20.00			280.00		Bank 1	REV - Room
26	10/21/2019		BK018 - Mr ABC 01	Mr ABC 018	Room Only	Night	3004	Superior - 2 Person - with		10/21/2019	4	200.00	20.00			200.00		Bank 1	REV - Room
27	10/21/2019		BK019 - Mr ABC 01	Mr ABC 019	Room Only	Night	2003	Deluxe - 1 Person - No Br		10/21/2019	7	160.00	25.00			160.00		Bank 1	REV - Room

Date : Type 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 # : Select invoice #. Set invoice number pool in document number setup.

Booking Customer : Select booking customer. All respective booking information will be revealed automatically.

Product : Select products consumed, used or purchased by guests
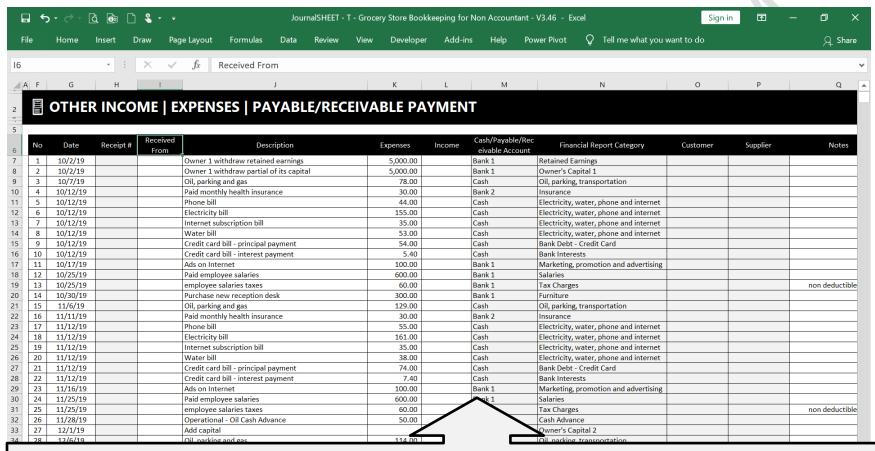
Non Room - Qty : Type quantity

Non Room - Price : Type price per quantity or total price

Invoice Order # : Set number of item to be shown in invoice

Cash/Bank/Receivable Account : Select bank/cash/receivable account.

Financial Report Category : Select financial report category

4.3 OTHER INCOME | EXPENSES

OTHER INCOME | EXPENSES | PAYABLE/RECEIVABLE PAYMENT

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

4.4 CASH/BANK ACCOUNT MUTATION

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

4.5 DEPRECIATION

ASSET LIST & DEPRECIATION

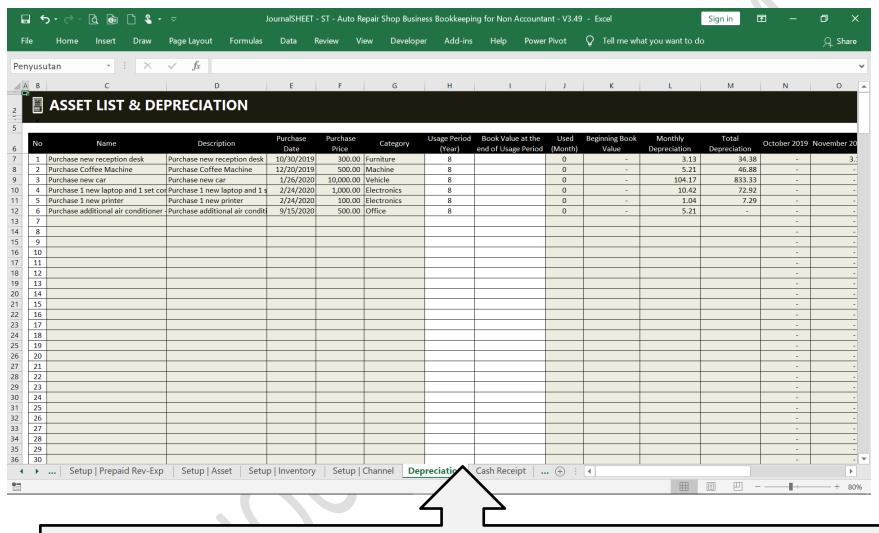| No	Name	Description	Purchase Date	Purchase Price	Category	Usage Period (Year)	Book Value at the end of Usage Period	Used (Month)	Beginning Book Value	Monthly Depreciation	Total Depreciation	October 2019	November 20
1	Purchase new reception desk	Purchase new reception desk	10/30/2019	300.00	Furniture	8		0	-	3.13	34.38	-	3.
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 co	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												-	-

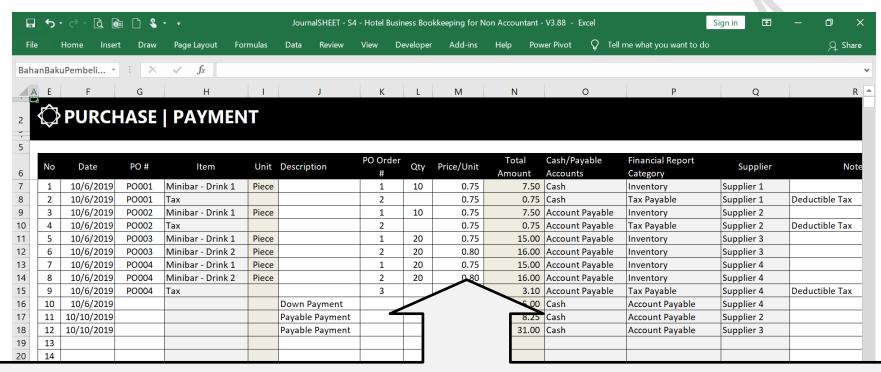All assets will be placed automatically. Assets purchased before current year will be on above part of the table. Assets purchased in current year (filled in other transaction module) wil be placed below them.

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

4.6 PURCHASE | PAYMENT

PURCHASE | PAYMENT

No	Date	PO #	Item	Unit	Description	PO Order #	Qty	Price/Unit	Total Amount	Cash/Payable Accounts	Financial Report Category	Supplier	Note
1	10/6/2019	PO001	Minibar - Drink 1	Piece		1	10	0.75	7.50	Cash	Inventory	Supplier 1	
2	10/6/2019	PO001	Tax			2		0.75	0.75	Cash	Tax Payable	Supplier 1	Deductible Tax
3	10/6/2019	PO002	Minibar - Drink 1	Piece		1	10	0.75	7.50	Account Payable	Inventory	Supplier 2	
4	10/6/2019	PO002	Tax			2		0.75	0.75	Account Payable	Tax Payable	Supplier 2	Deductible Tax
5	10/6/2019	PO003	Minibar - Drink 1	Piece		1	20	0.75	15.00	Account Payable	Inventory	Supplier 3	
6	10/6/2019	PO003	Minibar - Drink 2	Piece		2	20	0.80	16.00	Account Payable	Inventory	Supplier 3	
7	10/6/2019	PO004	Minibar - Drink 1	Piece		1	20	0.75	15.00	Account Payable	Inventory	Supplier 4	
8	10/6/2019	PO004	Minibar - Drink 2	Piece		2	20	0.80	16.00	Account Payable	Inventory	Supplier 4	
9	10/6/2019	PO004	Tax			3			3.10	Account Payable	Tax Payable	Supplier 4	Deductible Tax
10	10/6/2019				Down Payment				5.00	Cash	Account Payable	Supplier 4	
11	10/10/2019				Payable Payment				8.25	Cash	Account Payable	Supplier 2	
12	10/10/2019				Payable Payment				31.00	Cash	Account Payable	Supplier 3	
13													
14													

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.

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

Product Item : Select product that you sell.

Description : *Optional*. You may fill it with any description

PO Order # : *Optional*. You need to set order number of your product to be shown in printed receipt.

Quantity : *Optional*. You may type with quantity or number of units you spent on completing your projects or sell.

Price/unit : You may type price/unit

Total payment : Will be calculated automatically.

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

Financial Report Category : Select financial report category

Supplier : Select supplier name

5 ACCOUNT PAYABLE | RECEIVABLE TRACKER

5.1 RECEIVABLE CUSTOMER LIST

Select customer or guest where you want to monitor and track their receivables

5.2 ACCOUNT RECEIVABLE | CUSTOMER

ACCOUNT RECEIVABLE

No	ID	Name	Receivable		
			Total	Paid	Balance
1	ID001	Mr ABC 001	-	-	-
2	ID002	Mr ABC 005	160.00	-	160.00
3	ID003	Mr ABC 006	90.00	-	90.00
4	ID004	Mr ABC 007	30.00	-	30.00
5	ID005	Mr ABC 008	115.00	-	115.00
6	ID006	Mr ABC 009	67.50	-	67.50
7	ID007	Mr ABC 010	60.00	-	60.00
8	ID008	Mr ABC 011	300.00	-	300.00
9	ID009	Mr ABC 012	105.00	-	105.00
10	ID010	Mr ABC 013	40.00	-	40.00
11	ID011	Mr ABC 014	50.00	-	50.00
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

List of customers with receivables

5.3 ACCOUNT RECEIVABLE | CHANNEL

ChannelReceivable

ACCOUNT RECEIVABLE | CHANNEL

No	ID	Name	Receivable		
			Total	Paid	Balance
1	SU001	Booking.com	2,135.00	500.00	1,635.00
2	SU002	AirBnB	2,720.00	-	2,720.00
3	SU003	Agoda.com	2,385.00	-	2,385.00
4	SU004	Website	-	-	-
5	SU005	Direct Visit	-	-	-
6	SU006	Phone	-	-	-
7	SU007	Travel Agent 1	2,080.00	-	2,080.00
8	SU008	Travel Agent 2	2,505.00	-	2,505.00
9	SU009	Travel Agent 3	2,070.00	-	2,070.00
10	SU010	Travel Agent 4	2,545.00	-	2,545.00
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

Menu | Setup | Company Info | Setup | Customer | **Channel Receivable** | Account Receivable | Setup | Room l ...

5.4 ACCOUNT PAYABLE

ACCOUNT PAYABLE

No	ID	Name	Payable Total	Paid	Balance
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					

List of suppliers with payable

6 RECEIPT

6.1 INVOICE

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 customer

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

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

6.2 CASH RECEIPT

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

CASH RECEIPT

Receipt No : CR001

BRAVEHEART HOTEL
Desa Dilun ● Maospati ● Jawa Timur ☎ 031-23456789

CASH RECEIPT
No : CR001

Received From	:	Don Sing
Payment Amount	:	*Ninety Dollars*
Paymen For	:	AC Maintenance

USD 90.00

Maospati, May 4, 2020

(   )

Type signature name

6.3 PURCHASE ORDER

Select PO #. All data will be shown automatically.

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

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

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

7 FINANCIAL REPORT

7.1 PROFIT & LOSS REPORT | MONTHLY

PROFIT & LOSS REPORT | MONTHLY

BRAVEHEART HOTEL

PROFIT & LOSS REPORT

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

	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	Augu...
REVENUE											
REV - Room	5,785.00	10,817.50	13,390.00	11,305.00	12,830.00	11,102.50	13,382.50	12,297.50	11,520.00	11,267.50	
REV - Room Service	-	-	-	-	-	-	-	-	-	-	
REV - Laundry	5.00	-	-	-	-	-	-	-	-	-	
REV - Minibar	5.00	-	-	-	-	-	-	-	-	-	
REV - Other	15.00	-	-	-	-	-	-	-	-	-	
Total Revenue	5,810.00	10,817.50	13,390.00	11,305.00	12,830.00	11,102.50	13,382.50	12,297.50	11,520.00	11,267.50	
COST OF GOODS SOLD											
COGS - Minibar	7.82	-	-	-	-	-	-	-	-	-	
COGS - Other	-	-	-	-	-	-	-	-	-	-	
Total CoGS	7.82	-	-	-	-	-	-	-	-	-	
GROSS PROFIT/LOSS	5,802.18	10,817.50	13,390.00	11,305.00	12,830.00	11,102.50	13,382.50	12,297.50	11,520.00	11,267.50	
EXPENSES											
EXP - Salaries	600.00	600.00	600.00	650.00	650.00	650.00	650.00	400.00	400.00	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					
EXP - Subscription	-	-	-	-	-						

7.2 PROFIT & LOSS REPORT

BRAVEHEART HOTEL

PROFIT & LOSS REPORT

October 1, 2019 - September 30, 2020

REVENUE		
REV - Room	113,697.50	
REV - Room Service	-	
REV - Laundry	5.00	
REV - Minibar	5.00	
REV - Other	15.00	
	-	
	-	
	-	
	-	
Total Revenue		**113,722.50**
COST OF GOODS SOLD		
COGS - Minibar	7.82	
COGS - Other	-	
	-	
	-	
	-	
Total CoGS		**7.82**
GROSS PROFIT/LOSS		**113,714.68**
EXPENSES		
EXP - Salaries	7,450.00	

Ready to print report. All values will be revealed automatically

You may hide empty rows to make the report look nice

7.3 BALANCE SHEET REPORT

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

Ready to print report. All values will be revealed automatically

	2018	2019
	Balance	Not Balance		(480.00)

BALANCE SHEET R

Year	10/1/2019	9/30/2020
Balance Sheet Status	Balance	Balance

BRAVEHEART HOTEL
BALANCE SHEET STATEMENT
October 1, 2019 - September 30, 2020

ASSETS	10/1/2019	9/30/2020	LIABILITIES AND EQUITIES	10/1/2019	9/30/2020
Current Assets			**Current Liabilities**		
Cash	7,000.00	149.40	Account Payable		529.10
Bank 1	20,000.00	86,756.30	Other Payable		-
Bank 2	2,000.00	280.00	Deposits		1,350.00
Bank 3	20,000.00	30,000.00	Prepaid Revenue		-
Bank 4	23,000.00	40,595.41	Security Deposit		-
Prepaid Expenses		9,960.00	Tax Payable		(453.30)
Cash Advance		-	Service Charge		20.00
Inventory		69.18	**Short/Long Term Debts**		
Employee Receivable		300.00	Bank Debt 1		19,700.56
Account Receivable		1,052.50	Bank Debt 2		-
Channel Receivable		15,940.00	Bank Debt - Credit Card		(801.00)
Fixed Assets			Owner Debt		10,000.00
Office		500.00	**Total Liabilities**	-	28,969.56
Vehicle		10,000.00			
Electronics		1,100.00	**Equities/Owner's Capital**		
Machine		500.00	Owner's Capital 1		(5,000.00)
Furniture		300.00	Owner's Capital 2		10,000.00
Land and Buildings		-	Owner's Capital 3		-
Accum Depr Office		-	Owner's Capital 4		-
Accum Depr Vehicle		(833.33)	Other Capital		-
Accum Depr Electronics		(80.21)	Retained Earnings		(5,000.00)
Accum Depr Machine		(46.88)	Current Earnings		(17,032.04)
Accum Depr Furniture		(34.38)	**Total Equities**	-	(17,032.04)
Accum Depr Land and Buildings		-			
TOTAL ASSETS	-	11,937.60	**TOTAL LIABILITIES AND EQUITIES**	-	11,937.60

7.4 CASH FLOW REPORT

You may hide empty rows to make the report look nice

7.5 EQUITY REPORT

EQUITY REPORT

BRAVEHEART HOTEL

STATEMENT OF OWNER'S EQUITY

October 1, 2019 - September 30, 2020

OWNER'S CAPITAL - Beginning		
Owner's Capital 1	20,000.00	
Owner's Capital 2	20,000.00	
Owner's Capital 3	20,000.00	
Owner's Capital 4		
Other Capital		
Retained Earnings	12,000.00	
TOTAL BEGINNING CAPITAL		72,000.00
ADDITIONAL CAPITAL		
Owner's Capital 1	-	
Owner's Capital 2	10,000.00	
Owner's Capital 3	-	
Owner's Capital 4	-	
Other Capital	-	
Current Earnings	90,162.65	
DEDUCTION CAPITAL		
Owner's Capital 1	5,000.00	
Owner's Capital 2	-	
Owner's Capital 3	-	
Owner's Capital 4	-	
Other Capital	-	
Retained Earnings	5,000.00	
INCREASE/DECREASE CAPITAL		90,162.65
OWNER'S CAPITAL - Ending		162,162.65

Ready to print report. All values will be revealed automatically

7.6 ASSET REPORT

BRAVEHEART HOTEL
ASSETS REPORT
October 1, 2019 - September 30, 2020

| No | Asset Name | Description | Purchase Year | Purchase Price | Depreciation | | Book Value |
					Beginning	Ending	
1	Hotel		2017	500,000.00	7,666.67	4,000.00	488,333.33
2	Purchase new reception desk	Purchase new reception desk	2019	300.00	-	34.38	265.63
3	Purchase Coffee Machine	Purchase Coffee Machine	2019	500.00	-	46.88	453.13
4	Purchase new car	Purchase new car	2020	10,000.00	-	833.33	9,166.67
5	Purchase 1 new laptop and 1 set computer	Purchase 1 new laptop and 1 set computer	2020	1,000.00	-	72.92	927.08
6	Purchase 1 new printer	Purchase 1 new printer	2020	100.00	-	7.29	92.71
7	Purchase additional air conditioner - 1 unit	Purchase additional air conditioner - 1 unit	2020	500.00	-	-	500.00
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

Ready to print report. All values will be revealed automatically

Adjust print setting to print particular rows.

CASH ACCOUNT

Select cash/bank account

BRAVEHEART HOTEL

CASH ACCOUNT REPORT

October 1, 2019 - September 30, 2020

Select month & year

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

Account	Bank 1		
Month	10	Balance at 10/1/2019	20,000
Year	2019	Balance at 10/31/2019	13,524

No	Date	Transaction Code	Description	Debit	Credit	Balance
1	10/2/2019		Owner 1 withdraw retained earnings	5,000.00	-	15,000.00
2	10/2/2019		Owner 1 withdraw partial of its capital	5,000.00	-	10,000.00
3	10/2/2019	INV001	Deluxe - 1 Person - No Breakfast	-	20.00	10,020.00
4	10/2/2019	INV001		-	5.00	10,025.00
5	10/2/2019	INV001		-	10.00	10,035.00
6	10/2/2019	INV001		-	5.00	10,040.00
7	10/2/2019	INV001		-	2.00	10,042.00
8	10/2/2019		Deposit Sharing - 1 Person - with Breakfast	-	25.00	10,067.00
9	10/3/2019	INV002	Superior - 2 Person - with Breakfast	-	90.00	10,157.00
10	10/3/2019	INV002		-	3.00	10,160.00
11	10/3/2019	INV002		-	9.30	10,169.30
12	10/3/2019		Deposit Sharing - 1 Person - with Breakfast	-	25.00	10,194.30
13	10/5/2019		Deposit Sharing - 1 Person - with Breakfast	-	25.00	10,219.30
14	10/5/2019		Deposit Deluxe - 2 Person - with Breakfast	-	25.00	10,244.30
15	10/8/2019	INV003	Superior - 2 Person - with Breakfast	-	200.00	10,444.30
16	10/8/2019	INV003		-	20.00	10,464.30

| Other Transaction | Cash Mutation | Invoice | Purchase Order | Inventory Report | **Cash Accounts** | Profit Los ... |

BRAVEHEART HOTEL

FINANCIAL REPORT - 2019/2020

TOTAL REVENUE	113,722.50
TOTAL COGS	7.82
TOTAL EXPENSES	23,552.04
NET PROFIT/LOSS	90,162.65
TOTAL OCCUPANCY	44.05%

CHANNEL TOP CONTRIBUTOR

AirBnB	12.37%
Agoda.com	10.91%
Travel Agent 4	10.47%
Direct Visit	10.17%
Phone	10.13%

NET PROFIT MARGIN

Net Profit/Loss	79.3%
Total Sales	

DEBT RATIO

Total Payables	0.16
Total Assets	

DEBT to EQUITY RATIO

Total Bank Debts	0.18
Total Equities	

CURRENT RATIO

Total Current Assets	98.51
Total Current Payables	

RETURN ON EQUITY RATIO

Net Profit/Loss	55.6%
Total Equities	

PROFIT & LOSS

OCCUPANCY

	REVENUE	COGS	EXPENSES	NET P&L
Oct 19	5,810.0	7.8	1,493.7	4,308.5
Nov 19	10,817.5	0.0	1,551.9	9,265.6
Dec 19	13,390.0	0.0	1,692.6	11,697.4
Jan 20	11,305.0	0.0	3,470.6	7,834.4
Feb 20	12,830.0	0.0		
Mar 20	11,102.5	0.0		
Apr 20	13,382.5	0.0		
May 20	12,297.5	0.0		
Jun 20	11,520.0	0.0	1,604.9	9,915.1
Jul 20	11,267.5	0.0	1,970.8	9,296.7
Aug 20	0.0	0.0	2,017.3	(2,017.3)
Sep 20	0.0	0.0	1,910.6	(1,910.6)

Ready to print report. All values will be revealed automatically

BALANCE SHEET

ASSETS
192,508.10

LIABILITIES
30,345.36

EQUITIES
162,162.65

7.9 INVENTORY REPORT

BRAVEHEART HOTEL

INVENTORY REPORT

October 1, 2019 - September 30, 2020

No	Code	Name	Initial Balance	Incoming Purchase	Outgoing Sales	Ending Balance
1	PR001	Minibar - Drink 1	5	60	2	63
2	PR002	Minibar - Drink 2	5	40	3	42
3	PR003					
4	PR004					
5	PR005					
6	PR006					
7	PR007					
8						
9						
10						
11						
12						
13						
14						
15						
16						

Ready to print report. All values will be revealed automatically

Adjust print setting to print particular rows.

7.10 PROFIT & LOSS REPORT | PRODUCTS

7.11 PROFIT & LOSS REPORT | ROOM

GROSS PROFIT/LOSS

BRAVEHEART HOTEL
GROSS PROFIT/LOSS
October 1, 2019 - September 30, 2020

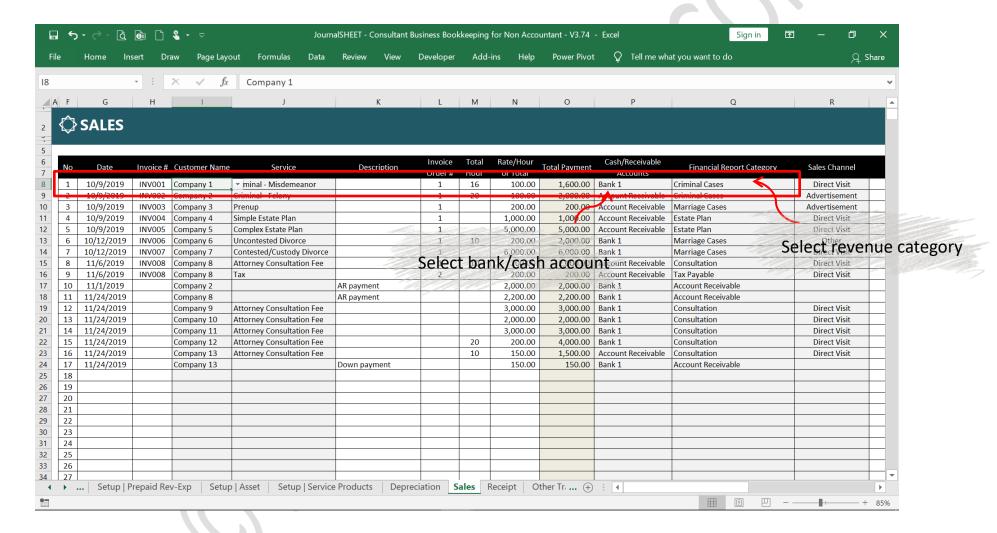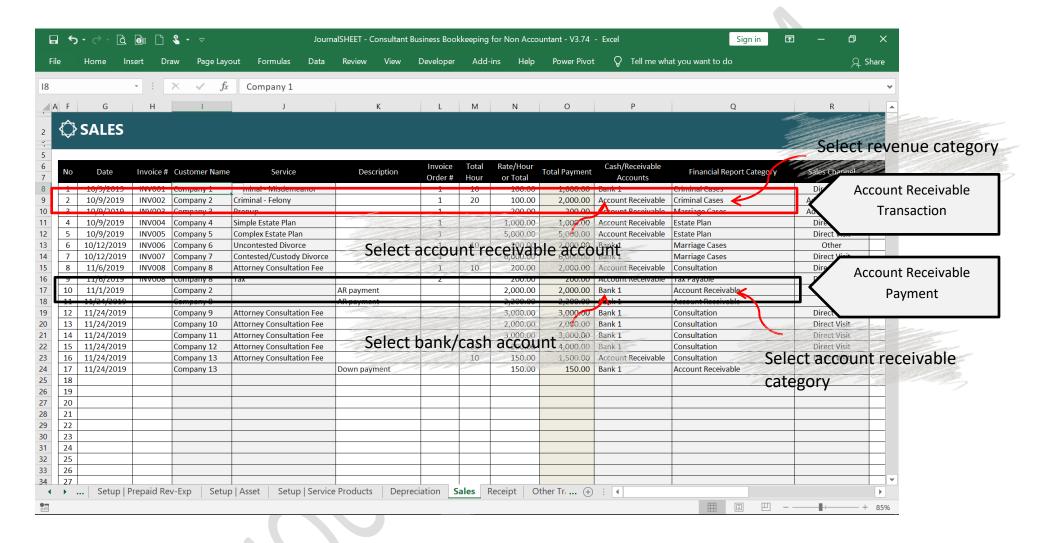| No	Room #	Name	Total Room Night	Total Sales	Total COGS	Total Profit
1	G001A	Sharing 1/6	142	1,872.50	-	1,872.50
2	G001B	Sharing 1/6	137	1,815.00	-	1,815.00
3	G001C	Sharing 1/6	143	1,910.00	-	1,910.00
4	G001D	Sharing 1/6	159	2,097.50	-	2,097.50
5	G001E	Sharing 1/6	162	2,140.00	-	2,140.00
6	G001F	Sharing 1/6	150	1,972.50	-	1,972.50
7	2001	Deluxe 1	156	3,580.00	100.00	3,480.00
8	2002	Deluxe 2	159	3,620.00	-	3,620.00
9	2003	Deluxe 3	153	3,500.00	-	3,500.00
10	2004	Deluxe 4	139	3,180.00	-	3,180.00
11	2005	Deluxe 5	159	3,640.00	-	3,640.00
12	2006	Deluxe 6	172	4,040.00	-	4,040.00
13	2007	Deluxe 7	141	5,395.00	-	5,395.00
14	2008	Deluxe 8	144	5,410.00	-	5,410.00
15	2009	Deluxe 9	150	5,630.00	-	5,630.00
16	2010	Deluxe 10	142	5,350.00	-	5,350.00
17	3001	Superior 1	152	6,530.00	-	6,530.00

8 CHEAT SHEET

8.1 SALES TRANSACTION

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

8.1.1 CASH TRANSACTION

8.1.2 ACCOUNT RECEIVABLE TRANSACTION

journalsheet.com

8.1.3 ACCOUNT RECEIVABLE with DOWN PAYMENT TRANSACTION

Select account receivable account

Select revenue category

Select bank/cash account

Select account receivable category

8.1.4 CASH TRANSACTION with TAX

8.1.5 ACCOUNT RECEIVABLE witH TAX

8.2 PURCHASE TRANSACTION | INVENTORY

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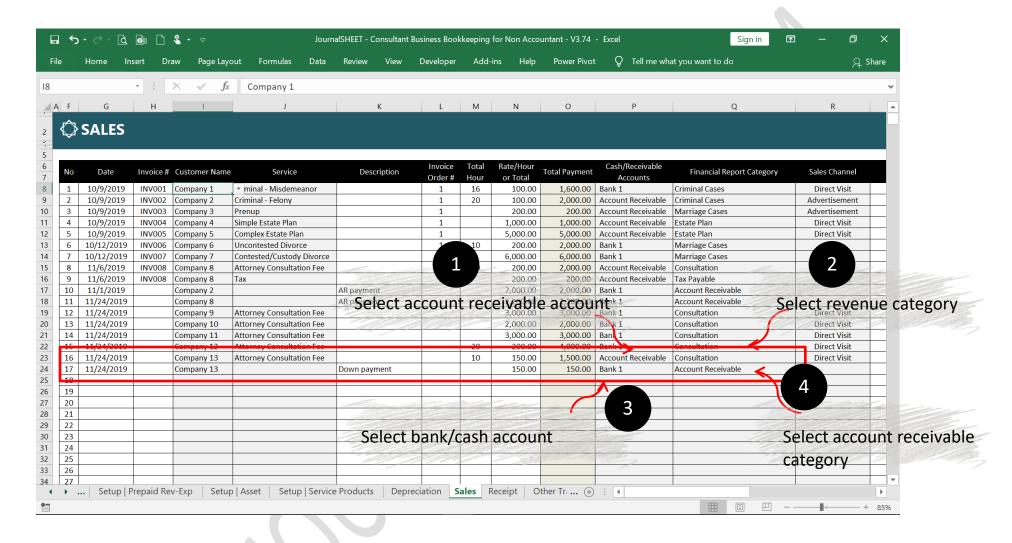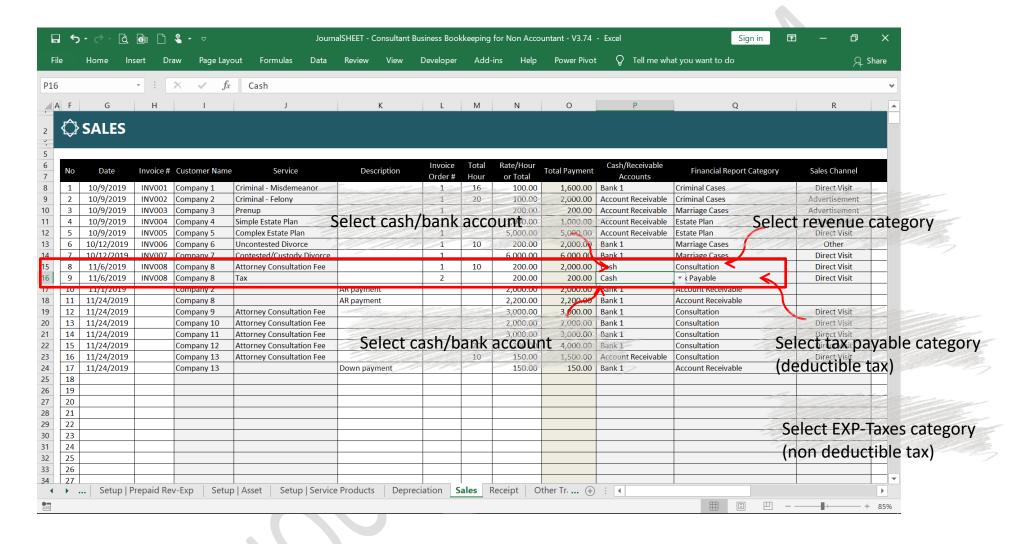
8.2.1 CASH TRANSACTION
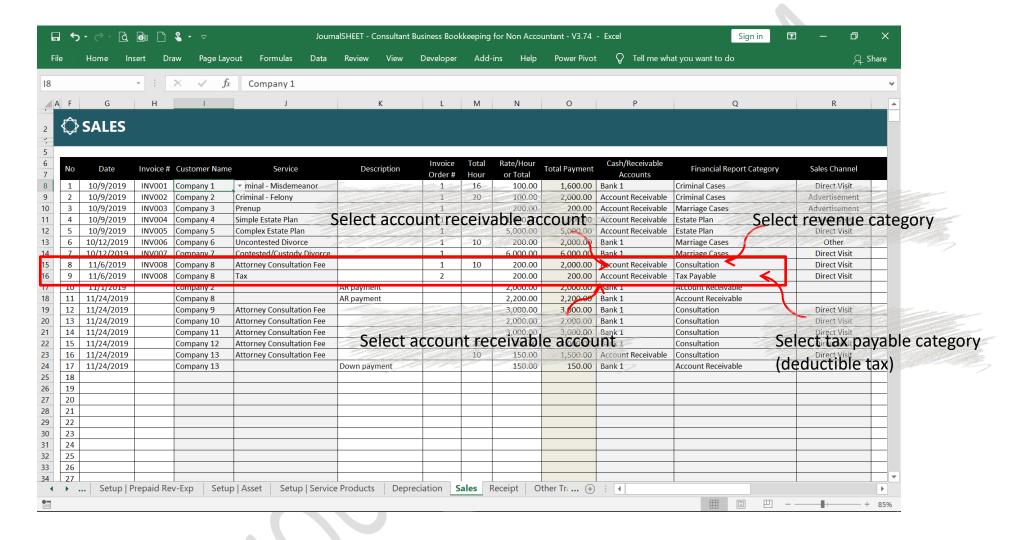
8.2.2 ACCOUNT PAYABLE TRANSACTION

8.2.3 ACCOUNT PAYABLE with DOWN PAYMENT TRANSACTION

Select account payable account

Select inventory category

Select bank/cash account

Select account payable category

8.2.4 CASH TRANSACTION with TAX

Select inventory category

Select tax payable category (deductible tax)

Select bank/cash account

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				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

8.2.5 ACCOUNT PAYABLE witH TAX

The image shows an Excel spreadsheet titled "PURCHASE | PAYMENT" from JournalSHEET - Car Washing Business Bookkeeping for Non Accountant - V3.42.

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		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 3
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

Annotations on the image:
- Select account payable account
- Select inventory category
- Select account payable account
- Select tax payable category (deductible tax)

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

8.3 PURCHASE TRANSACTION | ASSETS

All account payable transaction should follow similar steps with section 7.2

OTHER INCOME | EXPENSES

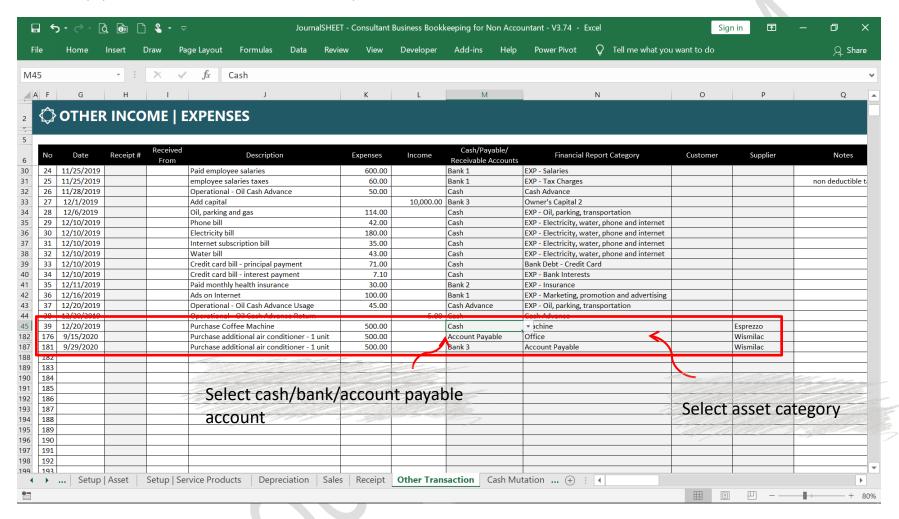| No	Date	Receipt #	Received From	Description	Expenses	Income	Cash/Payable/Receivable Accounts	Financial Report Category	Customer	Supplier	Notes
24	11/25/2019			Paid employee salaries	600.00		Bank 1	EXP - Salaries			
25	11/25/2019			employee salaries taxes	60.00		Bank 1	EXP - Tax Charges			non deductible 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	achine		Esprezzo	
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

8.4 OTHER INCOME

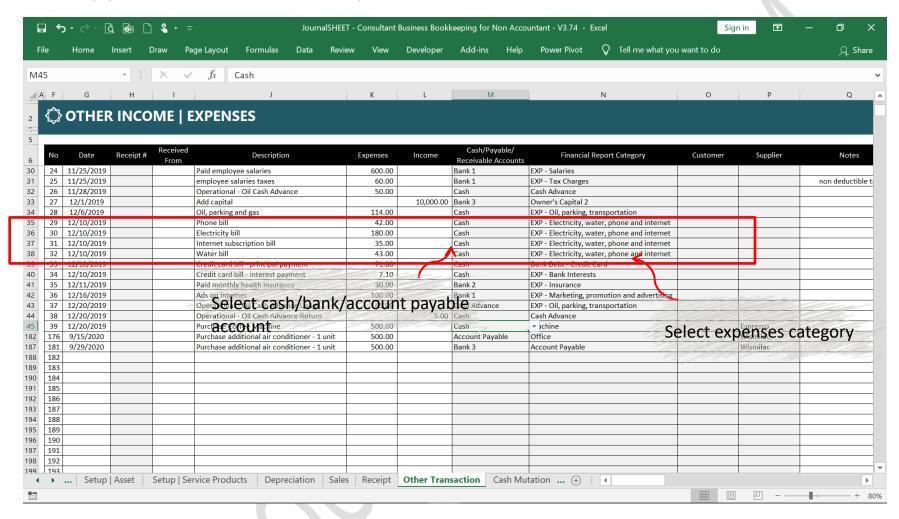All account receivable transaction should follow similar steps with section 7.1
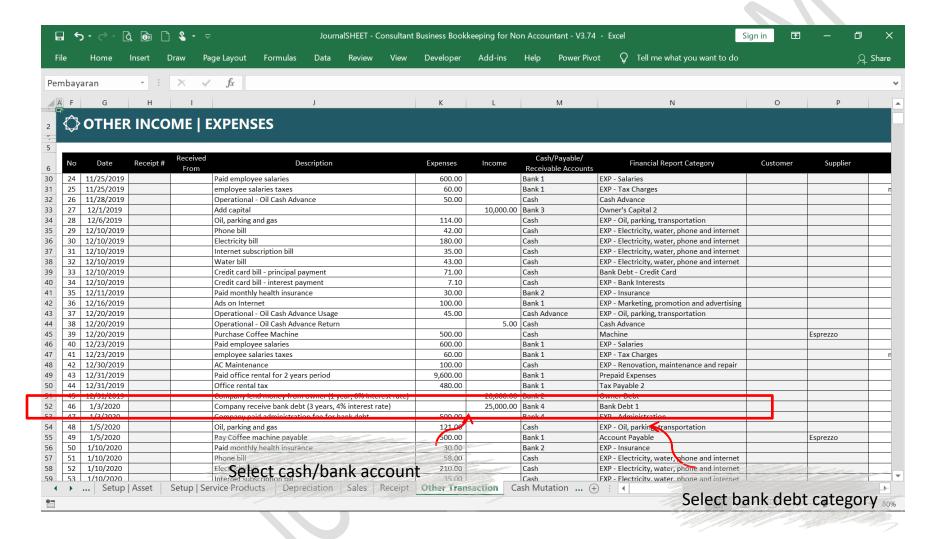

Select cash/bank/account receivable account

Select revenue category

8.5 EXPENSES

All account payable transaction should follow similar steps with section 7.2

Select cash/bank/account payable account

Select expenses category

8.6 LOAN

8.6.1 BANK/FINANCIAL INSTITUTION LOAN | RECEIVE

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		n
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		Esprezzo
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		n
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		Esprezzo
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

8.6.2 BANK/FINANCIAL INSTITUTION LOAN | INSTALLMENT

Select bank debt category

Select bank interest expenses category

Split into 2 rows.
Select cash/bank account
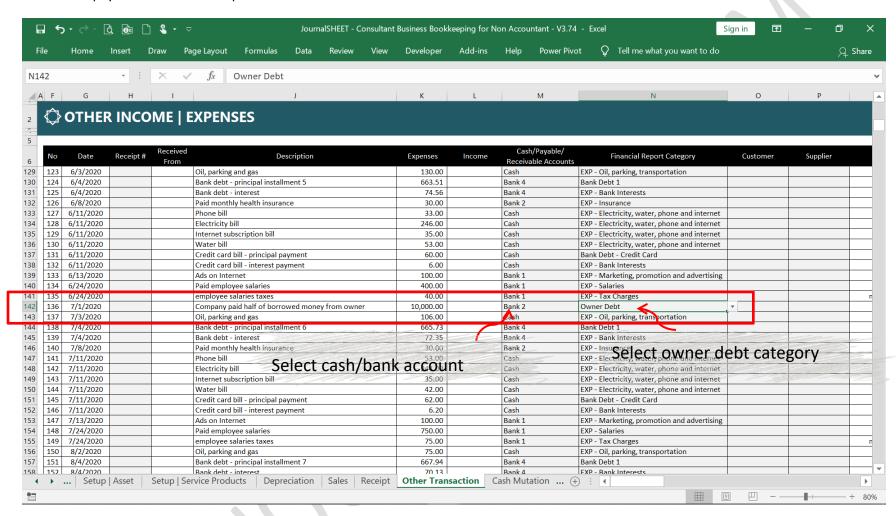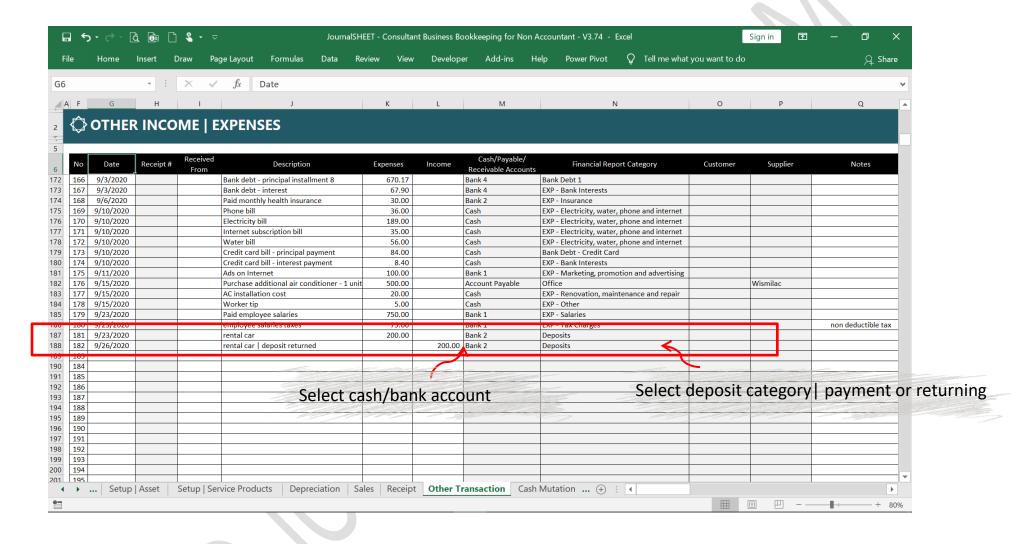
8.6.4 OWNER LOAN | INSTALLMENT/RETURN

Installment payment can follow steps in section 7.5.2

8.7 PREPAID PAYMENT

8.7.1 DEPOSIT

Select cash/bank account

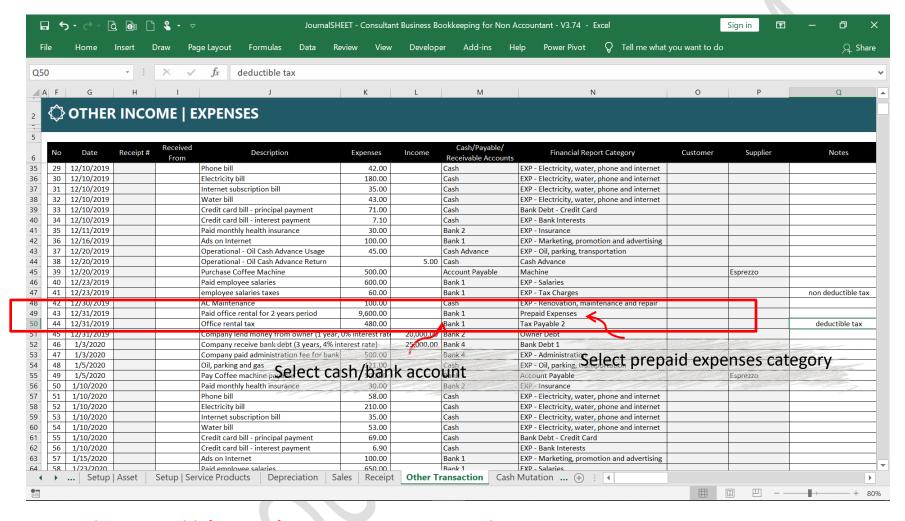Select deposit category| payment or returning

8.7.2 PREPAID REVENUE

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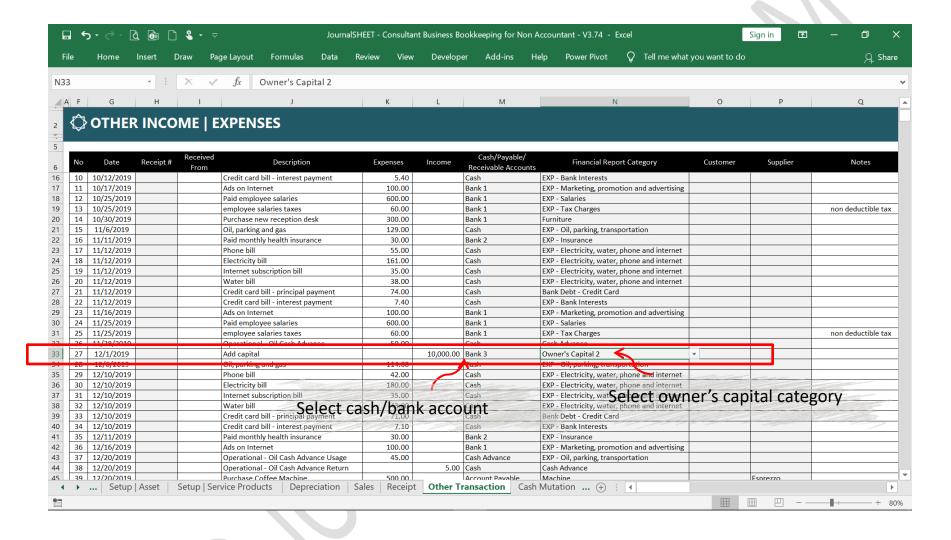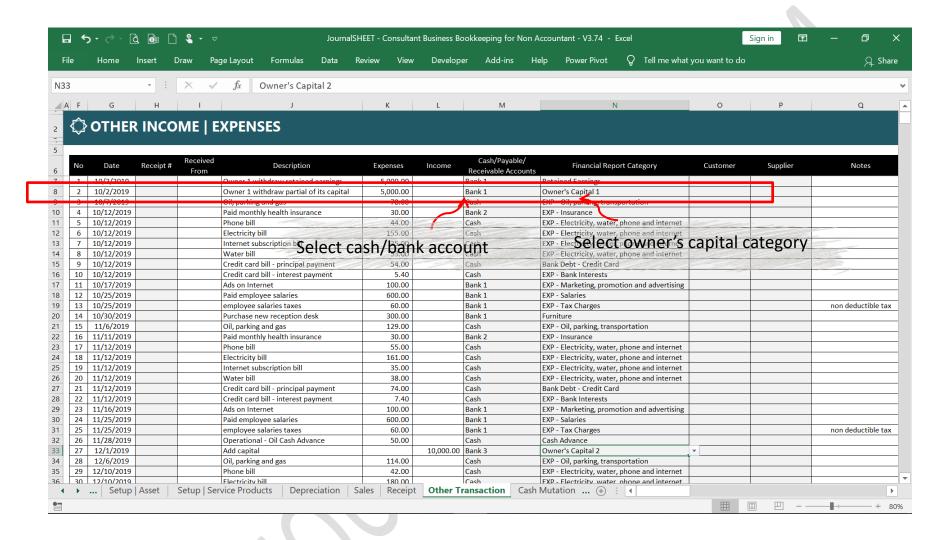
8.7.3 PREPAID EXPENSES

Use Prepaid Expenses module [section 2.7] to expense it into respective months
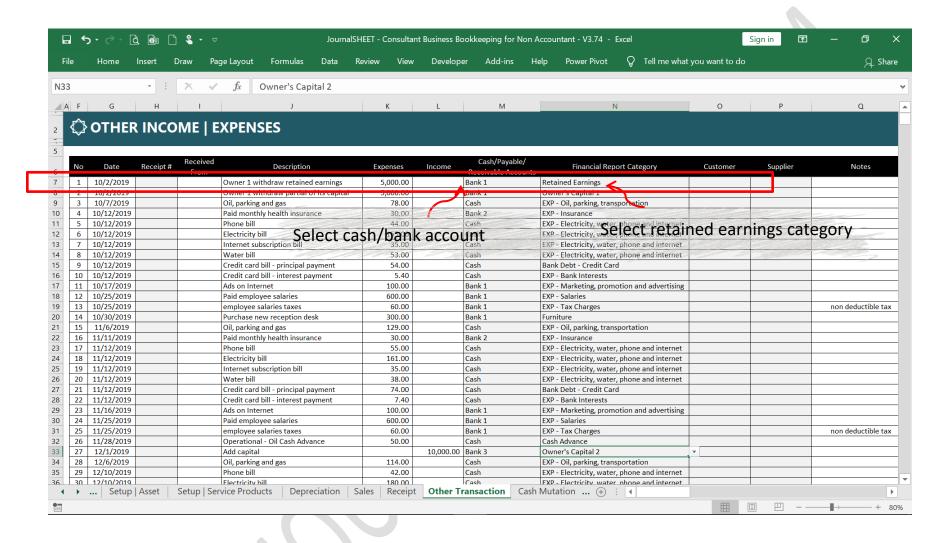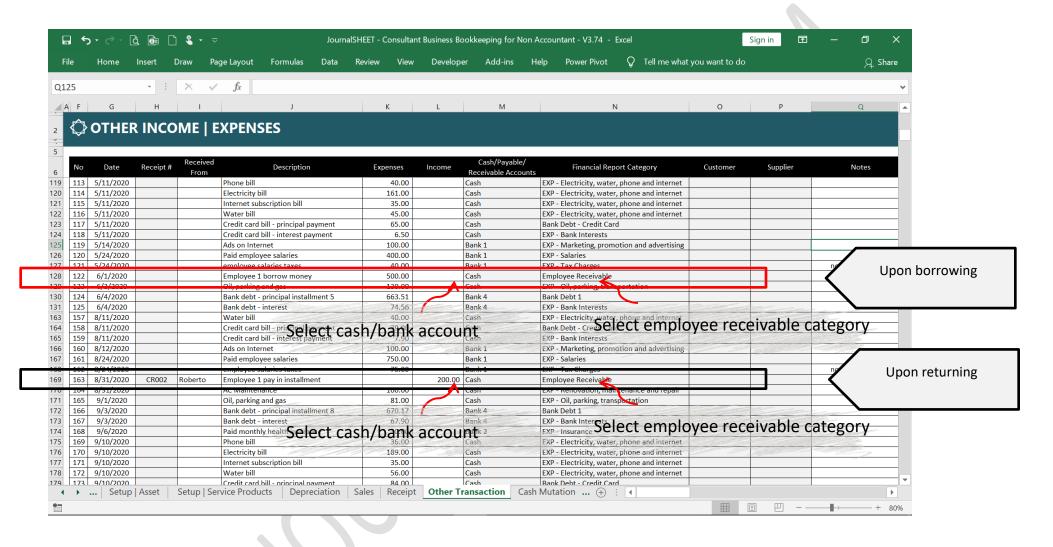
8.8 OWNER'S CAPITAL

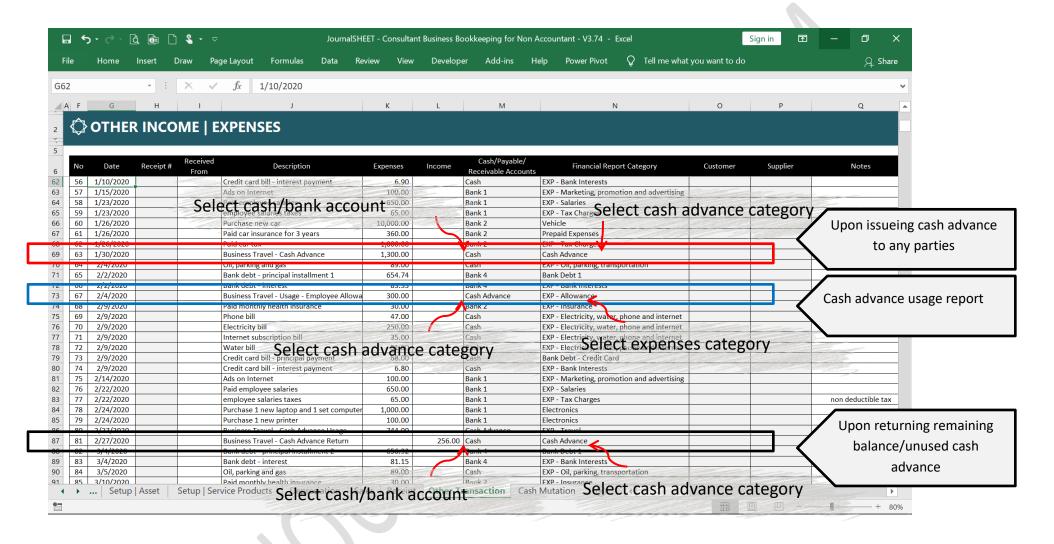## 8.8.1 CAPITAL ADDITION

8.8.2 CAPITAL WITHDRAWAL

Select cash/bank account

Select owner's capital category

8.8.3 DIVIDEND/RETAINED EARNINGS WITHDRAWAL

8.9 EMPLOYEE RECEIVABLE

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			
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			
157	8/11/2020			Water bill	40.00		Cash	EXP - Electricity, water, phone and internet			
158	8/11/2020			Credit card bill - principal payment				Bank Debt - Cre...			
159	8/11/2020			Credit card bill - interest payment	7.90			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			
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			Cash	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			

Upon borrowing

Select cash/bank account

Select employee receivable category

Upon returning

Select cash/bank account

Select employee receivable category

8.10 CASH ADVANCE

THANK YOU