

# 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. 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

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## 1.4 FRONT MENU

Use this front menu to move between worksheets quickly

BRAVEHEART HOTEL		SETUP	TRANSACTION	REPORT
FINANCIAL REPORT		COMPANY INFO	BOOKING   DEPOSIT	INVENTORY
Wednesday, August 12, 2020		SUPPLIER LIST	SALES	PROFIT & LOSS   ROOM
CASH POSITION		CHANNEL LIST	PURCHASE   PAYMENT	PROFIT & LOSS   PRODUCT
beginning 72,000.00		DOCUMENT NO	OTHER INCOME   EXPENSES	PROFIT & LOSS   MONTHLY
ending 157,781.11		FINANCIAL REPORT	CASH MUTATION	PROFIT & LOSS
▲ ▼ 85,781.11		ASSETS LIST	DEPRECIATION	BALANCE SHEET
PAYABLE/RECEIVABLE		PREPAID REVENUE   EXPENSES	ACCOUNT PAYABLE/RECEIVABLE	CASH FLOW
payable 529.10		INVENTORY LIST	RECEIVABLE CUSTOMER LIST	EQUITY
receivable 1,052.50		ROOM MANAGEMENT	ACCOUNT RECEIVABLE   CUSTOMER	ASSETS
PROFIT & LOSS		ROOM LIST	ACCOUNT RECEIVABLE   CHANNEL	CASH ACCOUNTS
revenue 113,722.50		ROOM PRICE LIST	ACCOUNT PAYABLE	DASHBOARD
cogs 7.82		BOOKING CALENDAR	RECEIPTS	
expenses 23,552.04			INVOICE	
net profit/loss 90,162.65			PURCHASE ORDER	
© 2020   journalSHEET.com			CASH RECEIPT	
HOW TO USE			LICENSE	ABOUT

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 - 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 Share

SetupUsaha

**SETUP | COMPANY INFO**

**REPORTING YEAR**  
Tuesday, October 1, 2019

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

**COMPANY INFO**

Name	Star Store Enterprise
Address	The Sky is Above
City	Limit
State/Province	Far Far Away
ZIP Code	88484
Phone	585858585
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 | Customer Account Receivable Setup | Supplier Account Payable Sel ... +

100%

## 2.2 SUPPLIER LIST

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 Share

SetupSupplier

**SETUP | SUPPLIER**

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 Acc ... +

100%

## 2.3 DOCUMENT RECEIPT NUMBER

The screenshot shows an Excel spreadsheet titled "JournalSHEET - ST - Auto Repair Shop Business Bookkeeping for Non Accountant - V3.49 - Excel". The active sheet is "INVOICE". The spreadsheet is divided into three columns: INVOICE, PURCHASE ORDER, and CASH RECEIPT. Each column has a "No" and a corresponding document number. The numbers 1 through 10 are filled in, while 11 through 22 are greyed out. A callout box on the right explains that these numbers are used for references in Transaction and Receipt modules and that used numbers will be greyed.

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

JournalSHEET - M1 - Garment-Clothing Manufacturing Business Bookkeeping for Non Accountant - V3.63 - 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
	<b>ASSETS</b>
	<b>Current Assets</b>
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
	<b>Aset Tetap</b>
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
	<b>TOTAL ASSETS</b>
	<b>LIABILITIES AND EQUITIES</b>
	<b>Current Liabilities</b>
1701	Account Payable
1702	Other Payable
1703	Deposits
1801	Prepaid Revenue
1704	Security Deposit
1705	Tax Payable
1706	Tax Payable 2
	<b>Short/Long Term Debts</b>
1901	Bank Debt 1
1902	Bank Debt 2
1903	Bank Debt - Credit Card
1904	Financial Institution Debt
1905	Owner Debt
	<b>Total Liabilities</b>
	<b>Equities/Owner's Capital</b>
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
	<b>Total Equities</b>
	<b>TOTAL LIABILITIES AND EQUITIES</b>

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.

JournalSHEET - M1 - Garment-Clothing Manufacturing Business Bookkeeping for Non Accountant - V3.63 - 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

PROFIT & LOSS	
REVENUE	
3001	REV - T-Shirt
3002	
3003	
3004	
3005	
3006	
3007	
3008	
3009	
3010	REV - Other
	Total Revenue
COST OF GOODS SOLD	
3501	COGS - T-Shirt
3502	
3503	
3504	
3505	COGS - Other
	Total Cost of Goods Sold
GROSS PROFIT/LOSS	
EXPENSES	
4001	Salaries
4002	Allowance
4003	Administration
4004	Electricity, water, phone and internet
4005	Subscription
4006	Travel
4007	Oil, parking, transportation
4008	Marketing, promotion and advertising
4009	Renovation, maintenance and repair
4010	Office supplies
4011	Insurance
4012	Bank charges
4013	Shipping charges
4014	Bank Interests
4015	Tax Charges
4016	Other
4017	Rent
4018	
4019	
4020	
4021	
4022	
4023	
4024	
4025	
4026	Expired Materials or Material Loss
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.**

Setup | Supplier | Account Payable | Account Receivable | Setup | Document No | **Setup | Financial Report**

80%

## 2.5 ASSET LIST

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

SetupPenyusutan

### 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					

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.

## 2.6 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



## 2.7 CHANNEL LIST

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			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			

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

## 2.8 INVENTORY LIST

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - Excel

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SetupProduk

### SETUP | INVENTORY

CATEGORY			PRODUCT NAME				Initial Balance/Paid			
No	COGS Category	Sub Category	No	ID	Name	Sub Category	Unit	Qty	Price/Unit	Total
1	COGS - Minibar	Minibar			Room/Service		Night			
2	COGS - Minibar	Minibar	1	JA001	Room Only					
3			2	JA002	Phone					
4			3	JA003	Massage					
5			4	JA004	Guide					
6			5	JA005	Laundry & Press					
7			6	JA006	Room Service					
8			7							
9			8							
10			9							
11			10		Tax					
12					Additional Products					
13			1	PR001	Minibar - Drink 1	Minibar	Piece	5	0.80	4.00
14			2	PR002	Minibar - Drink 2	Minibar	Piece	5	0.80	4.00
15			3	PR003						-
16			4	PR004						-
17			5	PR005						-
18			6	PR006						-
19			7	PR007						-
20			8							-
21			9							-
22			10							-

Setup | Report | Setup | Prepaid Rev-Exp | Setup | Assets | **Setup | Inventory** | Depreciat... | Booki ...

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

No	Room Category	No	Room #	Room Name	Room Category	Facilities	Notes
1	Deluxe	1	G001A	Sharing 1/6	Sharing		
2	Superior	2	G001B	Sharing 1/6	Sharing		
3	Sharing	3	G001C	Sharing 1/6	Sharing		
4		4	G001D	Sharing 1/6	Sharing		
5		5	G001E	Sharing 1/6	Sharing		
6		6	G001F	Sharing 1/6	Sharing		
7		7	2001	Deluxe 1	Deluxe		
8		8	2002	Deluxe 2	Deluxe		
9		9	2003	Deluxe 3	Deluxe		
10		10	2004	Deluxe 4	Deluxe		
11		11	2005	Deluxe 5	Deluxe		
12		12	2006	Deluxe 6	Deluxe		
13		13	2007	Deluxe 7	Deluxe		
14		14	2008	Deluxe 8	Deluxe		
15		15	2009	Deluxe 9	Deluxe		
16		16	2010	Deluxe 10	Deluxe		
17		17	3001	Superior 1	Superior		
18		18	3002	Superior 2	Superior		
19		19	3003	Superior 3	Superior		
20		20	3004	Superior 4	Superior		
21		21	3005	Superior 5	Superior		
22		22					
23		23					

Type room category

Type room number, room name and room category

## 3.2 ROOM PRICE LIST

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - Excel

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

SetupRoomPrice

### 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	10/13 - Sun
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																
17																
18																
19																
20																
21																
22																
23																
24																
25																
26																
27																
28																
29																
30																

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

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - Excel

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

BookingCalendar

## BOOKING CALENDAR

				Available Room ▶																																	
				19	20	21	20	19	19	19	20	17	16	16	15	18	15	14	13	13	13	11	13	15	16	16	16	13	9	7	8	8	8	9	9	9	10
				Oct 1	Oct 2	Oct 3	Oct 4	Oct 5	Oct 6	Oct 7	Oct 8	Oct 9	Oct 10	Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	Oct 17	Oct 18	Oct 19	Oct 20	Oct 21	Oct 22	Oct 23	Oct 24	Oct 25	Oct 26	Oct 27	Oct 28	Oct 29	Oct 30	Oct 31	Nov 1	Nov 2	Nov 3
No	Room #	Room Name																																			
1	G001A	Sharing 1/6																																			
2	G001B	Sharing 1/6																																			
3	G001C	Sharing 1/6																																			
4	G001D	Sharing 1/6																																			
5	G001E	Sharing 1/6																																			
6	G001F	Sharing 1/6																																			
7	2001	Deluxe 1																																			
8	2002	Deluxe 2																																			
9	2003	Deluxe 3																																			
10	2004	Deluxe 4																																			
11	2005	Deluxe 5																																			
12	2006	Deluxe 6																																			
13	2007	Deluxe 7																																			
14	2008	Deluxe 8																																			
15	2009	Deluxe 9																																			
16	2010	Deluxe 10																																			
17	3001	Superior 1																																			
18	3002	Superior 2																																			
19	3003	Superior 3																																			
20	3004	Superior 4																																			
21	3005	Superior 5																																			

Booked or occupied marked by blue color

Setup | Customer | Channel Receivable | Account Receivable | Setup | Room List | Booking Calendar | Setup ...

## 4 TRANSACTION

### 4.1 BOOKING | DEPOSIT

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - Excel

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

G10 Mr ABC 004

**BOOKING - DEPOSIT**

No	Booking Date	Booking ID	Customer Name	Room #	Package	Checkin	Checkout	Deposit	Channel	Deposit Received by	Cash/Bank	Status
1	9/4/2019	BK001	Mr ABC 001	2006	Deluxe - 1 Person - No Breakfast	10/1/2019	10/2/2019	20.00	Website	BRAVEHEART HOTEL	Bank 1	Sold
2	9/12/2019	BK002	Mr ABC 002	3005	Superior - 2 Person - with Breakfast	10/1/2019	10/3/2019	20.00	Travel Agent 4	Travel Agent 4		Sold
3	9/7/2019	BK003	Mr ABC 003	3005	Superior - 2 Person - with Breakfast	10/4/2019	10/8/2019	20.00	Travel Agent 3	Travel Agent 3		Sold
4	9/21/2019	BK004	Mr ABC 004	2008	Deluxe - 2 Person - with Breakfast	10/9/2019	10/10/2019	20.00	Travel Agent 4	Travel Agent 4		Sold
5	10/3/2019	BK005	Mr ABC 005	2006	Deluxe - 1 Person - No Breakfast	10/5/2019	10/12/2019	20.00	Travel Agent 4	Travel Agent 4		Sold
6	9/21/2019	BK006	Mr ABC 006	2002	Deluxe - 1 Person - No Breakfast	10/9/2019	10/13/2019	20.00	Agoda.com	Agoda.com		Sold
7	9/25/2019	BK007	Mr ABC 007	2005	Deluxe - 1 Person - No Breakfast	10/12/2019	10/13/2019	20.00	Phone	BRAVEHEART HOTEL	Bank 1	Sold
8	9/25/2019	BK008	Mr ABC 008	2008	Deluxe - 2 Person - with Breakfast	10/10/2019	10/13/2019	20.00	Phone	BRAVEHEART HOTEL	Bank 1	Sold
9	10/4/2019	BK009	Mr ABC 009	G001C	Sharing - 1 Person - with Breakfast	10/9/2019	10/14/2019	20.00	Travel Agent 4	Travel Agent 4		Sold
10	9/30/2019	BK010	Mr ABC 010	2006	Deluxe - 1 Person - No Breakfast	10/9/2019	10/14/2019	20.00	Phone	BRAVEHEART HOTEL	Bank 1	Sold
11	9/17/2019	BK011	Mr ABC 011	3001	Superior - 2 Person - No Breakfast	10/9/2019	10/14/2019	20.00	Travel Agent 3	Travel Agent 3		Sold
12	9/17/2019	BK012	Mr ABC 012	2008	Deluxe - 2 Person - with Breakfast	10/9/2019	10/14/2019	20.00	Travel Agent 4	Travel Agent 4		Sold
13	9/25/2019	BK013	Mr ABC 013	2006	Deluxe - 1 Person - No Breakfast	10/9/2019	10/14/2019	20.00	Travel Agent 1	Travel Agent 1		Sold
14	10/2/2019	BK014	Mr ABC 014	G001B	Sharing - 1 Person - with Breakfast	10/9/2019	10/14/2019	20.00	Booking.com	Booking.com		Sold
15	10/13/2019	BK015	Mr ABC 015	2003	Deluxe - 1 Person - No Breakfast	10/9/2019	10/14/2019	20.00	Phone	BRAVEHEART HOTEL	Bank 1	Sold

**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

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - Excel

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

18 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 001	Mr 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 002	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 003	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 004	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 005	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 006	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 007	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 008	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 009	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 010	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 011	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 012	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 013	Mr ABC 013	Room Only	Night	2006	Deluxe - 1 Person - No Breakfast	10/14/2019	10/17/2019	2	40.00	20.00		40.00		Account Receivable	REV - Room	
22	10/18/2019		BK014 - Mr ABC 014	Mr ABC 014	Room Only	Night	G001B	Sharing - 1 Person - with Breakfast	10/18/2019	10/18/2019	4	50.00	20.00		50.00		Account Receivable	REV - Room	
23	10/18/2019		BK015 - Mr ABC 015	Mr ABC 015	Room Only	Night	2003	Deluxe - 1 Person - No Breakfast	10/18/2019	10/18/2019	2	40.00	20.00		40.00		Bank 1	REV - Room	
24	10/20/2019		BK016 - Mr ABC 016	Mr ABC 016	Room Only	Night	2005	Deluxe - 1 Person - No Breakfast	10/20/2019	10/20/2019	6	130.00	20.00		130.00		Bank 1	REV - Room	
25	10/20/2019		BK017 - Mr ABC 017	Mr ABC 017	Room Only	Night	3005	Superior - 2 Person - with Breakfast	10/20/2019	10/20/2019	6	280.00	20.00		280.00		Bank 1	REV - Room	
26	10/21/2019		BK018 - Mr ABC 018	Mr ABC 018	Room Only	Night	3004	Superior - 2 Person - with Breakfast	10/21/2019	10/21/2019	4	200.00	20.00		200.00		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

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

Received From

**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	Cash Advance			
27	12/1/19			Add capital			Bank 1	Owner's Capital 2			
28	12/6/19			Oil, parking and gas	114.00		Cash	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

The screenshot shows an Excel spreadsheet with the following structure:

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				

The spreadsheet is titled "CASH MUTATION" and is part of a workbook named "JournalSHEET - ST - Auto Repair Shop Business Bookkeeping for Non Accountant - V3.49 - Excel". The spreadsheet has columns for "No", "Date", "From", "To", and "Amount". The "Cash Mutation" tab is selected in the bottom navigation bar.

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

## 4.5 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													
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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.

## 4.6 PURCHASE | PAYMENT

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - Excel

BahanBakuPembeli...

**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

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - 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

D7 Mr ABC 001

No	ID	Name	Category	Notes
1	ID001	Mr ABC 001		
2	ID002	Mr ABC 005		
3	ID003	Mr ABC 006		
4	ID004	Mr ABC 007		
5	ID005	Mr ABC 008		
6	ID006	Mr ABC 009		
7	ID007	Mr ABC 010		
8	ID008	Mr ABC 011		
9	ID009	Mr ABC 012		
10	ID010	Mr ABC 013		
11	ID011	Mr ABC 014		
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

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

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

## 5.2 ACCOUNT RECEIVABLE | CUSTOMER

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - 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

G20 =IF(E20<>"",E20-F20,"")

### 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

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

100%

## 5.3 ACCOUNT RECEIVABLE | CHANNEL

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - Excel

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

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

UtangSupplier

### 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

Setup | Customer | Account Receivable | Setup | Supplier | Setup | Services | **Account Payable** | Setup | Docu ...

## 6 RECEIPT

### 6.1 INVOICE

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - Excel

FakturPenjualan

# INVOICE

Invoice No :

## Cloth & Clothes

Desa Dilun • Maospati • Jawa Timur ☎ 031-23456789

**INVOICE**

To : Mr ABC 001  
Address :  
City :  
Phone :  
No : INV001  
Date : October 2, 2019  
Due Date :

No	Item	Period	Qty	Unit	Price/Unit	Total
1.	Room Only	Oct 1 - Oct 2	1	Night	-	20.00
2.	Phone	-			5.00	5.00
3.	Massage	-			10.00	10.00
4.	Laundry & Press	-			5.00	5.00
5.	Minibar - Drink 1	-	2	Piece	1.00	2.00
<b>Total</b>						<b>42.00</b>
<b>Deposit</b>						<b>20.00</b>
<b>Remaining Balance</b>						<b>22.00</b>

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 customer

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



## 6.2 CASH RECEIPT

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - 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

**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

( )

Setup | Assets | Setup | Inventory | Depreciation | Booking | Deposit | Sales | **Cash Receipt** | Purchase | Paym ...

Type signature name

## 6.3 PURCHASE ORDER

**PURCHASE ORDER**

PO No.: PO001

**BRAVEHEART HOTEL**  
Desa Dilun • Maospati • Jawa Timur ☎ 031-23456789

**PURCHASE ORDER**

To : Supplier 1  
Address : \_\_\_\_\_  
City : \_\_\_\_\_  
Phone : \_\_\_\_\_

No : PO001  
Date : October 6, 2019  
Due Date : \_\_\_\_\_

No	Code	Item	Qty	Unit	Price/Unit	Total
1.	PR001	Minibar - Drink 1	10	Piece	0.75	7.50
2.		Tax			0.75	0.75
3.						
4.						
5.						
<b>Total</b>						<b>8.25</b>

Notes : \_\_\_\_\_

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

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

# 7 FINANCIAL REPORT

## 7.1 PROFIT & LOSS REPORT | MONTHLY

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - Excel

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LaporanLabaRugiB...

**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	August 2020
<b>REVENUE</b>											
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	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>5,810.00</b>	<b>10,817.50</b>	<b>13,390.00</b>	<b>11,305.00</b>	<b>12,830.00</b>	<b>11,102.50</b>	<b>13,382.50</b>	<b>12,297.50</b>	<b>11,520.00</b>	<b>11,267.50</b>	
<b>COST OF GOODS SOLD</b>											
COGS - Minibar	7.82	-	-	-	-	-	-	-	-	-	-
COGS - Other	-	-	-	-	-	-	-	-	-	-	-
<b>Total CoGS</b>	<b>7.82</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GROSS PROFIT/LOSS</b>	<b>5,802.18</b>	<b>10,817.50</b>	<b>13,390.00</b>	<b>11,305.00</b>	<b>12,830.00</b>	<b>11,102.50</b>	<b>13,382.50</b>	<b>12,297.50</b>	<b>11,520.00</b>	<b>11,267.50</b>	
<b>EXPENSES</b>											
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	-	-	-	-	-	-	-	-	-	-	-

Invoice Purchase Order Inventory Report Cash Accounts Profit Loss Profit Loss | Monthly Balance St ...

## 7.2 PROFIT & LOSS REPORT

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - Excel

LaporanLabaRugi

### 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	
	-	
	-	
	-	
<b>Total Revenue</b>		<b>113,722.50</b>
COST OF GOODS SOLD		
COGS - Minibar	7.82	
COGS - Other	-	
	-	
	-	
	-	
<b>Total CoGS</b>		<b>7.82</b>
<b>GROSS PROFIT/LOSS</b>		<b>113,714.68</b>
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

Cash Mutation | Invoice | Purchase Order | Inventory Report | Cash Accounts | Profit Loss | Profit Loss | Mon ...

100%

## 7.3 BALANCE SHEET REPORT

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - Excel

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

LaporanNeraca

**BALANCE SHEET R**

2018 2019  
Balance Not Balance (480.00)

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

### Braveheart Hotel

#### BALANCE SHEET STATEMENT

October 1, 2019 - September 30, 2020

	10/1/2019	9/30/2020		10/1/2019	9/30/2020
<b>ASSETS</b>			<b>LIABILITIES AND EQUITIES</b>		
<b>Current Assets</b>			<b>Current Liabilities</b>		
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	<b>Short/Long Term Debts</b>		
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)
<b>Fixed Assets</b>			Owner Debt		10,000.00
Office		500.00	<b>Total Liabilities</b>	-	<b>28,969.56</b>
Vehicle		10,000.00	<b>Equities/Owner's Capital</b>		
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)	<b>Total Equities</b>	-	<b>(17,032.04)</b>
Accum Depr Furniture		(34.38)	<b>TOTAL LIABILITIES AND EQUITIES</b>	-	<b>11,937.60</b>
Accum Depr Land and Buildings		-			
<b>TOTAL ASSETS</b>	-	<b>11,937.60</b>			

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

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

## 7.4 CASH FLOW REPORT

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - 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

LaporanArusKas

**CASH FLOW REPORT**

**BRAVEHEART HOTEL**  
**CASH FLOW REPORT**  
 October 1, 2019 - September 30, 2020

OPERATING ACTIVITY		
<b>Cash Receipts</b>		
REV - Room	89,395.00	
REV - Room Service	-	
REV - Laundry	5.00	
REV - Minibar	5.00	
REV - Other	15.00	
	-	
	-	
	-	
	-	
Employee Receivable	200.00	
Account Receivable	-	
Channel Receivable	8,660.00	
Cash Advance	261.00	
Tax Payable	31.30	
Service Charge	20.00	
Deposits	-	
Prepaid Revenue	-	
Security Deposit	-	
<b>Total Cash Receipts</b>		<b>98,592.30</b>
<b>Cash Payments</b>		
EXP - Salaries	7,450.00	
EXP - Allowance	-	
EXP - Administration	500.00	

Cash Accounts	
Cash	149.40
Bank 1	86,756.30
Bank 2	280.00
Bank 3	30,000.00
Bank 4	40,595.41
<b>Total</b>	<b>157,781.11</b>

Ready to print report.  
All values will be revealed automatically

Inventory Report | Cash Accounts | Profit Loss | Profit Loss | Monthly | Balance Sheet | **Cash Flow** | Equity | ...

100%

You may hide empty rows to make the report look nice

## 7.5 EQUITY REPORT

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - Excel

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LaporanEkuitas

### EQUITY REPORT

## BRAVEHEART HOTEL

### STATEMENT OF OWNER'S EQUITY

October 1, 2019 - September 30, 2020

<b>OWNER'S CAPITAL - Beginning</b>		
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	
<b>TOTAL BEGINNING CAPITAL</b>		<b>72,000.00</b>
<b>ADDITIONAL CAPITAL</b>		
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	
<b>DEDUCTION CAPITAL</b>		
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	
<b>INCREASE/DECREASE CAPITAL</b>		<b>90,162.65</b>
<b>OWNER'S CAPITAL - Ending</b>		<b>162,162.65</b>

Ready to print report.  
All values will be revealed automatically

Inventory Report Cash Accounts Profit Loss Profit Loss | Monthly Balance Sheet Cash Flow Equity ...

100%

## 7.6 ASSET REPORT

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - 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

## 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.

Balance Sheet | Cash Flow | Equity | Gross Profit | Room | Gross Profit | Product | **Assets** | Dashboard | Aboi ...

Calculate 100%



## 7.7 CASH ACCOUNT TRACKER

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - 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

**BRAVEHEART HOTEL**  
**CASH ACCOUNT REPORT**  
 October 1, 2019 - September 30, 2020

Select cash/bank account → **Bank 1**

Select month & year →

Account: Bank 1  
 Month: 10  
 Year: 2019

Balance at 10/1/2019: 20,000  
 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

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

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

# BRAVEHEART HOTEL

## FINANCIAL REPORT - 2019/2020

<b>TOTAL REVENUE</b>	<b>113,722.50</b>
<b>TOTAL COGS</b>	<b>7.82</b>
<b>TOTAL EXPENSES</b>	<b>23,552.04</b>
<b>NET PROFIT/LOSS</b>	<b>90,162.65</b>
<b>TOTAL OCCUPANCY</b>	<b>44.05%</b>
<b>CHANNEL TOP CONTRIBUTOR</b>	
AirBnB	12.37%
Agoda.com	10.91%
Travel Agent 4	10.47%
Direct Visit	10.17%
Phone	10.13%

<b>NET PROFIT MARGIN</b>	
Net Profit/Loss	79.3%
Total Sales	

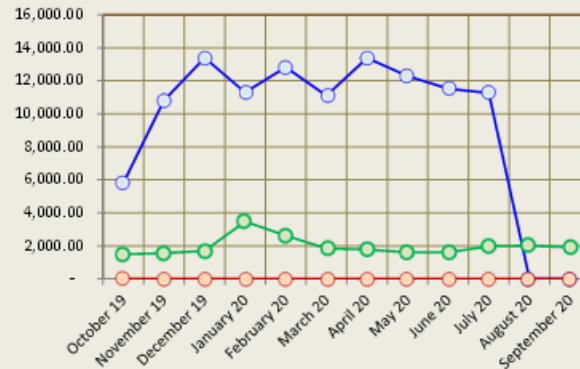
<b>DEBT RATIO</b>	
Total Payables	0.16
Total Assets	

<b>DEBT to EQUITY RATIO</b>	
Total Bank Debts	0.18
Total Equities	

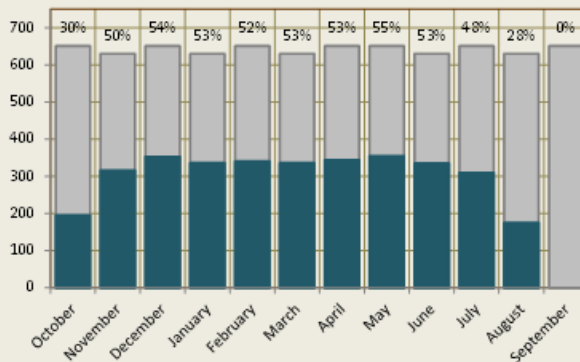
<b>CURRENT RATIO</b>	
Total Current Assets	98.51
Total Current Payables	

<b>RETURN ON EQUITY RATIO</b>	
Net Profit/Loss	55.6%
Total Equities	

### PROFIT & LOSS



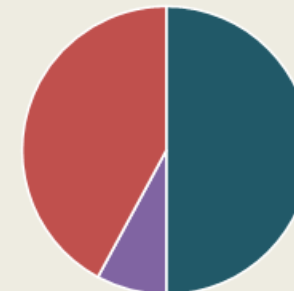
### OCCUPANCY



	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	2,000.0	10,830.0
Mar 20	11,102.5	0.0	0.0	11,102.5
Apr 20	13,382.5	0.0	0.0	13,382.5
May 20	12,297.5	0.0	1,000.0	11,297.5
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)

### BALANCE SHEET

<b>ASSETS</b>	<b>192,508.10</b>
<b>LIABILITIES</b>	<b>30,345.36</b>
<b>EQUITIES</b>	<b>162,162.65</b>



Ready to print report.  
All values will be revealed automatically

## 7.9 INVENTORY REPORT

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - Excel

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LaporanPersediaan

# 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						

Purchase | Payment | Other Transaction | Cash Mutation | Invoice | Purchase Order | **Inventory Report** | Cas ...

Ready to print report.  
All values will be revealed automatically

Adjust print setting to print particular rows.

## 7.10 PROFIT & LOSS REPORT | PRODUCTS

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - Excel

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LaporanLRProduk

**GROSS PROFIT/LOSS**

**BRAVEHEART HOTEL**

**GROSS PROFIT/LOSS**

October 1, 2019 - September 30, 2020

No	Code	Name	Total Sales	Total COGS	Total Profit
1	PR001	Minibar - Drink 1	2.00	1.51	0.49
2	PR002	Minibar - Drink 2	3.00	2.40	0.60
3	PR003				
4	PR004				
5	PR005				
6	PR006				
7	PR007				
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.

Profit Loss | Monthly | Balance Sheet | Cash Flow | Equity | Gross Profit | Room | **Gross Profit | Product** | As: ... +

100%

## 7.11 PROFIT & LOSS REPORT | ROOM

JournalSHEET - S4 - Hotel Business Bookkeeping for Non Accountant - V3.88 - Excel

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

GrossProfitRoom

**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

Profit Loss | Profit Loss | Monthly | Balance Sheet | Cash Flow | Equity | **Gross Profit | Room** | Gross Profit | F ...

100%

# 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

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	riminal - 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

## 8.1.2 ACCOUNT RECEIVABLE TRANSACTION

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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

### 8.1.3 ACCOUNT RECEIVABLE with DOWN PAYMENT TRANSACTION

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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		3,000.00	3,000.00	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 'Account Receivable' in row 8)
- 2: Select revenue category (points to 'Criminal Cases' in row 8)
- 3: Select bank/cash account (points to 'Bank 1' in row 10)
- 4: Select account receivable category (points to 'Account Receivable' in row 16)

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



## 8.1.4 CASH TRANSACTION with TAX

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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)

## 8.1.5 ACCOUNT RECEIVABLE with TAX

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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	Bank 1	Estate Plan	Other
6	10/12/2019	INV006	Company 6	Uncontested Divorce		1	10	200.00	2,000.00	Bank 1	Marriage Cases	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		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)

## 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

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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		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%

## 8.2.2 ACCOUNT PAYABLE TRANSACTION

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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		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

## 8.2.3 ACCOUNT PAYABLE with DOWN PAYMENT TRANSACTION

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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		Inventory	Supplier 2
2	10/6/2019	PO001	Car Wax	Piece		2		500.00	500.00		Tax Payable	Supplier 2
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%

## 8.2.4 CASH TRANSACTION 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		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%

## 8.2.5 ACCOUNT PAYABLE with TAX

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

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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%

## 8.3 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



## 8.4 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
166	8/12/2020			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising		
167	8/24/2020			Paid employee salaries	750.00		Bank 1	EXP - Salaries		
168	8/24/2020			employee salaries taxes	75.00		Bank 1	EXP - Tax Charges		
169	8/31/2020	CR002	Roberto	Employee 1 pay in installment		200.00	Cash	Employee Receivable		
170	8/31/2020			AC Maintenance	100.00		Cash	EXP - Renovation, maintenance and repair		
171	9/1/2020			Oil, parking and gas	81.00		Cash	EXP - Oil, parking, transportation		
172	9/3/2020			Bank debt - principal installment 8	670.17		Bank 4	Bank Debt 1		
173	9/3/2020			Bank debt - interest	67.90		Bank 4	EXP - Bank Interests		
174	9/6/2020			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance		
175	9/10/2020			Phone bill	36.00		Cash	EXP - Electricity, water, phone and internet		
176	9/10/2020			Electricity bill	189.00		Cash	EXP - Electricity, water, phone and internet		
177	9/10/2020			Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet		
178	9/10/2020			Water bill	56.00		Cash	EXP - Electricity, water, phone and internet		
179	9/10/2020			Credit card bill - principal payment	84.00		Cash	Bank Debt - Credit Card		
180	9/10/2020			Credit card bill - interest payment	8.40		Cash	EXP - Bank Interests		
181	9/11/2020			Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising		
182	9/15/2020			Purchase additional air conditioner - 1 unit	500.00		Account Payable	Office		Wismilac
183	9/15/2020			AC installation cost	20.00		Cash	EXP - Renovation, maintenance and repair		
184	9/15/2020			Worker tip	5.00		Cash	EXP - Other		
185	9/23/2020			Paid employee salaries	750.00		Bank 1	EXP - Salaries		
186	9/23/2020			employee salaries taxes	75.00		Bank 1	EXP - Tax Charges		
187	9/29/2020			Purchase additional air conditioner - 1 unit	500.00		Bank 2	Account Payable		Wismilac
188	9/30/2020			Bank Interest		55.50	Bank 1	Other		
189	9/30/2020			Bank Interest		30.50	Bank 2	Other		
190	9/30/2020			Bank Interest		20.56	Bank 3	Other		
191	9/30/2020			Bank Interest		108.76	Bank 4	Other		

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

Select cash/bank/account receivable account

Select revenue category

## 8.5 EXPENSES

All account payable transaction should follow similar steps with section 7.2

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M45 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		5.00	Cash	EXP - Oil, parking, transportation			
38	12/20/2019			Operational - Oil Cash Advance Return			Cash	Cash Advance			
39	12/20/2019			Purchase additional air conditioner - 1 unit	500.00		Cash	Machine		Espresso	
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 ...

## 8.6 LOAN

### 8.6.1 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

## 8.6.2 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

## 8.6.3 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 ...

## 8.6.4 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

## 8.7 PREPAID PAYMENT

### 8.7.1 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%

## 8.7.2 PREPAID REVENUE

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**OTHER INCOME | EXPENSES**

No	Date	Receipt #	Received From	Description	Expenses	Income	Cash/Payable/Receivable Accounts	Financial Report Category	Customer	Supplier	Notes
174	9/6/2020			Paid monthly health insurance	30.00		Bank 2	EXP - Insurance			
175	169	9/10/2020		Phone bill	36.00		Cash	EXP - Electricity, water, phone and internet			
176	170	9/10/2020		Electricity bill	189.00		Cash	EXP - Electricity, water, phone and internet			
177	171	9/10/2020		Internet subscription bill	35.00		Cash	EXP - Electricity, water, phone and internet			
178	172	9/10/2020		Water bill	56.00		Cash	EXP - Electricity, water, phone and internet			
179	173	9/10/2020		Credit card bill - principal payment	84.00		Cash	Bank Debt - Credit Card			
180	174	9/10/2020		Credit card bill - interest payment	8.40		Cash	EXP - Bank Interests			
181	175	9/11/2020		Ads on Internet	100.00		Bank 1	EXP - Marketing, promotion and advertising			
182	176	9/15/2020		Purchase additional air conditioner - 1 unit	500.00		Account Payable	Office		Wismilac	
183	177	9/15/2020		AC installation cost	20.00		Cash	EXP - Renovation, maintenance and repair			
184	178	9/15/2020		Worker tip	5.00		Cash	EXP - Other			
185	179	9/23/2020		Paid employee salaries	750.00		Bank 1	EXP - Salaries			
186	180	9/23/2020		employee salaries taxes	75.00		Bank 1	EXP - Tax Charges			non deductible tax
187	181	9/23/2020		rental car	200.00		Bank 2	Deposits			
188	182	9/26/2020		rental car   deposit returned		200.00	Bank 2	Deposits			
189	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



## 8.7.3 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	Machine		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			

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

## 8.8 OWNER'S CAPITAL

### 8.8.1 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

## 8.8.2 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			

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

## 8.8.3 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%

# 8.9 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			
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			
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 ...

Upon borrowing

Select cash/bank account

Select employee receivable category

Upon returning

Select cash/bank account

Select employee receivable category

# 8.10 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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