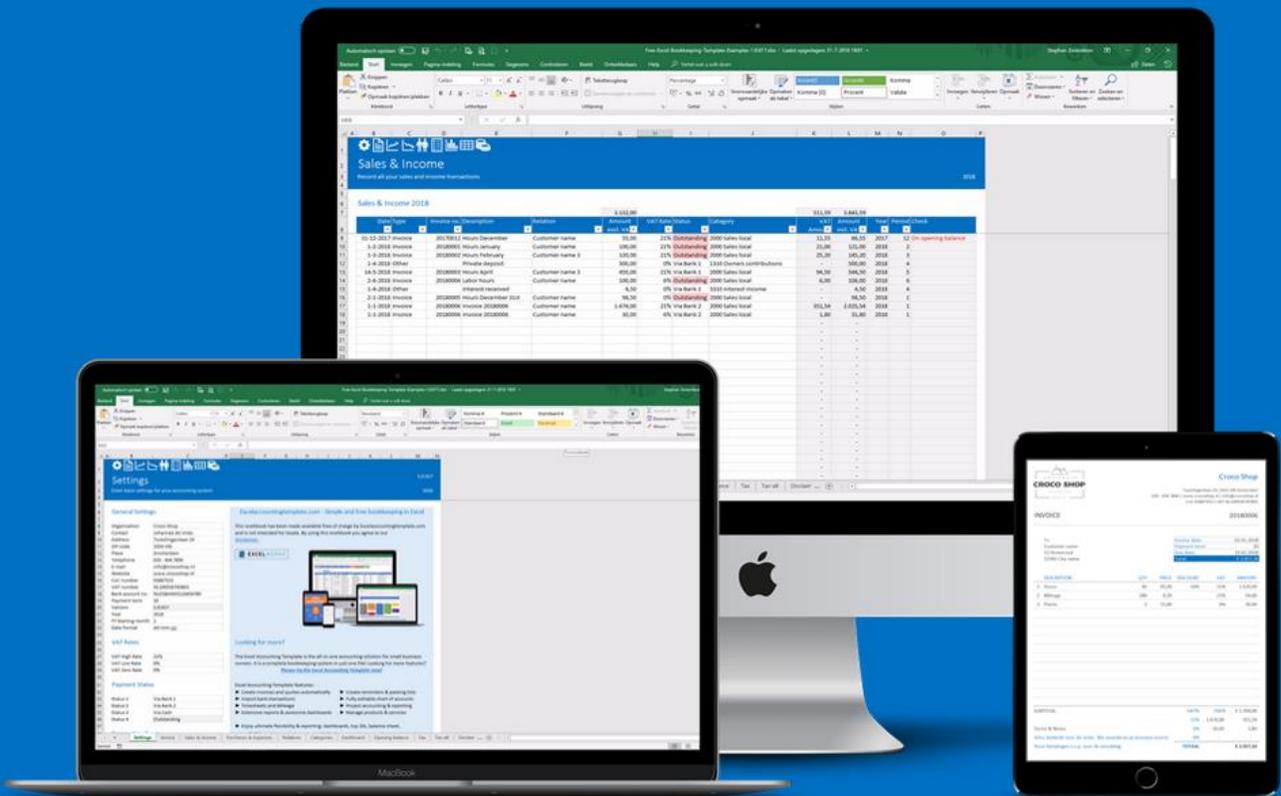


FREE

EXCEL BOOKKEEPING

TEMPLATE



Excelbookkeeping
DOWNLOAD FREE TEMPLATE

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Excel Bookkeeping Template

Bookkeeping made simple

Stephan Zwanikken

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1 General Information

In this chapter we provide general information about the Excel Bookkeeping Template for small business owners, starting companies and freelancers.

1.1 System Overview

A free intelligent bookkeeping template for small business owners:

- An Excel based accounting system on a Windows or macOS Platform
- Tabular system for easy transaction recording
- Visual dashboards and reports for management guidance
- Easy invoicing

1.2 Terms of Use



Esset Financial Services provides you with access to a variety of resources on the website www.excelaccountingtemplate.com, including documentation and other product information, download areas, communication forums, import modules and other services and tools and samples. All documents and resources are subject to the following terms of use, unless we have provided those items to you under more specific terms, in which case, those more specific terms will apply to the relevant item. We reserve the right to update the terms of use at any time without notice to you. The most current version of the terms of use can be reviewed by clicking on the "Terms of Use" hypertext link located at the bottom of our Web pages.

1.3 Contact

Our primary point of contact is our helpdesk system.

<https://www.excelaccountingtemplate.com/support>

1.4 Benefits



Do you feel helpless when it comes to your accounting? Are you tired of receiving a huge bill from your accountant, year after year, for services that you could easily be doing yourself? Are you fed up with paying for a service that is purposefully shrouded in mystery and secrecy (because if you actually knew how simple it was, you'd never pay an accountant again)? Do you wish there was a simplified system that would allow you not only save time, but thousands of dollars in unnecessary fees, by doing your own numbers?

Using the Excel accounting template saves you time you can spend with your family and saves you money you can invest in your business. Now doing your own accounting effortlessly is as simple as filling out a table.

With the Excel accounting template, you can:

- Do your accounting with **standard business software** you already own. Don't worry, this is an exceedingly simple process, even the most unorganized, non-tech savvy person can understand.
- Have your entire accounting system set up and **running on autopilot** in under **15 minutes**.
- **Comply** with both your needs and legal requirements
- Record your sales and expenses as easy as **filling out a simple table**. You don't have to learn new software.
- **Avoid** making **fatal mistakes** and additional tax assessments when recording your transactions. Unique integrity checks throughout the template make sure you do not forget anything.
- Create **invoices** simple and easy and send them to your customer as a PDF-document
- **Save hundreds of dollars** on accounting fees and software. No monthly fees. It is completely free!

1.5 Features



The Excel bookkeeping template is an all-in-one solution for your accounting needs. Simple-to-use, easy-to-understand and completely free. This edition of the Excel bookkeeping template comes with:

- recording of sales & income and purchases & expenses
- entering **master data** for customers and suppliers
- **multiple years** in one template
- **reporting** module for total sales and expenses and outstanding balances
- **balance sheet**: all your assets and equity & liabilities
- **profit & loss** statement: how much profit are you making?
- **integrity checks** throughout the template
- **sales tax** report: sales tax filing made easy
- ultimate **flexibility**: change company data, master data, chart of accounts (categories), VAT rates, date formats, payment terms etc.
- fast and easy creation of **invoices** in 10 different colours (adjust to your needs)

2 Installing the Excel Bookkeeping Template

In this chapter, you learn how to install the Excel accounting template. Don't worry, this is extremely simple. But before you do that, please make sure your computer and business software meet the requirements.

2.1 Platform and Software Requirements



Because of the complexity of the formulas within the Excel bookkeeping template, you will need to utilize our software within **Microsoft Excel**. Once again, don't worry, you do not have to worry about these formulas. All you need to do is fill in the blanks.

The Excel bookkeeping template works with Microsoft Excel 2007 for Windows (or newer) and Microsoft Excel 2011 for Mac (or newer). We recommend using the latest version of Microsoft Excel, which currently is Excel 2016 within the Office 365 suite (both PC and Mac).

Computer Part	Requirement
Computer and Processor	If you are using a PC, you will need a processor with at least 1GHz speed. For Mac, it should be a bit higher speed and should be Intel.
Memory	Office 365 Basic can run on 2GB RAM on PCs. For Mac, it should be 4GB.
Disk Space	HDD space for running Office 365 home should be 3GB while for Mac, it should be 6GB and the HDD format for the latter should be what is called Mac OS Extended format or HFC plus.
Station	No Cd-rom-station or dvd-rom-station is needed
Monitor	Display requirements for both PC and Mac are 1280 x 800 resolution.
Operating system	Operating system should be the latest as far as possible

If you do not have a copy of Microsoft Excel you can download a free trial via the link below:

<https://products.office.com/en-us/try>

The Excel bookkeeping template may not work 100% with open source software such as OpenOffice, Google spreadsheets or Numbers for Mac.

2.2 Installation



Installation is very simple. The Excel bookkeeping template is offered per download. You only need to save the Excel bookkeeping template to a location on your hard drive. After completion of your order you will receive an email with your download details. Save the product to your hard drive in a folder that you can quickly find.

Important

You must first extract the ZIP file before working in Excel. Locate the folder where you saved the ZIP file. Right-click on the ZIP file and select Unzip all. Once everything has been unpacked, then you open your Excel accounting template.

If you open an Excel-sheet directly from a ZIP file, you will often get a "Read Only" error message.

No macros – better security

The Excel bookkeeping template was deliberately designed without any macros. Only formulas are used to help you process your transactions, create your business documents and draw up professionally designed dashboards and reports. The absence of macros makes your template much more secure.

Tip 1

Please save your file using a logical filename for easy reference. For example:
Bookkeeping_YourCompanyName_2018-001.xlsx

Tip 2

When saving your worksheet always use a new serial or reference number. In case something goes wrong you can always continue working in a previously saved template. You have not lost all your work right away.

2.3 Backups



Since you are installing the template on a local hard drive, please make sure to backup your files regularly. You can manually back up your files on an external hard drive or an USB stick. I personally prefer the cloud. Since you are working with Microsoft Excel you most likely have OneDrive installed as well (Office 365 come with 1 TB free space). Once you save your files in the OneDrive directory of your computer all your files are automatically uploaded to the cloud.

3 Getting Started

You can literally get started with the Excel bookkeeping template within minutes.

3.1 Settings

The first sheet contains fixed data such as your business name, address, bank account, payment term and your VAT number and CoC number. This information is shown on your invoices. Next, you enter the applicable calendar year.

Fiscal year

If your fiscal year deviates from a calendar year, then enter the fiscal year starting month too. For instance, if your fiscal year starts at April 1st then enter the number 4.

If applicable, change the vat rates. We recommend not to change the text in the payment status table and transaction types table. If you do change them, make sure you have not used them yet. If you have, you need to reselect the payment status or transaction type in the Sales & Income and Purchases & Expenses tab.

3.2 Navigation

Navigate the Excel bookkeeping template using the icons at the top of each tab:



Or use the tabs at the bottom: Settings, Invoice, Sales & Income, Purchases & Expenses, Relations, Categories, Dashboard, Opening Balance and Tax(-alt).

3.3 Categories

All Sales & Income and Purchases & Expenses are allocated to a category. You can adjust the list of categories (ledger accounts) to your own discretion.

Attention

If you make adjustments to his table, please make sure to reselect the correct category in the Sales & Income and Purchases & Expenses table.

4 Creating Invoices

You can quickly and easily create beautiful invoices with the Excel bookkeeping template. Go the 'Invoice' tab. The data entered in the 'Settings' tab is automatically shown on your invoice.

4.1 Changing the Logo

You will find a **logo** at the top left. You can change the logo by **right-clicking** it and select Change image... Then select your own logo from your hard drive. You can adjust the size of the logo by dragging the corners.

4.2 Entering Invoice Data

Enter the invoice number (cell J13) and select a customer (cell C18). If you cannot find your customer, please add him at the 'Relations' tab. After selecting the customer, the address will automatically be added to your invoice.

Now enter the invoice date (cell J17). The due date is automatically calculated based on the applicable payment term (see 'Settings' tab).

Next, you enter all sold products and rendered services. In each line you enter a description, the quantity, the price, any discount percentages and the applicable vat rate (cells C24:I37).

The line number appears automatically if you enter a description. The amount (excluding vat) is automatically calculated per line. For example:

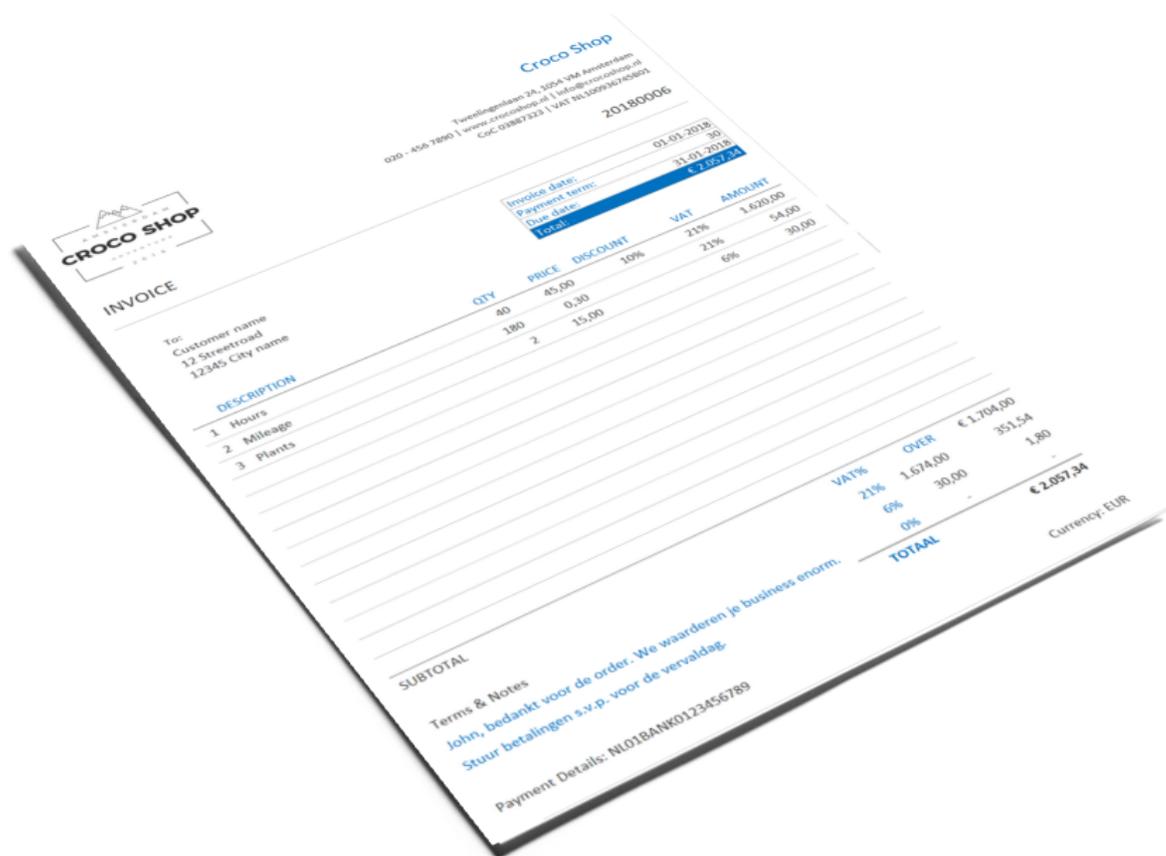
	DESCRIPTION	QTY	PRICE	DISCOUNT	VAT	AMOUNT
1	Hours	40	45,00	10%	21%	1.620,00
2	Mileage	180	0,30		21%	54,00
3	Plants	2	15,00		6%	30,00

You can change the text below the headline 'Terms & Notes'.

4.3 Checking and Saving as PDF

Always double check your invoices. Did you select the right customer? Is the invoice date correct? Are the prices correct? Did you change the terms and notes?

Now save the invoice as a PDF-file. Click File, Save as..., select PDF (*.pdf) as document type.



4.4 Processing the Invoice

To process your invoice please copy 1, 2 or 3 invoice lines beneath your invoice (cells C47:K49) to the 'Sales & Income' tab. **ALWAYS** use Paste Special, Values. Otherwise you will accidentally copy the cell properties too.

You will be notified when the invoice number already exists. A warning message appears beneath the invoice lines 'Invoice already exists in sales record'. Simply change the invoice number. No two invoices with the same number can exist. Invoices should be numbered consecutively.

Note: If there are multiple VAT rates on one invoice, these will be broken down for each VAT rate in the invoice lines under the invoice. As a result, it can seem as if there are multiple invoices with the same invoice number.

4.5 Clearing Invoice

Before you create a new invoice, you can clear the previous invoice. Click on the button "Clear invoice". Now all cells are selected that you can clear by pressing the 'Del'-key. Now you can create a new invoice. The other data on your invoice will of course remain.

5 Inputting Sales & Income

In the 'Sales & Income' tab you record all sales invoices and other income such as cash deposits, owners' contributions etc. As a rule, all bank and cash receipts are recorded here.

Enter all sales invoices. Last year's invoices too. Enter the date, transaction type and a description of the products sold/services rendered. Select a customer. Enter the amount excluding VAT and the applicable VAT rate. VAT is automatically calculated. In the 'Status' column, select whether the invoice is still 'Outstanding' or has been paid by the customer via Bank or Cash. Then select a category (which in almost all cases should be a **sales account**. Range: 2000 – 2030. Don't worry. You can always change the category later. All sales are presented in the Profit & Loss statement of the 'Dashboard'.

Sales & Income 2018

Date	Type	Invoice no.	Description	Relation	3.132,00		VAT Rate	Status	Category	511,59		3.643,59		Year	Period	Check
					Amount excl. VAT	VAT				VAT Amount	Amount incl. VAT					
31-12-2017	Invoice	20170012	Hours December	Customer name	55,00		21%	Outstanding	2000 Sales local	11,55	66,55	2017	12			On opening balance
1-2-2018	Invoice	20180001	Hours January	Customer name	100,00		21%	Outstanding	2000 Sales local	21,00	121,00	2018	2			
1-3-2018	Invoice	20180002	Hours February		120,00		21%	Outstanding	2000 Sales local	25,20	145,20	2018	3			Incomplete data
1-4-2018	Other		Private deposit		500,00		0%	Via Bank 1	1310 Owners contributions	-	500,00	2018	4			
14-5-2018	Invoice	20180003	Hours April	Customer name 3	450,00		21%	Via Bank 1	2000 Sales local	94,50	544,50	2018	5			
2-6-2018	Invoice	20180004	Labor hours	Customer name	100,00		6%	Outstanding	2000 Sales local	6,00	106,00	2018	6			
1-4-2018	Other		Interest received		4,50		0%	Via Bank 1	3310 Interest income	-	4,50	2018	4			
2-1-2018	Invoice	20180005	Hours December 31st	Customer name	98,50		0%	Outstanding	2000 Sales local	-	98,50	2018	1			
1-1-2018	Invoice	20180006	Invoice 20180006	Customer name	1.674,00		21%	Via Bank 2	2000 Sales local	351,54	2.025,54	2018	1			
1-1-2018	Invoice	20180006	Invoice 20180006	Customer name	30,00		6%	Via Bank 2	2000 Sales local	1,80	31,80	2018	1			
										-	-					

The Excel bookkeeping template assists you in avoiding (fatal) mistakes when processing your transactions as much as possible. A warning will appear in the Check column when you make a mistake. The following messages may appear:

Incomplete data

This message shows up when you forget to enter a mandatory field. Simply enter any missing data. For instance, a relation or date.

Date outside financial year

All sales and income outside the financial year are not calculated in the reports. In that case, you will see this message. You can change the financial year at the 'Settings' tab.

On opening balance

The only exception to this rule is outstanding balances from last year. They will show up as accounts receivable on the opening balance. Has the invoice been paid? Then this line belongs to a previous year.

6 Inputting Purchases & Expenses

In the 'Purchases & Expenses' tab you record all purchase invoices and receipts, but also other expenses such as owners' withdrawals, insurance collections etc. As a rule, all bank and cash expenditures are recorded here.

Enter all purchase invoices. Last year's invoices too. Enter the date, transaction type, invoice number, and a description. Then select a supplier. Enter the amount excluding VAT and the applicable VAT rate. VAT is automatically calculated. In the 'Status' column, select whether the invoice is still 'Outstanding' or has been paid to your supplier via Bank or Cash. Then select a category (which in most cases would be a **cost account**. Range: 2200 – 3310. Don't worry. You can always change the category later.

Purchases & Expenses 2018

Date	Type	Invoice no.	Description	Relation	2.150,10		VAT Rate	Status	Category	424,54		2.574,64		Year	Period	Check
					Amount excl. VAT	VAT				VAT Amount	Amount incl. VAT					
12-1-2018	Invoice	456687	Purchase of parts	Supplier name	75,00		21%	Outstanding	2200 Cost of sales	15,75	90,75	2018	1			
14-2-2018	Other		Private cash withdrawal		100,00		0%	Via Bank 1	1320 Owners draw	-	100,00	2018	2			
31-12-2017	Invoice	A387872	Subscription	Supplier name	50,00		21%	Outstanding	2980 Subscriptions	10,50	60,50	2017	12	On opening balance		
3-3-2018	Receipt	87287	Train ticket		24,50		0%	Via Bank 1	2760 Travelling	-	24,50	2018	3			
2-4-2018	Invoice		Newspaper ad	Customer name	95,00		21%	Outstanding	2420 Advertising	19,95	114,95	2018	4			
5-5-2018	Receipt		Lunch		5,60		6%	Outstanding	3090 Other general expenses	0,34	5,94	2018	5			
6-7-2018	Invoice	893787487	Rent 1st half year	Customer name	1.800,00		21%	Outstanding	2600 Housing costs	378,00	2.178,00	2018	7			
										-	-					
										-	-					
										-	-					
										-	-					

The Excel bookkeeping template assists you in avoiding (fatal) mistakes when processing your transactions as much as possible. A warning will appear in the Check column when you make a mistake. The following messages may appear:

Incomplete data

This message shows up when you forget to enter a mandatory field. Simply enter any missing data. For instance, a relation, category or date.

Date outside financial year

All purchases & expenses outside the financial year are not calculated in the reports. In that case, you will see this message. You can change the financial year at the 'Settings' tab.

On opening balance

The only exception to this rule is outstanding balances from last year. They will show up as accounts payable on the opening balance. Has the invoice been paid? Then this line belongs to a previous year.

7 Viewing Dashboard

In the 'Dashboard' tab totals of all sales and purchases are shown for the current year as well as all years. This report is automatically recalculated when you make any changes in sales or purchases. Outstanding amounts are also shown.

7.1 Profit & Loss Statement

Next you will see the Profit & Loss statement. Amounts are totalled per category. At the bottom you can see if you made a profit or not. The Profit & Loss statement is automatically recalculated after each addition or change to the sales and purchases. All cells contain formulas; hence you cannot make any changes.

Profit & Loss 2018

Acct	Description	Loss	Profit
—	SALES		
2000	Sales local	-	2.572,50
2020	Sales EU	-	-
2030	Sales outside EU	-	-
—	COSTS		
2200	Cost of sales	75,00	-
2220	Sub Contract	-	-
2420	Advertising	95,00	-
2430	Gifts & samples	-	-
2440	Marketing expenses	-	-
2600	Housing costs	1.800,00	-
2700	Fuel and petrol	-	-
2710	Motor repairs and servicing	-	-
2760	Travelling	24,50	-
2780	Hotels	-	-
2810	Printing and stationery	-	-
2830	Telephone & Internet	-	-
2850	Software	-	-
2860	Legal and professional	-	-
2870	Audit and accountancy	-	-
2920	Repairs and renewals	-	-
2970	Donations	-	-
2980	Subscriptions	-	-
3000	Courses/seminars	-	-
3010	Insurance	-	-
3020	Refreshments	-	-
3030	Suspense account	-	-
3090	Other general expenses	5,60	-
3200	Interest expense	-	-
3210	Bank fees	-	-
3310	Interest income	-	4,50
	<i>Profit balance</i>	576,90	-
	Total	2.577,00	2.577,00

7.2 Balance Sheet

The Balance Sheet is also automatically generated. Assets and Equity & Liabilities are shown per category. The amounts change after each addition or change in the sales or purchases tables.

Balance sheet 2018

Acct	Description	Assets	Liabilities
—	ASSETS		
0100	Bank 1	1.064,50	-
0110	Bank 2	2.207,34	-
0130	Petty cash account	50,00	-
0200	Securities	-	-
0300	Accounts receivable	537,25	-
0720	Property & plant	-	-
0740	Equipment	-	-
0760	Motor	-	-
—	EQUITY & LIABILITIES		
0500	Other receivables	-	-
0530	Guarantee deposits	-	-
1000	Accounts payable	-	2.450,14
1140	Sales tax payable high rate	-	492,24
1141	Sales tax payable low rate	-	7,80
1150	Purchase tax payable	414,04	-
1155	VAT paid/received	-	-
1180	Transfers between A/C's	-	-
1220	Long term loans	-	-
1300	Capital	-	346,05
1310	Owners contributions	-	500,00
1320	Owners draw	100,00	-
1990	Other payables	-	-
	<i>Profit balance</i>	-	576,90
	Total	4.373,13	4.373,13

8 Inputting Opening Balance

Entrepreneurs who are already active before the beginning of the year, will also have to input the opening balance. The opening balance is equal to the ending balance of last year. The opening balance only contains assets and equity & liabilities categories (no sales or costs categories). The opening balance is included in the ending balance of the current year. Last year's outstanding invoices – which you inputted in Sales & Income and Purchases & Expenses are automatically included in Accounts receivable and Accounts payable.

Opening balance

Acct	Description	Assets	Liabilities
—	ASSETS		
0100	Bank 1	140,00	
0110	Bank 2	150,00	
0130	Petty cash account	50,00	
0200	Securities		
0300	Accounts receivable	66,55	-
0720	Property & plant		
0740	Equipment		
0760	Motor		
—	EQUITY & LIABILITIES		
0500	Other receivables		
0530	Guarantee deposits		
1000	Accounts payable	-	60,50
1140	Sales tax payable high rate		
1141	Sales tax payable low rate		
1150	Purchase tax payable		
1155	VAT paid/received		
1180	Transfers between A/C's		
1220	Long term loans		
1300	Capital		346,05
1310	Owners contributions		
1320	Owners draw		
1990	Other payables		
	Total	406,55	406,55

9 Sales Tax Return

Finally, all sales tax amounts on your invoices and receipts are automatically processed in the tax report. You will see taxable sales and their sales tax as well as tax on purchases. You instantly see if you must pay or will receive money. You can use these amounts for your sales tax return. This report is also available per month.

Tax Report 2018

	Year	Q1	Q2	Q3	Q4
Taxable Sales High Rate	2.344	1.894	450	-	-
Taxable Sales Low Rate	130	30	100	-	-
Non-taxable Sales	99	99	-	-	-
Tax on Sales High Rate	492	398	95	-	-
Tax on Sales Low Rate	8	2	6	-	-
Tax on Sales Total	500	400	101	-	-
Tax on Purchases	414	16	20	378	-
Payable	86	384	80	-	-
Receivable	-	-	-	378	-

The payment/receipt of the sales tax is processed using the category 1155 VAT paid/received.

10 Setting Up a New Template

The last step is preparing next year's template. Use these steps to create yours:

To create next year's opening balance, you will use this year's ending balance. Use a new empty template for the next year. Copy your settings and relations to this empty sheet. Always use Paste Special, Values. Now you can start inputting the opening balance. Use the same categories as the ending balance.

- First, make sure you do **not** see any **error messages** in the Checks column of the 'Sales & Income' tab and the 'Purchases & Expenses' tab. The message 'On opening balance' is the only exception (ignore this).
- Next year's opening balance is based on this year's ending balance.
- **Print** the ending balance.
- Use a **new template** for the next year and save this file using a logical name, for instance: boekkeeping-businessname-2018-001.xlsx.
- Copy your **Settings** and **Relations** from the old template. Always use Paste Special, Values! Change the financial year and the vat rates when necessary.
- Go to the Opening balance and enter the **values** from last year's value ending balance.
- **Add up** all amounts of the **equity accounts** (1300, 1310 and 1320) and add the profit or deduct the loss. This total is entered at 1300 Capital.
- We recommend **summing** all **tax accounts** (1140, 1141, 1150 en 1155) and enter this amount at account 1155 VAT paid/received.
- Enter all **outstanding invoices** in your new template. Always use Paste Special, Values.