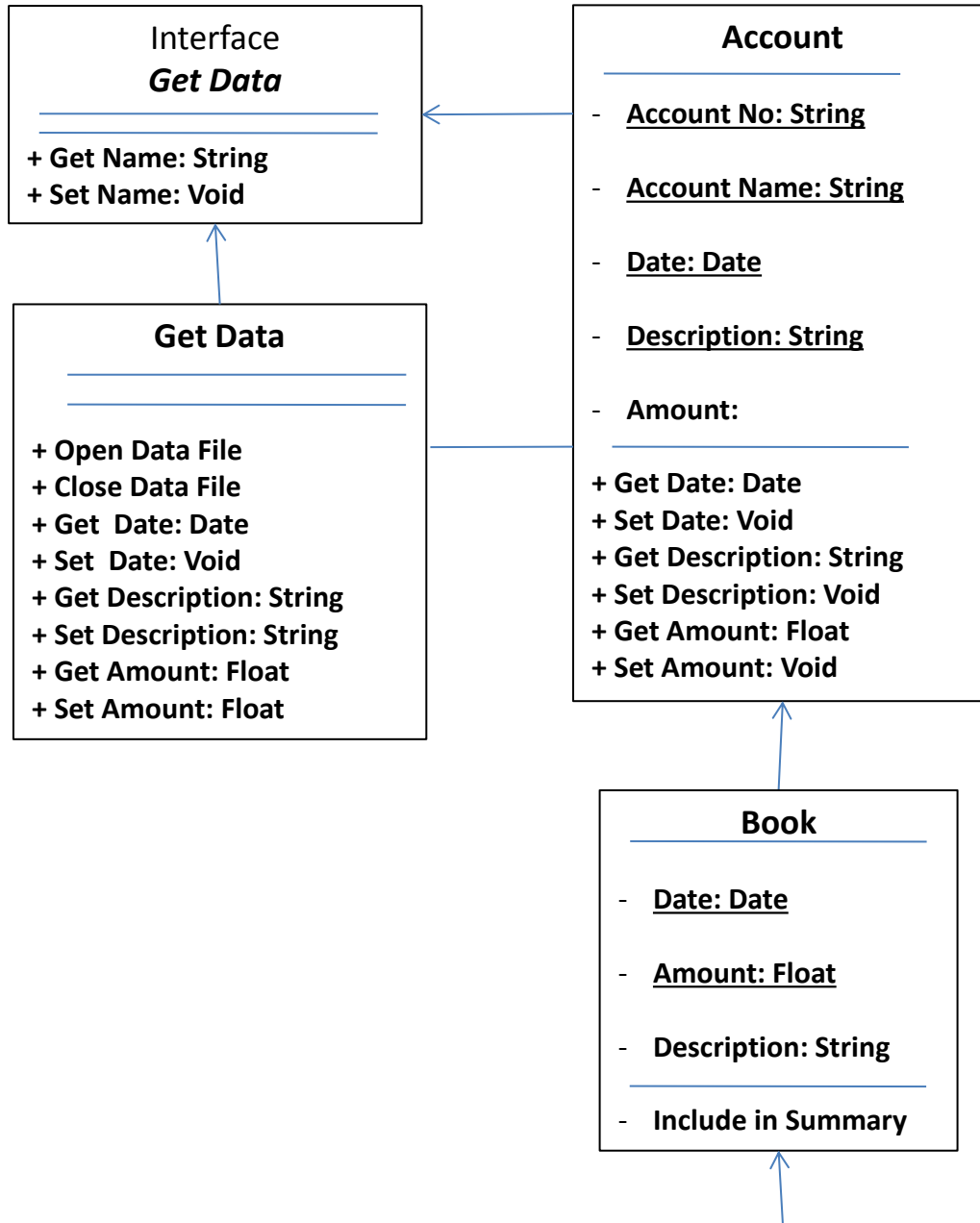


Create New Account: Number, Name and Carried Forward for Year



1. If new company year initialise.
2. Add monthly download to book.

A diagram of a 'Bank Book' form. The form is a rectangle with a black border. Inside, the title 'Bank Book' is centered at the top. Below the title is a horizontal line. Under this line are three items: '- Balance: Float', '- Loan: Float', and '- Other: Float'. Another horizontal line follows. Below this second line are three items: '- Edit', '- Allocate', and '- Calculate'. To the right of the form, there are two numbered instructions. Three blue arrows point towards the form: one from the top, one from the bottom left, and one from the bottom right.

Bank Book

- Balance: Float
- Loan: Float
- Other: Float

- Edit
- Allocate
- Calculate

1. Allocate to relevant Column in Bank Book.
2. Categorise Sales, Journal or P/E.

Sales

- Customer: String
- Timesheet No.: String
- Invoice No.: String
- VAT Rate: Float
- VAT Amount: Float
- Note: String

Journal

- Loan: Float
- Loan Repaid: Float
- VAT: Float
- CT: Float
- Company House: Float
- Investment: Float
- Dividend: Float
- Fine: Float
- Note: String

Purchases/Expenses

- Bank Charges: Float
- Travel: Float
- Communications: Float
- Rent: Float
- Power: Float
- Wages/ Emp'er NI: Float
- Office Equipment: Float
- Misc: Float

1. Sub-categorise :
Journal and P/E only
2. Enter all in cash
book.

Cash

- Carried Down: Float
- Brought Down: Float

Print Summary document for hard copy
Check.

Print

+ Format Output
+ Print Summary

1. Calculate VAT and
make entries.