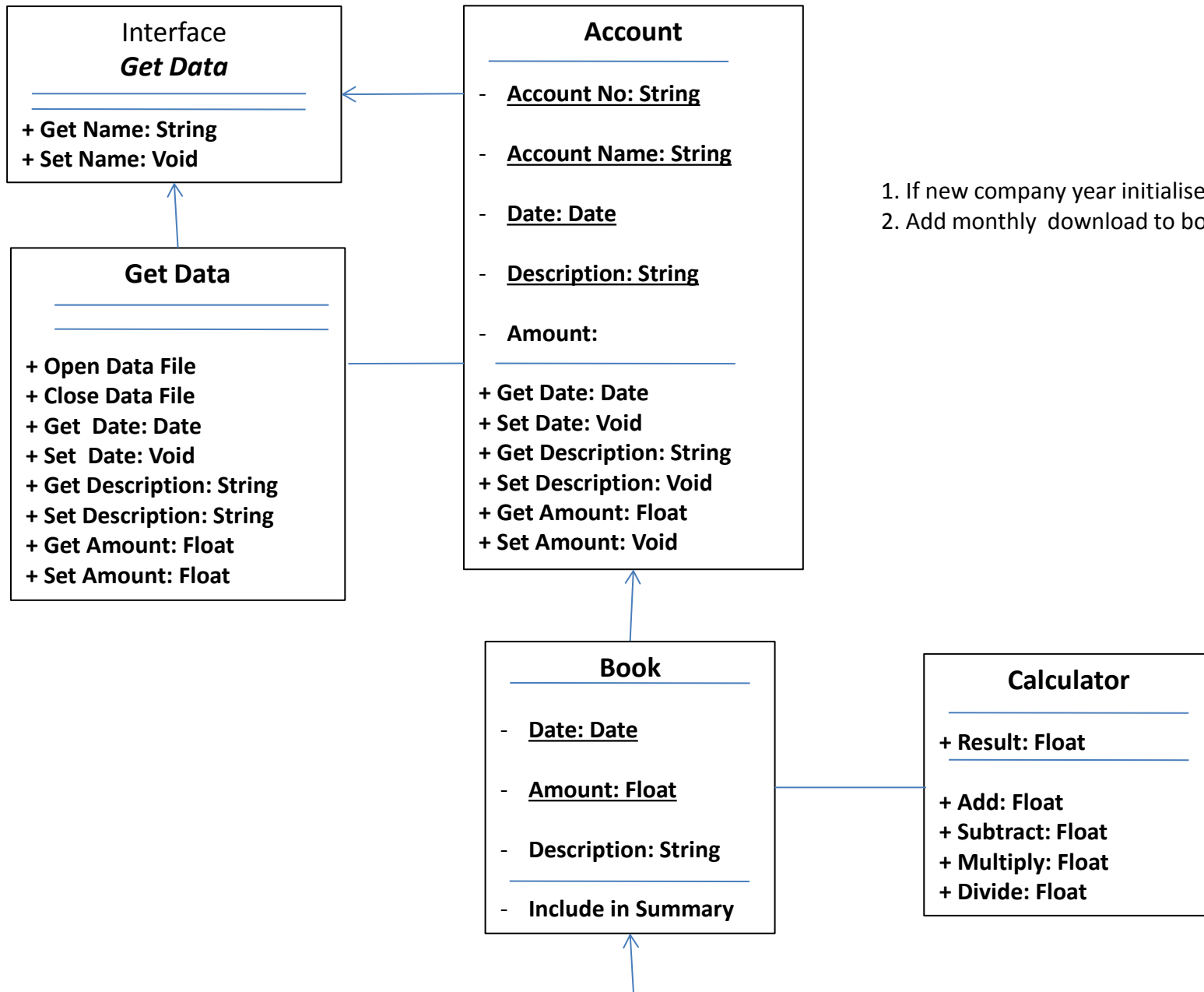
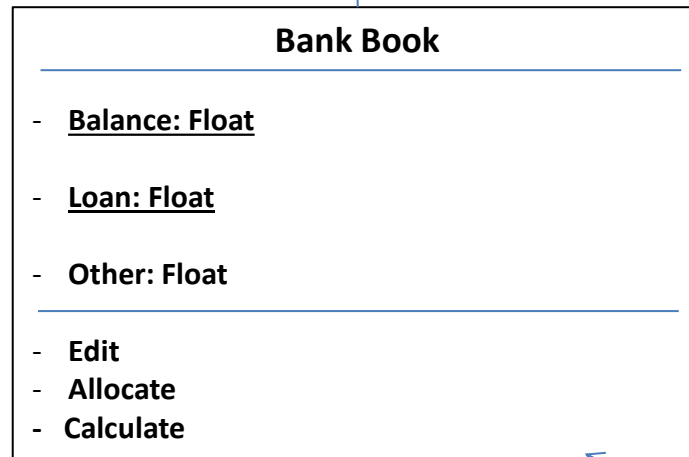


## Create New Account: Number, Name and Carried Forward for Year





A diagram of a 'Bank Book' form. The form is a rectangle with a title 'Bank Book' at the top. Below the title is a horizontal line. Under this line are three items: '- Balance: Float', '- Loan: Float', and '- Other: Float'. Below these is another horizontal line. Under this second line are three items: '- Edit', '- Allocate', and '- Calculate'. To the right of the form is a list of two instructions. Three blue arrows point upwards towards the bottom of the form: one from the left, one from the center, and one from the 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.