



Sales Book	
- Date	
- Customer	
- Timesheet No.	
- Invoice No.	
- Net Sales	
- VAT Rate	
- VAT Amount	
- Note	
<hr/>	
+ Add to Cash Book	

Journal	
- Date	
- Description	
- Loan	
- Loan Repaid	
- VAT	
- CT	
- Company House	
- Investment	
- Dividend	
- Fine	
- Note	
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+ Add to Cash Book	

Purchases/Expenses	
- Date	
- Description	
- Bank Chages	
- Travel	
- Communications	
- Rent	
- Power	
- Wages/ Emp'ér NI	
- Office Equipment	
- Misc	
- Totals	
<hr/>	
- + Add to Cash Book	

Cash Book	
- Receipt Date	
- Description	
- Debit	
- Credit Date	
- Description	
- Credit	
- Totals	
- Carried Down	
- Brought Down	
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+ Calculate c/d and b/d	