

Sales

- Customer
- Timesheet No.
- Invoice No.
- VAT Rate
- VAT Amount
- Note

Journal

- Loan
- Loan Repaid
- VAT
- CT
- Company House
- Investment
- Dividend
- Fine
- Note

Purchases/Expenses

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

Cash

- Carried Down
- Brought Down
- Read
- Calculate c/d and b/d