

Instructions

Information on how to get started using this template.

How to use this template

1. Start on the "Transactions" sheet by removing the sample transactions and enter your business transactions. After you have entered your transactions, place the transaction in the appropriate category.
2. The "Dashboard" and "Profit & Loss" sheets will automatically update based on the transactions.
3. If you want to change any of the categories, you can change them on the "Categories" sheet.
4. If you want to add new categories on the "Categories" sheet, first add a new row below the last one in that category type, type in the category name and select the category type from the drop down menu. Then go to the "Profit and Loss" sheet, select the row that shows #REF! and insert a new row below it. All the categories, including the new one will now show up. Your new category will now also be visible on the "Transactions" sheet.
5. To create a balance sheet, enter values in the shaded boxes on the "Balance Sheet".

[Click here for more information about Xero and financial statements](#)

[Click here for a quick video about this template](#)

Assumptions

Joe's lawn Service has 5 employees.

We are 1 of 5 employees

First 3 months of maintainance service.

Joe, owner of company invested \$2000.

Transactions

Enter transactions below. Transactions that you spent money on and Cost of Goods Sold should be a negative amount. Any money received should be a positive amount. After you have entered the Date, Description and Amount, select the appropriate category for the transaction.

[illegible]

Dashboard

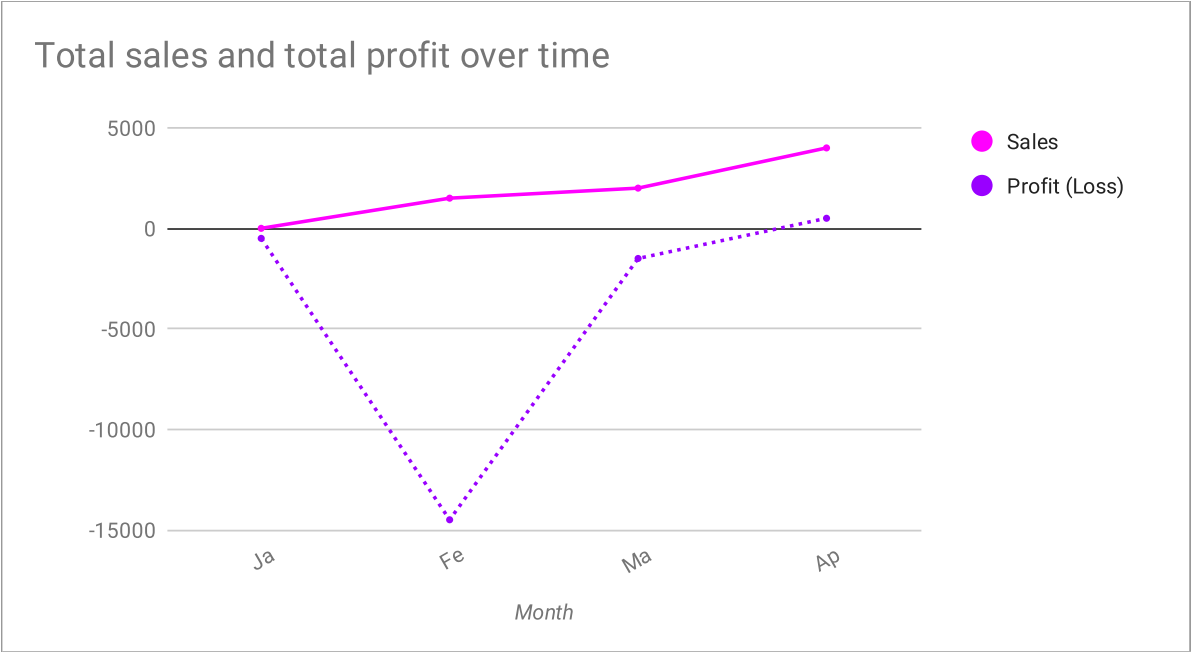
Automatically updated based on data in the "Transactions" sheet.

Sales YTD

7,500.00

Total Profit (Loss) YTD

(16,000.00)



Month	Sales	Profit (Loss)
Jan	-	(500)
Feb	1,500	(14,500)
Mar	2,000	(1,500)
Apr	4,000	500
May	-	-
Jun	-	-
Jul	-	-
Aug	-	-
Sep	-	-
Oct	-	-
Nov	-	-
Dec	-	-

3 Highest Sales Months

Apr	4,000
Mar	2,000
Feb	1,500

3 Lowest Sales Months

Feb	1,500
Mar	2,000
Apr	4,000

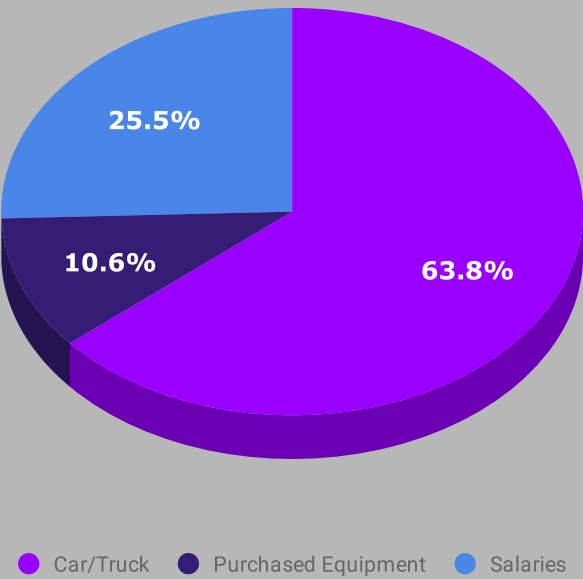
3 Most Profitable Months

Apr	500
Mar	(1,500)
Feb	(14,500)

3 Least Profitable Months

Feb	(14,500)
Mar	(1,500)
Jan	(500)

Annual expense totals by category



3 Highest Expenses YTD

Car/Truck	15,000.00
Salaries	6,000.00
Purchased Equipment	2,500.00

Profit & Loss

This sheet automatically summarizes revenues, costs, and expenses for the provided year based on the transactions listed in the "Transactions" sheet. Optionally, specify a growth rate percentage to create a projected Profit & Loss statement. Select cell F4 to choose the first month of your financial year. The rest of the dates will update.

20YY	January	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD	Growth Rate	Projected
Income																
Revenue																
Lawn Services		1,500	2,000	4,000	-	-	-	-	-	-	-	-	-	7,500	20%	9,000
														-		-
Total sales		-	1,500	2,000	4,000	-	-	-	-	-	-	-	-	7,500		9,000
Gross Margin		-	1,500	2,000	4,000	-	-	-	-	-	-	-	-	7,500		9,000
Expenses																
Car/Truck		-	15,000	-	-	-	-	-	-	-	-	-	-	15,000		15,000
Purchased Equipment		500	-	2,000	-	-	-	-	-	-	-	-	-	2,500		
Salaries		-	1,000	1,500	3,500	-	-	-	-	-	-	-	-	6,000		6,000
Total expenses		500	16,000	3,500	3,500	-	-	-	-	-	-	-	-	23,500		21,000
Total Profit (Loss)		(500)	(14,500)	(1,500)	500	-	-	-	-	-	-	-	-	(16,000)		(12,000)

Categories

Category Name	Category Type
Advertising	Expenses
Office Supplies	Expenses
Car/Truck	Expenses
Insurance	Expenses
Rent-Car/Equipment	Expenses
Repairs	Expenses
Legal Expenses	Expenses
Contractors	Expenses
Travel	Expenses
Meals & Entertainment	Expenses
Utilities	Expenses
Rent	Expenses
Loan Expenses	Expenses
Taxes and Licenses	Expenses
Other Expenses	Expenses
Purchased Equipment	Expenses
Salaries	Expenses
Custom Expense 3	Expenses
Lawn Services	Revenue
	Revenue
	Revenue

Balance Sheet

As of

31/3/2020

This sheet lists assets and liabilities. Enter values in the shaded cells below.

Assets

Cash and Cash Equivalents

Checking Accounts

2,000

Saving Accounts

Total Cash

2,000

Current Assets

Accounts Receivable (net)

Inventory

Prepayments

Total Current Assets

0

Property, Plant and Equipment

Vehicles (net)

15,000

Furniture & Fixtures (net)

Equipment (net)

2,500

Buildings (net)

Land

Total Property, Plant and Equipment

17,500

Other Assets

Other Assets

Total Other Assets

0

Total assets

19,500

Liabilities and Owner's Equity

Current Liabilities

Accounts payable

Notes payable

Other Current Liabilities

Total Current Liabilities

0

Non-Current Liabilities

Long-term Notes Payable
Loans
Other Non-Current Liabilities
Total Non-Current Liabilities

15,000

15,000

Total liabilities

15,000

Owners' equity

Capital Stock
Retained Earnings
Other

4,500

Total owners' equity

4,500

Total liabilities and equity

19,500

Balance check (should be Zero)

0