

Income & Expense Report

An excel based solution, which is macro free, to enable you to monitor your income and expenses. If this sounds like what you need, take a look at the details below.

Monitor income and expense

Generate VAT returns

Compatible with 3rd party making tax digital software

Flat rate or normal VAT schemes

Monitor loan activity (between the owner and the business)

Informative annual report

Category report, based on expense categories

Detailed breakdowns

Clear VAT selections and complete control over each entry

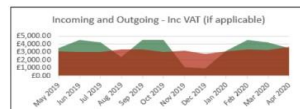
Running totals and easy to check

And so much more...

Keep track of your income and expenses, and be compliant with HMRC, all on one spreadsheet



Quarter	Value
1st Quarter (May 2019)	£1,000.00
2nd Quarter (Aug 2019)	£1,500.00
3rd Quarter (Nov 2019)	£1,200.00
4th Quarter (Feb 2020)	£1,300.00

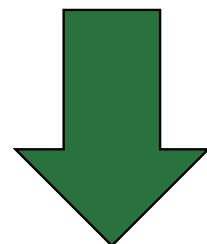


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Select
Financial Year Start Month: May
 Enter as 2018
Financial Year Start Year: 2019

Are you VAT registered? VAT Registered:
 Select VAT Scheme
Which VAT Scheme: Normal

First day of the first full VAT return quarter for this financial year
Start of First VAT Quarter: 01 Jun 2019

Complete first VAT rate, if it changes, complete more (if required)

	Start Date	End Date	Rate
1	01 Mar 2019		20.00%
2			
3			
4			
5			

Copy and paste (data) from previous year's spreadsheet, if applicable

VAT Import from Last Financial Year			
	Sales	Expenses	Expenses VAT
1	£3,000.00	£500.00	£100.00
2	£3,000.00	£500.00	£100.00

VAT Number: 1234 5678 90

Your Business Name:
Your Business

Balances brought forward from last financial year

Bank Balance:	£5,000.00
VAT Balance:	
Inc. Tax Balance:	

Watch Demo Video
 If you'd rather watch this video on YouTube

Main Income Category

A Sales Income	VAT <input checked="" type="checkbox"/>	Inc. Tax <input checked="" type="checkbox"/>
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Income & Expense Categories

B Advertising / Marketing	VAT <input checked="" type="checkbox"/>	Inc. Tax <input checked="" type="checkbox"/>
C Bank Charges/Interest	VAT <input checked="" type="checkbox"/>	Inc. Tax <input checked="" type="checkbox"/>

This section is the main setup and the VAT setup. If you are not VAT registered, ignore the relevant section. The financial year start month and year, is the first month (and year) of your financial year, relating to this spreadsheet. The month and year selected will be the first month on this spreadsheet, the other months will continue from there. Make sure that your opening bank balance is entered, and any other applicable opening balances. Please check all sections, and ensure that they are completed accurately if required.

This section is very simple. Every financial entry entered, it will ask you to allocate a category. These are the categories. The first one will be the name of your main sales income, so please name accordingly.

The next list will be for either income or expenses or both (so you can name something 'Loan Repayments / Withdrawals' for example, and use it for both credit and debit transactions, provided they fall under the same category). Complete as many as required. Please complete this section BEFORE starting to enter financial entries. If you change one of these after you have filled in financial transactions, the transaction category WILL NOT change, and that figure will be lost from the report.

This spreadsheet is for a financial year, and you can create one for each year by simply putting in the start month and year of the period. You can also transfer balances from the previous year (by copying and pasting VALUES).

There are also various setting which can be edited on this page. You can select VAT options, categorise expenses, assign default VAT and Tax implications, set loan starting amounts, and other details. This spreadsheet will set up the rest of the tabs for the year, and make sure that it is correct for your business.

May 2019 **Your Business**

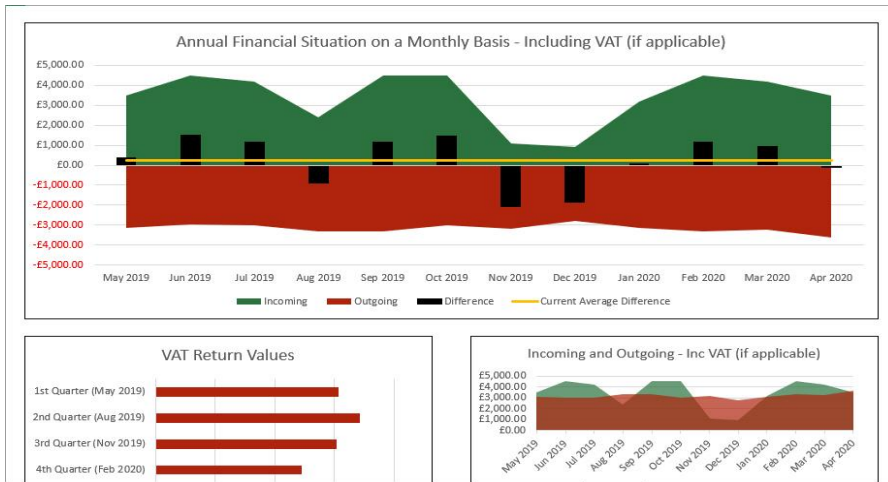
Complete the entries below for the respective month. Simply add 1 line of data per transaction (income or expense). Add in the date (within the respective month), select the category (previously determined), put in a description (optional), invoice number (optional), and assign an amount to either the debit (expense) or credit (income) column. Then all that is needed is for you to select a tick or cross to the VAT column. If you are registered for VAT, and the category is one which you have pre-selected VAT, the cell will turn yellow. That is a warning to make a selection. Tick means that you WILL claim back VAT (or have to pay VAT) and a cross means that you will NOT claim back VAT (or the income does not incur VAT).

Monthly Balances							Totals for May 2019		
Opening Balance:	£5,000.00	Total VAT Sales Exc. VAT		£2,916.67	Total VAT Purchases Exc. VAT		£250.00		
Closing Balance:	£5,376.00	Total VAT Sales Exc. VAT		£2,916.67	Total VAT Purchases Exc. VAT		£250.00		
Difference:	£376.00	Total VAT Sales Exc. VAT		£2,916.67	Total VAT Purchases Exc. VAT		£250.00		
Date	Category	Description	Inv/Rec No.	Debit	Credit	Balance	VAT	Exc. VAT Value	VAT Value
01 May 2019		Balance Brought Forward				£5,000.00			
01 May 2019	Bank Charges/Interest	Interest		£1.00		£5,001.00		£0.00	£0.00
05 May 2019	Sales Income	Invoice 123			£2,000.00	£7,001.00	✓	£1,666.67	£333.33
08 May 2019	Advertising / Marketing	Networking event		£100.00		£6,901.00	✓	-£83.33	-£16.67
10 May 2019	Travel Cards			£20.00		£6,881.00		£0.00	£0.00
12 May 2019	Bank Charges/Interest	Bank Charges		£5.00		£6,876.00		£0.00	£0.00
15 May 2019	Director's Deposits	Repayment to director		£500.00		£6,376.00		£0.00	£0.00
20 May 2019	Sales Income				£1,500.00	£7,876.00	✓	£1,250.00	£250.00
25 May 2019	Registration Renewals	Any renewal		£200.00		£7,676.00	✓	-£166.67	-£33.33
25 May 2019	Salaries/Wages			£2,000.00		£5,676.00		£0.00	£0.00
25 May 2019	Rent/Utilities			£300.00		£5,376.00		£0.00	£0.00

It is then just a case of entering a few details for each transaction. Enter the date, select the category, enter a description (or details) and the receipt or invoice number, and then assign a debit or credit value depending on whether it is an income or expense.

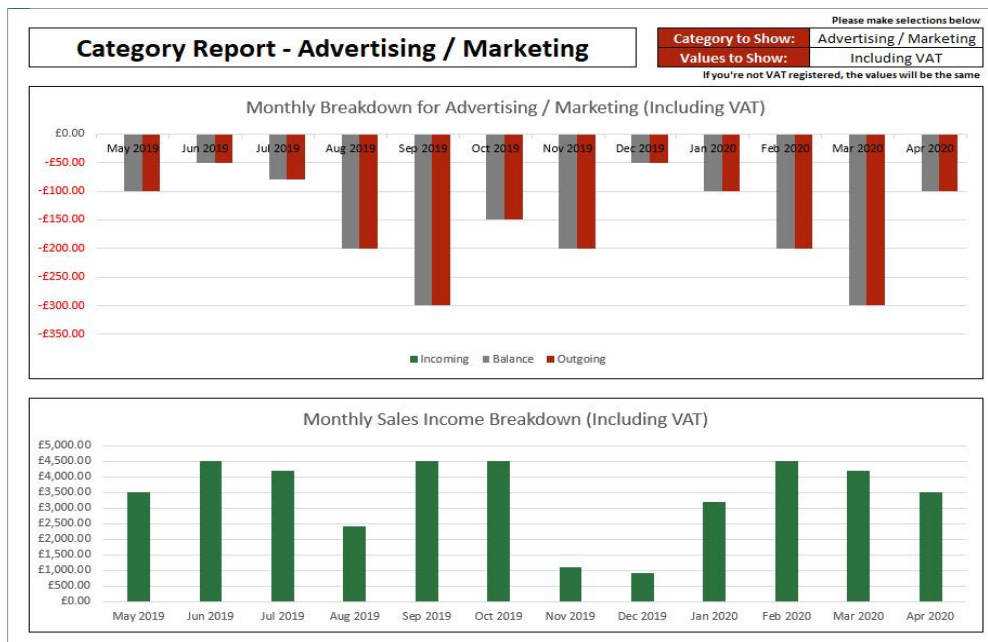
The VAT column will then request a selection (depending on your selections), and you can tick if there is VAT or select a cross if there isn't. This leaves you in complete control of each transaction, so you know exactly how your VAT figures are calculated.

There is a sheet like this for each month. You simply fill in the red sections, and the green ones will calculate automatically.



As you add entries, the reports will update automatically. The first report has various features, including the annual income and expense totals for each month. It also shows you the VAT return values for each quarter. You can also see incomings and outgoings in one graph, to help spot seasonal trends.

You can also see your loan activity (loans between the director and the business), as well as your opening and closing bank balances for each month.

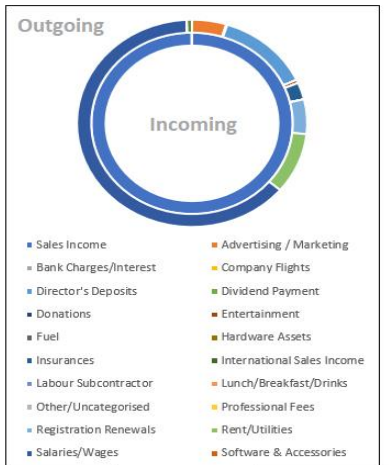


The next report shows a monthly sales breakdown, as well as a monthly breakdown of the category of your choice. Not only that, but you can also see a monthly income and expense value for each month, and each category. Three batches of data per category and month. Incoming, outgoing, and difference.

This contains quite a bit of useful information, and is also available as an exclusive or inclusive of VAT value, simply select the one you prefer.

Annual Figures per Category (Including VAT)			
Category	Incoming	Outgoing	Balance
Sales Income	£41,000.00	£0.00	£41,000.00
Advertising / Marketing	£0.00	£1,830.00	-£1,830.00
Bank Charges/Interest	£12.00	£60.00	-£48.00
Company Flights	£0.00	£0.00	£0.00
Director's Deposits	£0.00	£5,000.00	-£5,000.00
Dividend Payment	£0.00	£0.00	£0.00
Donations	£0.00	£0.00	£0.00
Entertainment	£0.00	£200.00	-£200.00
Fuel	£0.00	£0.00	£0.00
Hardware Assets	£0.00	£0.00	£0.00
Insurances	£0.00	£1,000.00	-£1,000.00
International Sales Income	£0.00	£0.00	£0.00
Labour Subcontractor	£0.00	£0.00	£0.00
Lunch/Breakfast/Drinks	£0.00	£0.00	£0.00
Other/Uncategorised	£0.00	£0.00	£0.00
Professional Fees	£0.00	£0.00	£0.00
Registration Renewals	£0.00	£2,050.00	-£2,050.00
Rent/Utilities	£0.00	£3,600.00	-£3,600.00
Salaries/Wages	£0.00	£24,000.00	-£24,000.00
Software & Accessories	£0.00	£0.00	£0.00
Stationery	£0.00	£0.00	£0.00
Study/Courses	£0.00	£0.00	£0.00
Sundries	£0.00	£0.00	£0.00

Balance Total:	£2,992.00
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It also shows a breakdown of your expenses and income, so that you can see what categories are making up the majority of the figures, which is ideal if you want to know where your money is going.


This contains quite a bit of useful information, and is also available as an exclusive or inclusive of VAT value, simply select the one you prefer.

VAT Return (To HMRC using link provided)	
VAT RETURN	£
Box 1: Output VAT	1,783.33
Box 2: EC Acquisitions VAT	0.00
Box 3: Total Output VAT	1,783.33
Box 4: Input VAT	250.00
Box 5: Net VAT Due	1,533.33
Box 6: Total Sales	8,917
Box 7: Total Purchases	1,250
Box 8: Total EC Sales	0
Box 9: Total EC Purchases	0

This page is compatible with [HMRC](#). Please ensure that the figures are correct before submitting this, as YOU are responsible for these figures. Please check that you have selected the correct return period (above), and that ALL figures are correct before submitting.

If any figures are not correct, please adjust the entries on this spreadsheet in order to assure that they are correct.

LINK TO OUR MTD PAGE



Lastly, but definitely not least, it works out your VAT returns. Not only does it work them out, it shows all 4 quarters using live data from the spreadsheet, and then puts it in a layout that is compatible with our selection for 3rd party software to upload the figures to HMRC. Take a look at our website for more information about this.

So there you have it, an overview of this unique product. We can't show you everything in this brochure, so please use the link below to the demo video, should you wish to see exactly how this product works.

All the other links you may need for more information, or to purchase this product, are below.



In order to purchase this product, download a free trial, or watch the demo video, please click the image to the left.

This product is sold from the UK, and will be invoiced as GBP. The fee is a once off fee, and there is no monthly charge. There will be an entirely optional annual charge, should you want to receive future upgrades.

£150

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