Box 5 - Bookkeeping Module

Configure Statements Worksheet

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Functional Relevance

Bookkeeping has 4 steps:

1. Record Transactions “Accurately”
2. Categorize Data
3. View Income Statement
4. View Balance Sheet for cross check of Income Statement

The Statements Worksheet is related to the “Accurately” portion of Step 1

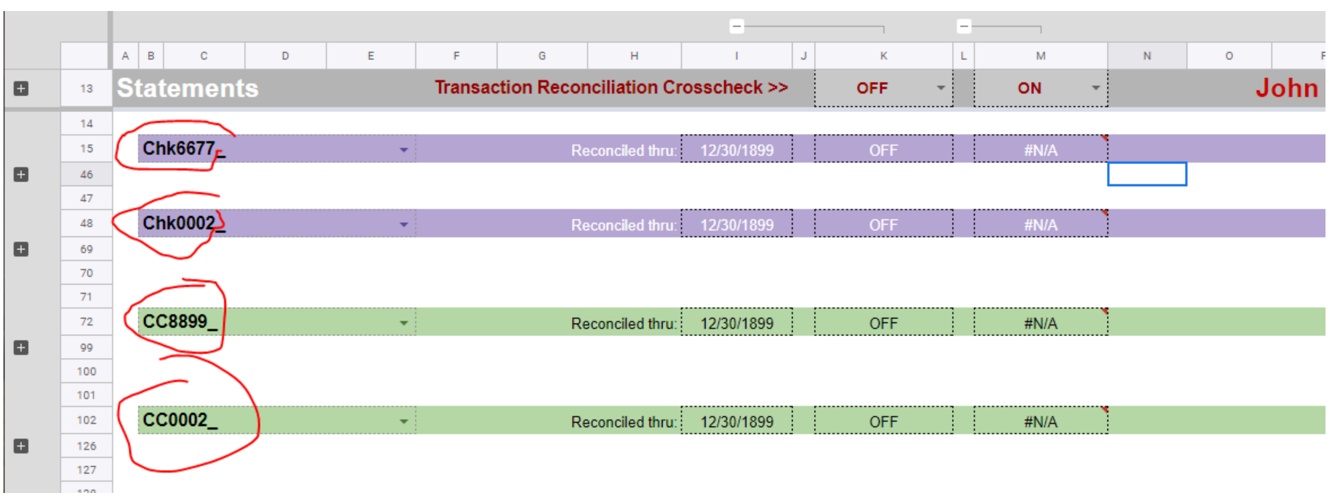
It is part of the data entry verification process via an “aggregated reconciliation process”.

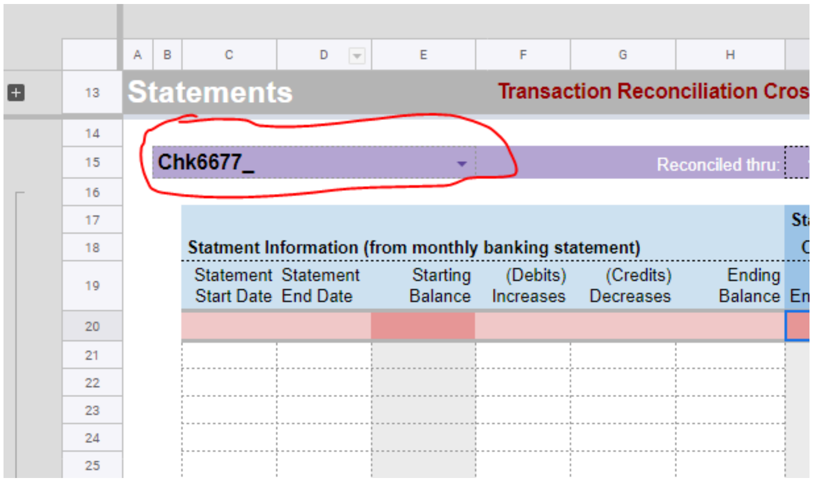
Statement data from the bank is entered into the spreadsheet and the spreadsheet will 1) automatically check to make sure the statement data entered adds up to the ending balance entered AND 2) it will compare the statement ending balance to the running balance in the transactions for the statement end date.

Configuration Requirements

On this worksheet, during the initial configuration process you are going to select the Checking Accounts (purple) and Credit Card accounts (green) you will be tracking with Journals from the drop down. (this is showing the data tables in a collapsed view so only the table headers are showing)

This is the only thing you will do on this page during configuration. This has NO EFFECT on file operation. This is just for visual identification.

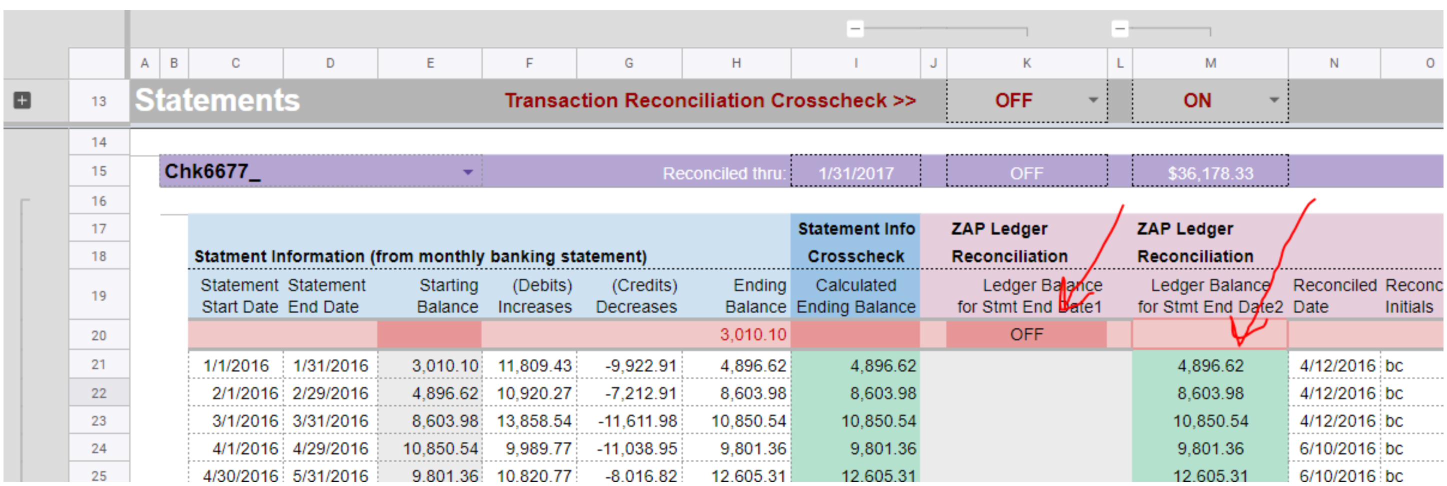




Additional Information

Each Section Bound to a Worksheet

Each statement section is bound to a specific worksheet by worksheet name in one or a few relevant equations. As the Journal worksheets are renamed, the section formulas will adjust. So in fact you can think of these four sections as being section 1, section 2, section 3 and section 4 bound to journal worksheets 1-4 although that is not visible anywhere.



Statement Start Date	Statement End Date	Starting Balance	(Debits) Increases	(Credits) Decreases	Ending Balance	Calculated Ending Balance	Ledger Balance for Stmt End Date1	Ledger Balance for Stmt End Date2	Reconciled Date	Reconc Initials
					3,010.10		OFF			
1/1/2016	1/31/2016	3,010.10	11,809.43	-9,922.91	4,896.62	4,896.62		4,896.62	4/12/2016	bc
2/1/2016	2/29/2016	4,896.62	10,920.27	-7,212.91	8,603.98	8,603.98		8,603.98	4/12/2016	bc
3/1/2016	3/31/2016	8,603.98	13,858.54	-11,611.98	10,850.54	10,850.54		10,850.54	4/12/2016	bc
4/1/2016	4/29/2016	10,850.54	9,989.77	-11,038.95	9,801.36	9,801.36		9,801.36	6/10/2016	bc
4/30/2016	5/31/2016	9,801.36	10,820.77	-8,016.82	12,605.31	12,605.31		12,605.31	6/10/2016	bc

```
=if($K$13<>"ON", "OFF",
arrayformula(if(D20:D41<>"",round(vlookup(D20:D41,'Chk6677'!L11:O,4,True),2),"")) )

=if($M$13<>"ON","off", if( C21="","--",
round(sum(filter('Chk6677'!C$11:C,'Chk6677'!A$11:A<D21+1)),2)  ))
```

2 Checking Accounts and 2 Credit Cards by Default

By default the File Templates are set up for 2 CHECKING ACCOUNTS and 2 CREDIT CARDS.

You can add as many as you'd like. See next section.

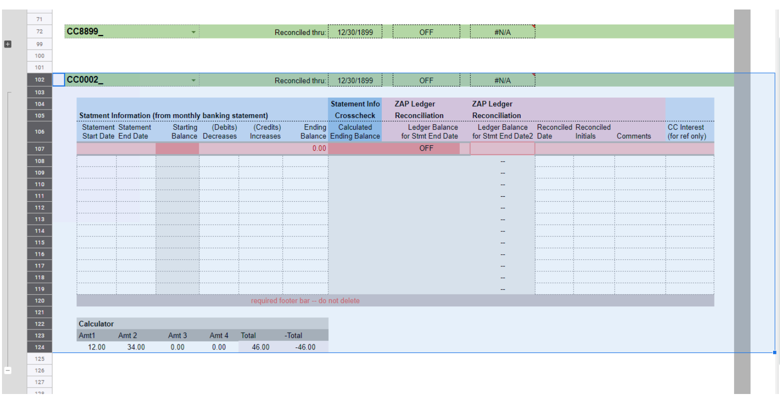
If you aren't using all 4, collapse them or hide them. You can delete them but not suggested as putting them back in if needed takes more work

Adding a Statement Section

In the event you need to add additional sections for Checking or Credit cards, you will highlight one of the existing sections, and copy (ctrl-c) and paste it (ctrl-v) as appropriate. Then you will need to modify a few cells and this part is a little confusing.

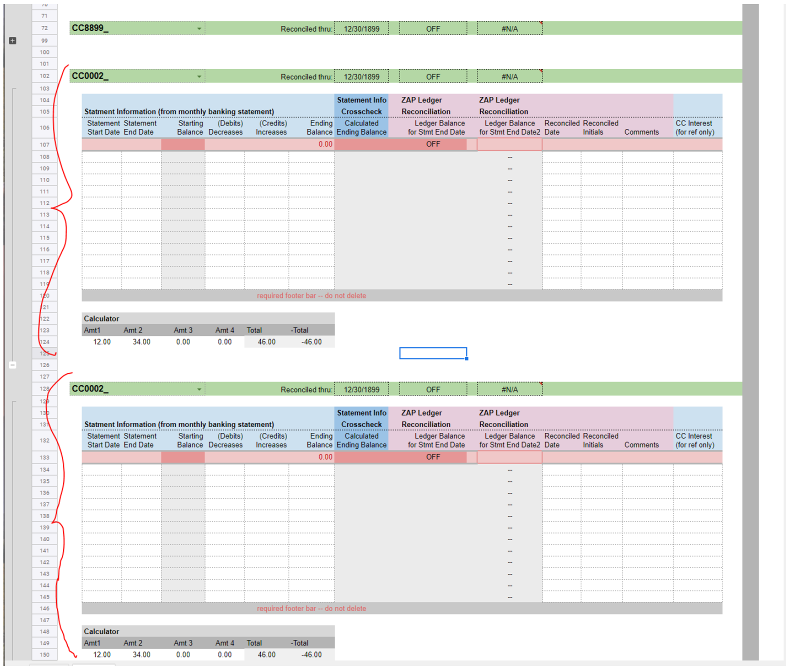
The cells that make this work are hard coded to worksheet names for Journals. When you change the worksheet names, these equations change. That's why you only needed to change the "label" in the standard setup instructions above.

In thjis case, when you copy a section you will have two sections pointing to the same worksheet and you'll need to correct that. It's best in fact to have the new journal worksheet in place before doing this step actually.



highlight one of the existing sections, and copy (ctrl-c)

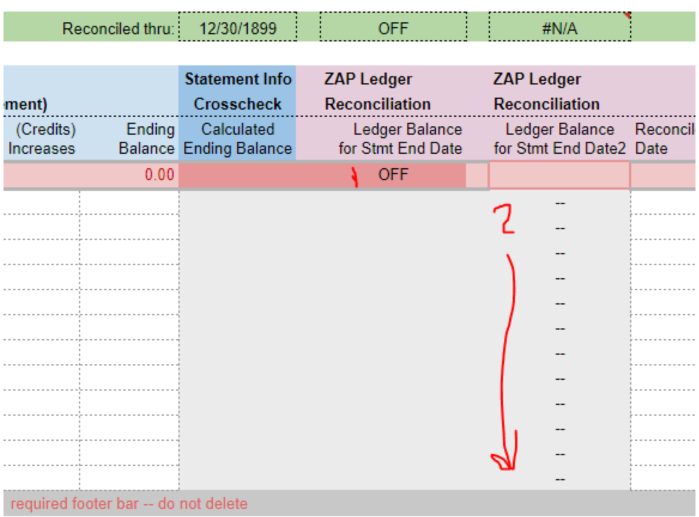
Notice the blue. Highlight the entire rows.



Go below that section and ctrl-v to paste.

Be far enough below to avoid the grouped rows.

In the case of the checking statements, add rows between the checking and credit card sections before cutting and pasting.



The equation in cell (1) is

```
=if($K$13<>"ON", "OFF",
arrayformula(if(D133:D146<>"",round(vlookup(D133:D146,'CC0002'!N36:Q,4,True),2),""
)) )
```

The equation in cell (2) and below is

```
=if($M$13<>"ON","off", if(C134="","--",
round(sum(filter('CC0002'!C$10:C,'CC0002'
!A$10:A<D134+1)),2)  ))
```

These both have a hard reference to a worksheet by the name of CC0002. If you were to change that sheet name it would change here BUT you have two sections that are identical and you don't want that.

Create the New Journal Worksheet (shown in a future document) then come back to these cells and correct them. Better yet in practice you would create those Journal worksheets first and then add this section and modify as described.