

ABOUT THE EXCEL CASH BOOK EASY

This Excel workbook has been developed by Sarah Booyesen of Beginner Bookkeeping.

www.beginner-bookkeeping.com

This template can be used to track your income and expenses and to calculate if the business is making a profit or a loss.

This workbook is not for sale or re-sale. It is for private business or individual use only.

If you have any questions about how to use this workbook or about bookkeeping for your business please use the Contact form.

www.beginner-bookkeeping.com/contact-me.html

Thanks for using this cashbook!

THIS CASHBOOK

Excel Cashbook Easy

7 Income Accounts
20 Expense Accounts
Profit and Loss Report
Bank Reconciliation Worksheet
One Bank Account per Cashbook

UPGRADE TO

Cash Book Excel with Balance Sheet

14 Income Accounts
10 Cost of Goods Sold Accounts
30 Expense Accounts
10 Balance Sheet Accounts
Inventory Balances Input Sheet
Bank Reconciliation Worksheet
Profit and Loss Report
Balance Sheet Report
e-Book Help Guide - printable
One Bank Account per Cashbook

Try Before Buy Sample : Free

Full Template: USD7.99

[VIEW DETAILS](#)

If the VIEW NOW button doesn't work, you can type this URL into your web browser

<https://www.beginner-bookkeeping.com/cash-book-excel.html>

LINKS TO BOOKKEEPING GUIDES

On the Beginner Bookkeeping website

[Guide to Bookkeeping Procedures](#)

[Other Excel Templates to Use Alongside This One](#)

[Learn About Profit and Loss Reports](#)

[Learn About Balance Sheets](#)

[Accounts Receivables Procedures](#)

[Accounts Payables Procedures](#)

[Home Office Expenses](#)

[Bank Reconciliation](#)

[Year-End Preparations](#)

[Cashbook Excel with Balance Sheet](#)

shbook Easy

QUICK START TIPS

1 Example Page

This Excel Cash Book version only has Income and Expense accounts. There are no Cost of Sales accounts and no Balance Sheet.. Look at the [Example](#) page to see how transactions look when they are entered.

2 Months and Accounts Headers

On the [MonthsHeaders](#) and [Accounts Headers](#) pages - enter the names of your business/club, your accounts and your months - these are all linked to every month and the P&L. You can also rename the monthly tabs to change them from *Month1*, *Month2* etc. to the name of your months.

3 Data Entry

Every month enter your Income and Expenses into the [Month](#) tabs. Do this weekly, daily or fortnightly, whatever works for you.

4 Bank Reconciliation

Once a month (at least), check that your bank statement and cashbook balances match - fix any errors. Use the [Reconciliation](#) tab to reconcile your bank account with undeposited funds or unrepresented checks/cheques.

5 Profit and Loss Report

The Profit and Loss Report (P&L) will tell you if your business is making a profit. This report is often also called the Income Statement or Income Summary - you can re-name it if required. All the totals rows from the Monthly tabs are linked to the P&L sheet. **Note:** There is an Adjustments section for items that should be on a Balance Sheet which are listed here.

6 Balance Sheet

There is **no** [Balance Sheet](#) with this version of the Excel Cash Book. You can get one prepared by your Accountant, or download the version of Excel Cash Book that does have a Balance Sheet. (look at the About sheet in this Cash Book for the link to the Cash Book website page.)

7 More Accounts

If you require more account columns in the Monthly tabs, you can insert more Columns. First insert new Account Headings onto the [Accounts](#) page, then insert new Account columns into the Months. Then link the monthly headers to the [Accounts/Headers](#) Page. Also, insert new account rows on the P&L and link the cells from there to the Total cells of the new columns for every month.

8 Tips for Printing

If the monthly sheets are too large, try hiding rows and columns not used to make the sheets smaller for printing and viewing. Use Custom Scaling Options under print settings to fit the month onto the number of pages best for you.

9 Formatting the Cashbook

For a quick way to adjust all 12 months at the same time you must 'group' them. Click on the first month tab, hold down shift on your keyboard, and click on the last month tab - this selects all months. Now go into the first month and change your formatting - (row heights, column widths, insert new columns etc). When finished, right click any month tab, and select 'Ungroup' sheets.

10 Formatting the Cashbook

If you want to change the overall color and font schemes for the whole workbook, go to the Page Layout tab on the top menu of Excel, and select Themes. Select different themes to see what the Cashbook looks like until you find one you like. Change it once a month for fun to prevent boredom if you are an arty visual person!

11 Reports Custom Views

I love this feature! To view only one month at a time on the Reports, go to either the P&L, then select *View > Custom Views > Select the month* you want to see. There are two lists, one for the P&L and one for the BS. *You can also select All Months* to go back to the standard view.

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If any features don't work for you, it may be that your version of Excel is quite old? If it's a serious issue, please Contact me (see About page)

My Example Business

EXAMPLE PAGE

January

Details				
Date	Payment Type	Name	Description	Ref
TOTALS				
4-Jan	Deposit	Annual Fundraiser	Funds raised from auction	
6-Jan	ATM	Mrs Smith Member	Payment for Invoice	Inv 0001
8-Jan	Bank Pmt	Big Bank	Bank fees	
11-Jan		XX Gas Station	Fuel for Club President	Receipt 1
18-Jan	Chk	Club Games Suplies	New Games	10001
21-Jan	POS	Stationery Retailers	Stapler, pens, envelopes	Receipt 2
21-Jan	Deposit	Ms Issa Member	Payment received	Inv 0003
28-Jan	Bank Pmt	Big Bank	Bank Interest received	
30-Jan	DC	Mr Landlord	Office Rent Payment	
30-Jan	DD	Telephone Company	Phone	
31-Jan	Chk	Printers LLC	Printing of Club Rules Booklet	10002
Jan-31	Deposit	Government	Grant received from Government	

In the top right corner of some of the cells is a red triangle - this

MONEY IN

Income				
Club Fees	Fund Raising	Government Grants	Bank Interest Received	Total Money In
200.00	800.00	500.00	2.00	1,502.00
	800.00			800.00
100.00				100.00
				0.00
				0.00
				0.00
				0.00
100.00				100.00
			2.00	2.00
				0.00
				0.00
				0.00
		500.00		500.00

s indictes helpful information

MONEY OUT

Expenses						Total Money Out	BANK BALANCE	R	
Bank Charges	Office Rent	Phone	Printing and Stationery	Vehicle Expenses	Games Supplies				
5.00	250.00	80.00	91.00	40.00	280.00	746.00	273.00	Opening Bank Balance	
						0.00	1,073.00		
						0.00	1,173.00	R	
5.00						5.00	1,168.00	R	
				40.00		40.00	1,128.00	R	
					280.00	280.00	848.00	R	
			26.00			26.00	822.00	R	
						0.00	922.00	R	
						0.00	924.00	R	
	250.00					250.00	674.00	R	
		80.00				80.00	594.00	R	
			65.00			65.00	529.00	R	
						0.00	1,029.00		
							1,029.00	Closing Bank Balance	

MONTHS

Typing Information into the HEADERS will carry th

MONTH HEADERS

Month1	Month2	Month3	Month4	Month5	Month6	Month7
January	February	March	April	May	June	July
2022	2022	2022	2022	2022	2022	2022

Type in the months of your financial year - if Month1 of your financial year is April, type
also rename the tab names for each monthly worksheet along the bottom of this C
automatically in Excel without VBA coding - I have left VBA coding out of this Cashbo
Excel Help Centre. You can also change the year which i

rough to each page of this workbook

Month8	Month9	Month10	Month11	Month12
August	September	October	November	December
2022	2022	2022	2022	2022

"April" underneath Month1, "May" under Month2 etc. You can Cashbook. You have to do it manually. It cannot be done ok to keep it simple. Type 'How to rename worksheet' in your s linked to every monthly sheet.

ACCOUNTS

Excel Cashbook Easy

Typing Information into the HEADERS will carry through to each page of this workbook

BUSINESS NAME HEADER

Enter Your Business Name Here

ACCOUNT HEADERS

Details				
Date	Payment Type	Name	Descripton	Ref

Type your headers into the green boxes titled Account 1, Account 2 and so on. You can ren

Income							
Income Account 1	Income Account 2	Income Account 3	Income Account 4	Income Account 5	Income Account 6	Income Account 7	Total Money In

1234567

ame the ones in the purple boxes too

Expenses													
Expense Account 1	Expense Account 2	Expense Account 3	Expense Account 4	Expense Account 5	Expense Account 6	Expense Account 7	Expense Account 8	Expense Account 9	Expense Account 10	Expense Account 11	Expense Account 12	Expense Account 13	Expense Account 14
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Expense Account 15	Expense Account 16	Expense Account 17	Expense Account 18	Expense Account 19	Expense Account 20	Total Money Out
<i>15</i>	<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i>	

S.C Head & Neck Charity Account

April 21-March 22

Details				
Date	Payment Type	Name	Descripton	Ref
DO NOT DELETE THIS TOTALS ROW				
20-May-21		Miles Weston Gift		
16-Jun-21		Transfer in from original S.C. Account		
20-Sep-21		Deposit Cranleigh School Fair		
21-Sep-21		Just Giving Charity Walk (Lucy)		
27-Sep-21		Sum Up Machine		
28-Sep-21		Just Giving (Lucy)		
1-Oct-21		Gift to NALC		
4-Oct-21		Careprint Leaflets		
4-Oct-22		Just Giving (Lucy)		
7-Oct-22		Tea Room (Members Walk)		
20-Oct-21		Sum up Donation		
1-Nov-21		Just Giving (Lucy)		
11-Nov-21		Sum Up donation		
8-Nov-21		Xmas Fair Cranleigh		
8-Nov-21		Ink Cartridge Invitations		
8-Nov-21		Xmas Fair Cranleigh		
9-Nov-21		Postage		
4-Nov-21		Xmas Fair Cranleigh		
13-Dec-21		GHSC Xmas Party		
13-Dec-21		Xmas Party fundraising		
18-Jan-22		Computer Van		
2-Feb-22		Deposit Masonic Lodge Closing Down (Margaret)		
CLOSING BANK BALANCE ROW				

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MONEY IN				
Income				Total Money In
Xmas Party	Donations	Fundraising	Transfers	
0.00	1,250.00	1,010.88	3,000.00	5,260.88
				0.00
			3,000.00	3,000.00
				0.00
		214.22		214.22
				0.00
		180.08		180.08
				0.00
				0.00
		221.65		221.65
				0.00
		3.92		3.92
		15.53		15.53
		3.44		3.44
		71.76		71.76
				0.00
		229.00		229.00
				0.00
		12.28		12.28
				0.00
		59.00		59.00
				0.00
	1,250.00			1,250.00
				0.00

MONEY OUT							
				Total Money Out	BANK BALANCE		
Overheads & Equipment	Catering	Printing & Postage	Gifts			R	
175.99	116.95	99.83	565.00	957.77	3,521.78	Opening Bank Balance	
			65.00	65.00	3,456.78		
				0.00	6,456.78		
20.00				20.00	6,436.78		
				0.00	6,651.00		
35.99				35.99	6,615.01		
				0.00	6,795.09		
			500.00	500.00	6,295.09		
		58.52		58.52	6,236.57		
				0.00	6,458.22		
	26.95			26.95	6,431.27		
				0.00	6,435.19		
				0.00	6,450.72		
				0.00	6,454.16		
				0.00	6,525.92		
		20.91		20.91	6,505.01		
				0.00	6,734.01		
		20.40		20.40	6,713.61		
				0.00	6,725.89		
	90.00			90.00	6,635.89		
				0.00	6,694.89		
120.00				120.00	6,574.89		
				0.00	7,824.89		
				0.00	7,824.89		
					7,824.89	Closing Bank Balance	

S.C. Head & Neck Charity Account

April 22 - March 23

Details				
Date	Payment Type	Name	Descripton	Ref
DO NOT DELETE THIS TOTALS ROW				
11-May-23		Stamps		
16-May-23		(Mary) Just Giving donation		
5-Jul-23		Pantomime Tickets		
16-Aug-23		Loseley Park Visit/Tea		
20-Aug-23		New SC Banner		
5-Sep-23		Printing Leaflets/Cards		
7-Sep-23		Repayment Loseley from Committee members		
28-Sep-23		Dep Cranleigh School Xmas fair booking		
28-Sep-23		Shalford Vill Hall Hire Fees		
13-Oct-23		Catering for Brooklands Visit		
7-Oct-23		Donations Xmas Fair		
22-Oct-23		Radio Jackie Advert		
22-Oct-23		Reimbursement payment to committee member		
23-Nov-23		Computer van Problem Solving Website		
28-Dec-23		Just Giving Donation (unknown)		
11-Jan-23		Katie Woods School Fair		
11-Jan-23		Panto tickets sold		
11-Jan-23		Sweets bought panto		
11-Jan-23		Xmas Party		
11-Jan-23		Xmas Fair Cranleigh		
11-Jan-23		Food receipts Xmas Party		
13-Feb-23		Room Hire shalford		
14-Feb-23		Social Club Bill Xmas Party		
23-Feb-23		Printing Mary's Card		
CLOSING BANK BALANCE ROW				

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MONEY IN				
Income				
Xmas Party	Donations	Fundraising	Transfers	Income Account 5
155.00	566.57	922.23	0.00	0.00
	410.22			
	107.50			
		39.31		
	48.85			
		525.81		
		240.00		
155.00				
		117.11		

		Total Money In	MONEY OUT							BANK BALANCE
Income Account 6	Income Account 7		Overheads	Catering & Outings	Printing & Postage	Gifts	Expense Account 5	Expense Account 6	Total Money Out	
0.00	0.00	1,643.80	1,187.50	1,290.32	513.76	42.00	0.00	0.00	3,033.58	7,824.89
		0.00			27.30				27.30	7,797.59
		410.22							0.00	8,207.81
		0.00		344.00					344.00	7,863.81
		0.00		592.01					592.01	7,271.80
		0.00			180.00				180.00	7,091.80
		0.00			207.00				207.00	6,884.80
		107.50							0.00	6,992.30
		0.00	40.00						40.00	6,952.30
		0.00	112.50						112.50	6,839.80
		0.00		113.40					113.40	6,726.40
		39.31							0.00	6,765.71
		0.00	504.00						504.00	6,261.71
		0.00				42.00			42.00	6,219.71
		0.00	300.00						300.00	5,919.71
		48.85							0.00	5,968.56
		525.81							0.00	6,494.37
		240.00							0.00	6,734.37
		0.00		25.00					25.00	6,709.37
		155.00							0.00	6,864.37
		117.11							0.00	6,981.48
		0.00		73.31					73.31	c
		0.00	231.00						231.00	#VALUE!
		0.00		142.60					142.60	#VALUE!
		0.00			99.46				99.46	#VALUE!
		0.00							0.00	
										#VALUE!

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September 2022

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November 2022

December 2022

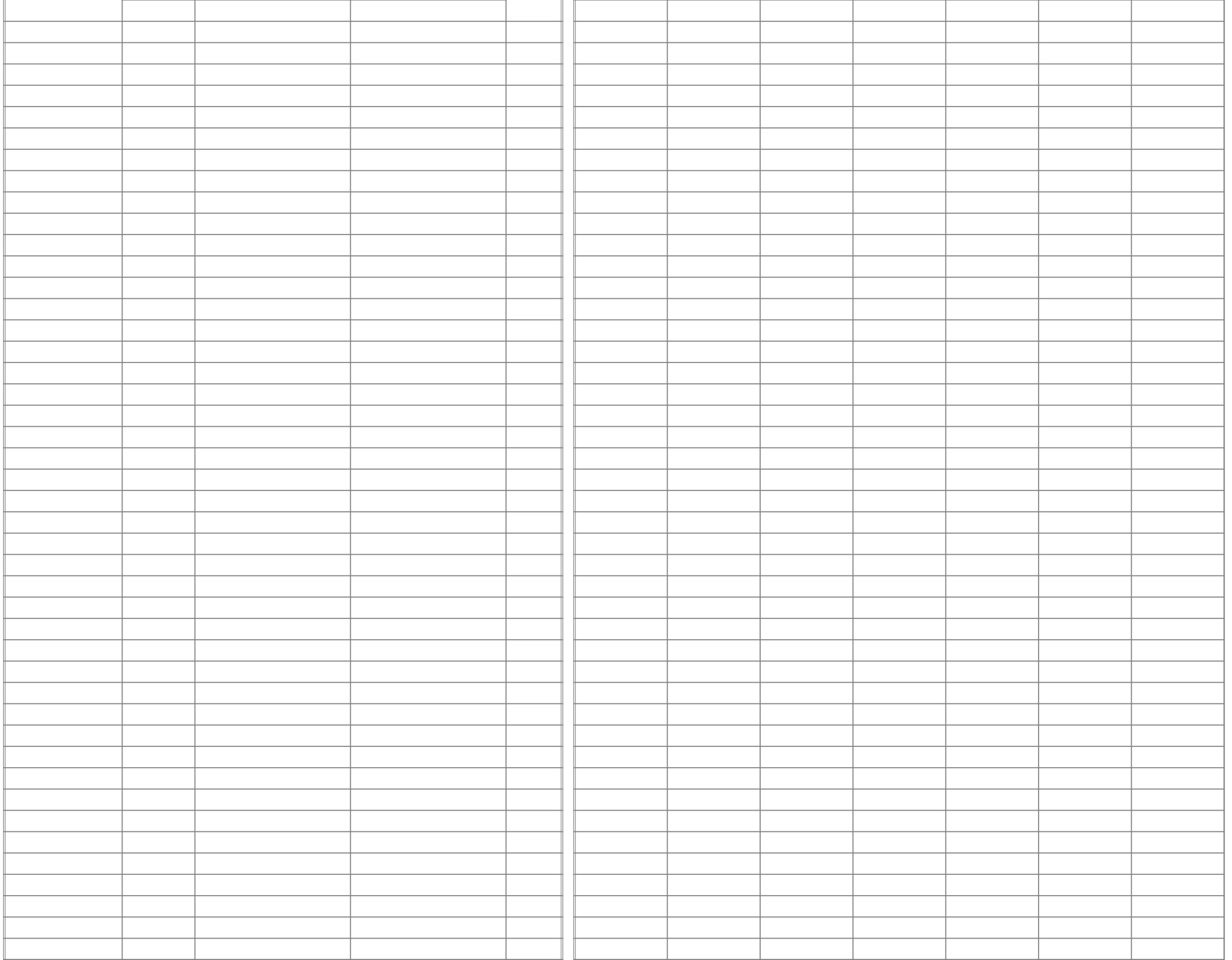
December

2022

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**FINAL BALANCE FOR
THE YEAR**

START A NEW CASHBOOK FOR THE NEW FINANCIAL YEAR

RECONCILIATION WORKSHEET

Outstanding Withdrawals	
Example Check 0001	50.00
Total A	50.00
Enter any payments you made that are not showing on the bank statement	

Outstanding Deposits	
Example Deposit 10001	120.00
Total B	120.00
Enter any payments you have received that are not showing on the bank statement	

You can delete or type over the examples

Closing Cash Book Balance		enter the closing balance of the last day of the month from this Cashbook
Add: Outstanding Withdrawals (Total A)	50.00	
Sub-total	50.00	
Less: Outstanding Deposits (Total B)	120.00	
Expected Bank Statement Balance	-70.00	
Actual Bank Statement Balance		enter the closing balance of last day of month from Bank Statement
Difference	-70.00	This should be 0.00. If not, double check all your entries

This worksheet is not linked to any other worksheets

Use this worksheet to Reconcile your Cashbook to the Bank Balance each month. When a month is complete, print this out or PDF it before re-entering data for the next month.	
You only have to use this reconciliation if you issue or receive checks/cheques or cash that take a few days to show up on the bank account.	