

Up2Date Bookkeeping – Plus Payroll Package

Please Click Below for a Video Demo of the Bookkeeping Spreadsheet

Up2Date
Bookkeeping

Bookkeeping Spreadsheet Pro-Package



Please Click Below for a Video Demo of the Payroll Spreadsheet


Bookkeeping Payroll Spreadsheet System



Description

The Plus payroll package is a complete bookkeeping package for those small businesses which are both VAT and Non-VAT registered and who also deal with Employees (1-20). It is ideal for businesses that need to Monitor their Cash Flow, Easily manage their VAT Returns, Keep track of their Products/Stock, Deal with their Cash and Credit Sales, Create great Invoices to Customers, Keep track of Suppliers (Creditors) payments, Balance their accounts, deal with their Banking effectively. In addition there is a Payroll system in place that keeps track of between 1 -20 Employees.

It helps keep track of your Sales, Customers (know who they are and how much they owe you at every given time), Create great looking invoices, helps you keep track of stock, keeps track of the money coming in and money going out of your business at every given time. It then automatically calculates your profit & loss statement, produces a trial balance report, balance sheet report, automatically calculates your VAT Return, and gives you the Banking option where you can easily reconcile your bank account. And with the fantastic Payroll system, you can manage your employees quickly and easily, automatically calculate their National Insurance and PAYE Income Tax contributions with our payroll calculator to ensure the right amounts are paid out, and ensure your employees receive a professional payslip at the end of the month with our professional payslip template

This is an all in one quick accounting solution for all businesses and produces all the financial statements you will ever need.

Key Benefits

- No bookkeeping experience needed
- Very simple to set-up and easy to use
- Work anywhere you want and anytime
- No internet access required
- No license required
- No complications or jargon
- Extremely User Friendly
- Very cost efficient
- Saves you a lot of time and money hiring people to do the job for you
- Works in exactly the same way as accounting software such as SAGE, QuickBooks, Kashflow, etc
- No need to download any software
- Can be used day after day, month after month and year after year
- Spend more time running your business
- Full 24/7 support

Key Features

1. Company Set Up

With our company set up page, you can easily store company information and use this on your invoices, and financial reports. Save yourself the time and hassle of keying in your company information on every single report and every time you create a new invoice. This will usually automatically map into all these statements.

YOUR COMPANY NAME

VAT NUMBER:

Primary Contact:

Financial Year:

Address Line 1:

Address Line 2:

Address Line 3:

Post Code:

Town City:

Telephone:

Fax:

Email:

Website:

2. Customers

With the Customers section, you can easily set up details of any of your Credit Customers (**Up to 50 Customers**). If you have any customers you sell goods or provide services to on credit (*i.e. you provide them a good or service and they pay you later*), then you can use this page to set them up as this will save you a lot of time keying in their details all the time. It is perfect to set up your clients especially if you work in the service sectors. E.g. consultants, accountants, etc.

Once you have added their details on this page, this will automatically add their details to the **Sales** and **Invoice** sections of the spread sheet and will also allow you to easily select them from the drop down list.

CUSTOMER						
Customer Name	Biz Ltd	Customer 2	Customer 3	Customer 4	Customer 5	Customer 6
Opening Balance						
Due from Customer	£370.50	£0.00	£0.00	£0.00	£0.00	£0.00
Due To Customer	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Address Line 1						
Address Line 2						
Address Line 3						
Postcode						
Town/City						
Country						
Contact Name						
Website						
Email						
Telephone						
Fax						
Date						
Payment Terms						
					Financials	
Total Sales till Date	£370.50	£0.00	£0.00	£0.00	£0.00	£0.00
Total Receipts	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Outstanding Balance	£370.50	£0.00	£0.00	£0.00	£0.00	£0.00

Overtyping these fields with your customer's name

Any amounts currently due from the Customer can be keyed here

Customer's details go here

Here you can see how many sales you've made for each customer and how much they owe you.

3. Suppliers

Like Customers, with the Suppliers section, you can easily set up details of any of your Credit Suppliers (Up to 50 Suppliers). If you have any suppliers you buy goods or services from on credit (*i.e. you buy a good or service and they pay later*), then you can use this page to set them up as this will save you a lot of time keying in their details all the time.

Once you have added their details on this page, this will automatically add their details to the Purchases section of the spread sheet and will also allow you to easily select them from the drop down list.

Suppliers								
Supplier Name	Supplier 1	Supplier 2	Supplier 3	Supplier 4	Supplier 5	Supplier 6	Supplier 7	S
Opening Balance								
Due To Supplier	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	
Due from Supplier	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	
Address Line 1								
Address Line 2								
Address Line 3								
Postcode								
Town/City								
Country								
Contact Name								
Website								
Email								
Telephone								
Fax								
Date								
Payment Terms								
Financials								
Total Purchases till Date	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	
Total Payments	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	
Outstanding Balance	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	

Suppliers' details go here

Overtyping these fields with your Suppliers' name

Any opening amounts currently due to Supplier can be keyed here

Suppliers' details go here

Here you can see how many purchases you've made from each supplier and how much they owe you.

4. Sales

With the Sales section, you can easily record all Credit Sales made. Once you have set up the new customer as previously shown, the next step is to record the sale transaction in the Sales section.

Sales Invoice

Invoice To

Address

Invoice Number

Invoice Date:

Up2date Bookkeeping Services

Address

22/1
 Royton Mains Avenue
 Edinburgh
 EH5 1LF
 Edinburgh

07775784731
 0131 5236 789
 info@up2datebookkeeping.co.uk
 www.up2daebookkeepig.c.u

← Select Customer Name

← Type Customers address here

← Type in invoice number and

DESCRIPTION	QTY	SELLING PRICE	TOTAL NET
↑ Details of Transaction	↑ Quantity	↑ Selling price per unit	↑ This should automatically £0.00
<p>Key in the VAT amount if charged and any discounts in these fields and the total should automatically update</p>		<p>Sales Tax</p> <p>Discount</p> <p>Total to pay</p>	<p>£0.00</p> <p>£0.00</p>
<p>Payment Terms Please pay within ---- days Thank you for your business!</p>		<p>← Key in number of days here and other payment info</p>	

6. Purchases

With the Purchases section, you can easily record all Credit purchases made. Once you have set up the new supplier as previously shown, the next step is to record the sale transaction in the **Purchases** section.

8. Products

With the **Products** feature, you can easily store new product information, track stock levels in your business, always know exactly what you have in stock; know exactly what and when to reorder stock.

New Stock						
Product Name	Product 1	Product 2	Product 3	Product 4	Product 5	Prod
Available in Stock	**NO STOCK**	**NO STOCK**	**NO STOCK**	**NO STOCK**	**NO STOCK**	**NO S
Opening Stock						
Cost Price per unit						
Sales Price per unit						
Quantity Sold	0	0	0	0	0	0
Quantity Purchased	0	0	0	0	0	0
Total Opening Stock	£0.00	£0.00	£0.00	£0.00	£0.00	£0
Total Purchases till Date	£0.00	£0.00	£0.00	£0.00	£0.00	£0
Total Sales till Date	£0.00	£0.00	£0.00	£0.00	£0.00	£0
Closing Stock	£0.00	£0.00	£0.00	£0.00	£0.00	£0

9. Profit& Loss Statement

Your profit and loss statement should then automatically calculate for you. This will help you know how much profit you are making at every given time or any losses incurred. Easily track your income and expenses on this statement.

This statement will show you just how well your business is performing and which expenses you are over spending on.

YOUR COMPANY NAME

Date:

PROFIT & LOSS STATEMENT

Sales		£0.00
Add Receipts		
Other Income		£0.00
		£0.00
TOTAL INCOME		£0.00
Less: Cost of Sales	£0.00	
		£0.00
GROSS PROFIT/LOSS		£0.00
Less Expenses		
Advertising	£0.00	
National Insurance	£0.00	
Entertainment	£0.00	
Insurance	£0.00	
Interest	£0.00	
Motor Expenses	£0.00	
Marketing	£0.00	
Legal & professional fees	£0.00	
Rent & Rates	£0.00	
Tax	£0.00	
Stationery	£0.00	
Gas & Electricity	£0.00	
Travel	£0.00	
Wages and salaries	£0.00	
Loan Repayments	£0.00	
Telephone Bill	£0.00	
Heat & Light	£0.00	
Petty Cash expense	£0.00	
Other Expenses	£0.00	
Total Expenses		£0.00
NET PROFIT/LOSS		£0.00 <small>DOES YOU ARE MAKING A LOSS :(</small>

10. Trial Balance

With the trial balance report, you are guaranteed your accounts are properly balanced all the time and any accounting errors can be easily tracked. You will also know the ending balance in each of your accounts. Save yourself hours and hours of trying to balance your accounts and leave it to the system to automatically balance all your accounts for you.

1	YOUR COMPANY NAME		Date:
2			
3	TRIAL BALANCE		
4	Account	Debit	Credit
5	Cash at Hand	£0.00	
6	Bank	£0.00	
7	Sales		£0.00
8	Stock	£0.00	
9	Income from Computer Repairs		£0.00
10	Other Income		£0.00
11	Capital		£0.00
12	Cash Introduced		£0.00
13	Drawings	£0.00	
14	Loan Received		£0.00
15	Repair Equipment & Furniture	£0.00	
16	New Shop Premises	£0.00	
17	Other Business Equipment & Furniture	£0.00	
18	Advertising	£0.00	
19	Bank charges	£0.00	
20	Refreshments	£0.00	
21	Consultancy Fees	£0.00	
22	Cleaning	£0.00	
23	Employers NI	£0.00	
24	Entertainment	£0.00	
25	Insurance	£0.00	
26	Interest	£0.00	

11. Balance Sheet

With the balance sheet report, you can assess the financial strength and capabilities of your business. Once again this is a very useful statement to show your accountant at year end (should you need one) and will save you money paying them to extract this statement themselves. So save yourself all the trouble and time and let the system automatically extract your balance sheet for you.

YOUR COMPANY NAME

Month/Year:

BALANCE SHEET

Assets

Cash in Hand £0.00
Bank Account £0.00

NET CURRENT ASSETS

£0.00
£0.00

Liabilities

Loan £0.00

£0.00
TOTAL £0.00

Any Cash Introduced £0.00
Profit&Loss £0.00


Less: Drawings £0.00

TOTAL £0.00

These 2 totals **MUST** balance at the end of the time, then there is a problem! make sure your transactions have been recorded correctly, then the bookkeeper or accountant if necessary.

12. VAT Return

The VAT return ensures that you know how much VAT to pay the HMRC and how much you can reclaim back from them. This also ensures that your VAT Return is automatically prepared for you and ready to be filed every quarter. Please note this is for **STANDARD VAT ONLY**. For Flat Rate VAT Scheme, please specify on our customised package.

		
YOUR COMPANY NAME	VAT NUMBER:	0
VAT Quater Period:		
VAT Due Date:		
1. VAT due on sales and other outputs (Output tax)	£0.00	
2. VAT due from you (but not paid) on acquisitions from other EU countries	0	
3. Total VAT due	£0.00	
4. VAT reclaimable on your purchases	£0.00	
<i>Plus VAT due on acquisitions from Other EU countries</i>	0	
5. TOTAL reclaimable on your purchases	£0.00	
NET VAT payable to custom or reclaimable by business	£0.00	YOU ARE DUE THIS AMOUNT BACK FROM HMRC
6. Your total NET Sales (excluding VAT)	£0.00	
7. Your total NET purchases (excluding VAT)	£0.00	
NOTE: You only need to fill in box 8 and box 9 if you've supplied goods to or acquired goods from another EU country.		
8. The total value of goods you supplied to other EU countries		

13. Bank Reconciliation

Make sure your bank transactions are kept up to date with the bank reconciliation feature. Ensure your records match those on your bank account and reconcile them to ensure your transactions are up to date and accurate at all times.

BANK RECONCILIATION STATEMENT

Company Name:
 Period End:
 Bank Name(s):
 Bank Account(s):

Prepared By:
 Approved By:

Date
 Date

Balance as per bank column of cash book		£0.00
Add:	Bank interest received Any Unpresented cheques Any receipts from Bank Statement that don't appear in cashbook	
Subtract:	Bank charges Any Standing orders Any Outstanding Lodgements/Deposits Any Direct debit payments Dishonoured cheques Any payments from Bank Statement that don't appear in cashbook	
Adjusted cash balance		£0.00
Add:	Uncleared Cheques (i.e cheque payments issued, but have not cleared in bank)	

14. Payroll

Our Payroll spread sheet is an easy to use system that enables you keep track of your employees wages at all times. It provides an easy way to calculate how much you need to pay all your employees, what deductions need to be taken out, how much NET pay they will receive, creates a payslip for your employees which you can print and keeps track of all you payroll activities

No payroll experience required as a step by step guide will also be provided to show you exactly what to do.

Who is this for?

Please note that you **MUST** meet all the requirements below in order to use this payroll system.

- **Are all your employees under the age of 65?**
- **Do they have a basic tax code ie. ending with the letter L .e.g. 810L?**
- **Do they earn under £100,000 p.a.?**

If you have answered YES to all 3 points, then this package is perfect for you. **(Please Note, you can easily find more information on the HMRC website if unsure)**

Key Features

- Manage between 1 - 20 employees
- Key unlimited transactions
- A Payslip template to easily create payslips for employees
- An Income Tax and National Insurance Calculator to easily calculate weekly, monthly and annual tax rates as per HMRC. All you need to do is key in the annual salary of the employee and everything will be done for you.
- Easily keep track of all your employee records
- Easily calculate your payroll in just seconds
- The product is suitable for the 2012/13 Tax Year
- 24/7 support to make sure you are never lost

How much will it cost?

This could be yours today at a one off fee of **ONLY £100**, no monthly payments required, unlimited usage, no experience required, Full 24/7 after sales support service available.

Not what you were looking for? Then why not browse our other packages to see if any suits you or simply contact us and we will be of help.

So why not start saving on accounting fees and visit www.up2datebookkeeping.co.uk to get your own package NOW.