

Self-Employed Cash-Basis Bookkeeping Template

— User Guide

Cash-basis

Inventory & Reorder

Invoices & Payments

Payroll (Timesheet → Payslip)

Loans/HP schedule

What this file does — A single workbook that links *GENERALENTRIES* → *LEDGER* → *P&L*, plus Inventory & Reorders, Invoices & Payment tracking, Payroll (Timesheet → Payslip), a Short-term liabilities schedule, and an Income-tax calculator. All totals are cash-basis and driven by your Journal.

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1) Quick start

1. Open **Stock Tracker Settings** and fill the four defaults (Cover Days, Lead Time, Safety Stock, Order Multiple) and your business address.
2. Open **Suppliers** and add each supplier (name, email, phone, address, min order).
3. Open **PRICELIST** and add your products (SKU, description, costs & sales). Margin/Profit calculate automatically.
4. Open **Config** and review the HMRC bands and NI values. Add employees (name, NI No, tax code, NI cat, TaxBasis) and the weekly/monthly pension rates.
5. Start recording cash activity in **GENERALENTRIES** (one of *In* or *Out* per row; **date format** dd/mm/yyyy).

2) First-time setup

2.1 Stock Tracker Settings

- These values are used when an item doesn't have its own Lead Time / Safety / Multiple.
- Use your correct contact/invoice address — it prints on invoices/POs.

2.2 Config (Payroll)

- Left: tax/NI bands for the current year; adjust when HMRC changes.
- Right: add each employee with NI Cat (A,B,C,J,H,M,Z...), Tax Code (e.g. 1257L), and TaxBasis (CUM/W1M1).
- Enter the weekly and monthly **pension rates** you want applied to payslips.

2.3 Suppliers

Fill Supplier, Email, Phone, Address and any Minimum Order £. PO & Reorder sheets pull from here.

2.4 Price List

Add SKU, Item description, purchase & sales prices (and VAT if applicable), Category and Unit. Margin % and Profit auto-calculate and feed Invoice/Inventory.

2.5 Chart of Accounts

Pre-loaded with Assets/Liabilities/Equity/Revenue/Cost of Sales/Expenses. You can rename or add, but keep each line's **Account Type** correct — reports rely on it.

3) Daily/weekly workflow

1. Enter all cash activity in **GENERALENTRIES**.
2. View by account/date in **LEDGER** (In, Out, Net, running Bank Balance).
3. See results in **PNL** (choose a month or type any date).
4. Maintain **Inventory** → check **ReorderList** → create a **PurchaseOrder**.
5. Raise an **Invoice** (SKU pulls from PRICELIST) → track in **INVOICE PAYMENTTRACKER** and **PAYMENTS RECEIVED/MADE**.
6. Log hours in **EMPLOYEETIMESHEET** → print **Payslip** (A5, 2 per A4).
7. For loans/HP use **SHORTTERMLIABILITIES**; tick Paid? monthly and post the cash out in the Journal.
8. Use **Income Tax** for a quick yearly estimate — enter Taxable Income only.

4) Sheets in detail

4.1 GENERALENTRIES (Journal)

- Columns: **Date** (dd/mm/yyyy), **Month** (auto helper), **Payee/Description**, **Account** (dropdown), **Type** (auto), **In**, **Out**, **Notes**.
- Only one of *In* or *Out* should be non-zero on a row.

4.2 LEDGER (auto)

Pivot view of the Journal: Sum of In/Out/Net and running Bank Balance by Date/Account. Use the slicer to include/exclude accounts. To hide blanks in a pivot, un-tick (*blank*) in the field filters.

4.3 PNL (Profit & Loss)

Top block lets you **Select Month**; lower block accepts a one-off date. Both calculate Revenue, Cost of Sales, Expenses and Net Profit from the Journal via the account types in the COA.

4.4 Inventory

- Fields: Supplier, Unit, Cost, Lead Time (d), Avg Daily Use, Safety Stock, Min/Max, On Hand, On Order, **Method** ("Reorder Point" or "Min Max"), Reorder Point, Target Level, **Reorder?** (TRUE/FALSE), Order Multiple, **Reorder Qty**, Ext Cost £, Notes.
- Method logic:
 - **Reorder Point** → tops up to Target Level.
 - **Min Max** → tops up to Max Level.
- Ensure **Reorder?** is a Boolean TRUE/FALSE (not the text "TRUE").

4.5 ReorderList (auto)

Shows items where **Reorder Qty** > 0 with On Hand/Order, Reorder Point, Target Level, Ext Cost, Lead Time, Category. Sort by Supplier and copy rows to the Purchase Order.

4.6 PurchaseOrder

- Select the Supplier (email/phone pull from *Suppliers*).
- Paste lines from ReorderList and review Unit Cost/Qty/Line totals.
- PO number and date at the top; print/PDF when ready.

4.7 Invoice

- Enter header details (or keep your logo area) and customer Bill To.
- Type a SKU from PRICELIST → Unit price and totals auto-fill.
- Print area is set; export to PDF and send.

4.8 INVOICE PAYMENTTRACKER & PAYMENTS RECEIVED/MADE

- **INVOICE PAYMENTTRACKER** has a customer side (left) and supplier side (right) to list invoices, due dates, payments and outstanding amounts. It also totals received/made and can show advanced/over-payments.
- **PAYMENTS RECEIVED/MADE** mirrors cash in/out and feeds cash-basis totals.

4.9 EMPLOYEE TIMESHEET → Payslip

- Timesheet columns are labelled to show what's *ENTER MANUALLY* vs *AUTO*. Enter Start/End time and Hourly rate (drag down).

- Choose tax/NI dropdowns where provided; add any manual deductions.
- In **Payslip**, pick Employee, Pay frequency (Weekly/Monthly) and Week start/Month. Pension & NI use the rates from *Config*. Print preset is A5, two slips per A4.

4.10 SHORTTERMLIABILITIES

- Enter: **AMMOUNT OWED**, **NOM** (months) and **INTEREST RATE** (per year). The schedule uses "interest rate / number of months" as noted on the sheet.
- Table fills monthly *Balance, PMT, Interest, Principal, Ending Balance, VAT*; set **PAID?** Yes/No each month and post the cash out in the Journal.

4.11 Income Tax

Enter your yearly **Taxable Income** in C6. The table splits tax across bands and shows the **Tax Payment Due**.

5) Key formulas (copy-ready)

5.1 GENERALENTRIES helpers

Month helper (column B):

```
=EOMONTH([@[Date]],0)
```

Type (column E) pulled from Chart of Accounts (Account in D):

```
=IFERROR(XLOOKUP([@[Account ]],CHARTOFACCOUNTS!$G:$G,CHARTOFACCOUNTS!$H:
```

Note: If your "Account" header has no trailing space, use `[@Account]` instead.

5.2 Purchase Order — supplier email from B6 supplier name

```
=IF(B6="", "", IFERROR(XLOOKUP(B6,Suppliers!$A$4:$A$404,Suppliers!$B$4:$B$
```

5.3 Inventory — Reorder Qty (start in S7)

This respects the Method, Reorder?, Target/Max, On Hand, On Order and the Order Multiple. It also returns blank if the row has no data.

```
=IF(COUNTA($K7,$L7,$M7,$N7,$P7,$Q7)=0, "",  
IF(OR($Q7=TRUE, UPPER(TRIM($Q7&""))="TRUE"),
```

```

ROUNDUP(
  IF(UPPER(SUBSTITUTE(SUBSTITUTE(TRIM($N7),"/","")," ",""))="MINMAX",
    MAX(VALUE($K7)-(VALUE($L7)+VALUE($M7)),0),
    MAX(VALUE($P7)-(VALUE($L7)+VALUE($M7)),0)
  ) / IFERROR(IF(VALUE($R7)>0,VALUE($R7),1),1),0
) * IFERROR(IF(VALUE($R7)>0,VALUE($R7),1),1),
0
))

```

Ext Cost £ (T7):

```
=IF($S7>0,ROUND($S7*F7,2),0)
```

6) Tips, printing & do-nots

- **Date format everywhere:** dd/mm/yyyy.
- **Journal rule:** only one of *In* or *Out* per line.
- When moving sheets to a new workbook, move linked sets together (e.g., Inventory+ReorderList+PurchaseOrder; Journal+Ledger+PNL) so formulas keep working.
- **Don't delete header/helper columns;** add new rows inside the tables so formulas extend.
- **Payslip printing** is pre-set to A5, 2 per A4. Invoice/PO print areas are set; export to PDF.
- In pivots (LEDGER), remove (*blank*) by un-ticking it in filters.

6.1 Hide sheets you don't use every day

To keep data entry simple and avoid accidental edits, hide the "setup" and report sheets after initial configuration. You can unhide them any time.

- **Keep visible for daily work:** GENERALENTRIES, INVOICE, INVOICE PAYMENTTRACKER, PAYMENTS RECEIVED/MADE, EMPLOYEE TIMESHEET, Payslip, Inventory, ReorderList, PurchaseOrder (as needed).
- **Usually safe to hide:** CHARTOFACCOUNTS, Config, Stock Tracker Settings, Suppliers, PRICELIST, PNL (report), LEDGER (report), SHORTTERMLIABILITIES, Income Tax.

How to hide a sheet — Right-click the sheet tab → *Hide*. (Or: Home → Format → Hide & Unhide → Hide Sheet.)

How to unhide a sheet — Right-click any sheet tab → *Unhide...* → select the sheet → *OK*. Repeat for multiple sheets.

Optional – lock structure: Review → Protect Workbook → tick *Structure* (add a password if you want). Unprotect to show/hide sheets later.

7) Troubleshooting

- **PNL shows zeros/#REF!** — Ensure Journal has a Month helper, and P&L formulas point to the *In/Out* columns (not an old “Amount” field).
 - **Reorder Qty is blank or always 0** — Check *Reorder?* is TRUE (Boolean), *Method* is exactly “Reorder Point” or “Min Max”, and *Order Multiple* is numeric (defaults to 1 in the formula).
 - **Invoice totals don’t appear in trackers** — Use the same *Invoice No* in both the Invoice and the Payment Tracker rows.
 - **Payslip looks wrong** — Confirm Config bands, TaxCode, NI Cat, TaxBasis, and the correct pay frequency in Payslip.
 - **Pivot shows blank rows** — Filter out (*blank*) in Row/Column/Filter fields.
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