

**Note:***All the screenshots come from Windows XP. If you have another version of Windows or another Operating System the process is the same.*

**SimplexD for MS Excel** is a complete accounting package based on the widely used Simplex D accounts book. It is suitable for all small to medium businesses to record weekly Income & Expenditure. However, because it is MS Excel and not a written record, all calculations are automatic. It also provides your accountant with your records in a format that they should be able to import the data into their own software and could possibly reduce their fees!

However, it is designed using the calculation functions of MS Excel and use of the program is greatly simplified by the use of Visual Basic for Applications (VBA). It is written for the use of the small trader and is intended to replace the written formats of such books. In fact once you have purchased the application you will not need to buy another one of these account books again. You can simply generate a new one for each successive year - ***saving you a fortune!***

***A word of warning!*** Do not confuse this program with other similar products for sale. This is **not** just a spreadsheet, but an actual program that uses **MS Excel**. It has been written by an accountant who is also an expert in MS Excel & VBA. Take a minute or two to check the authors credentials if you like.

Read the articles & see the examples on our website

The author has over 20,000 posts as royUK on the various Excel Forums helping people with a variety of Excel problems.

**Note:** *All the screenshots come from Windows XP. If you have another version of Windows or another Operating System the process is the same.*

### System requirements:

You will need **Microsoft Excel 2000** or newer. There is now a version available for **MS Excel 2007**.

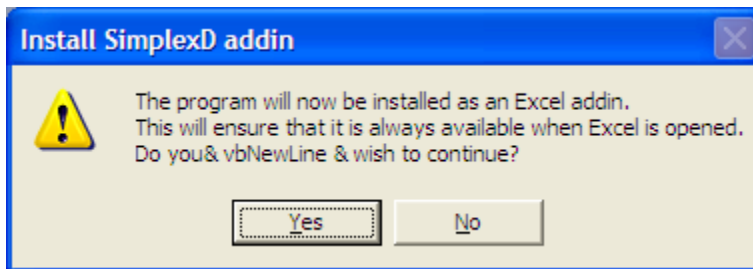
**SimplexD Accounts for Excel** will run on all computers that meet the requirements of **MS Office Excel 2000, 2002/XP, 2003 or 2007** and have **MS Windows** as operating system.

### Installing the software:

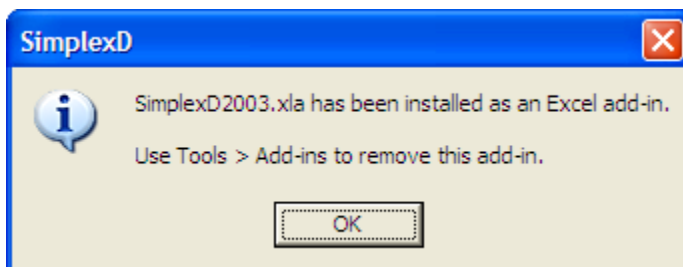
Installation has been simplified in the 2009 version. Simply download the zipped file and extract to a convenient place on your computer. The folder contains the following files, the files in brackets are specific to Excel 2007.

SimplexD.xla (SimplexD.xlam)  
SimplexD.xlt (SimplexD.xltx)  
SimplexD.pdf

Simply double click on the SimplexD.xla to begin installation, Excel will open and ask you to enable macros. The macros in this program will not affect your computer in any harmful way, but are essential for the program to work. You will see this message

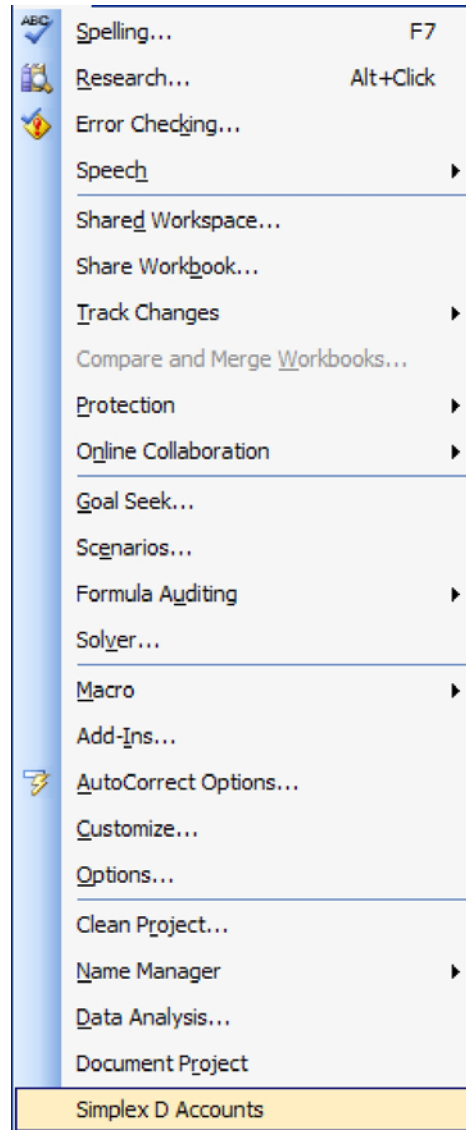


Choose yes to ensure that SimplexD accounts is available whenever you open Excel. If you elect No then you will need to repeat this step whenever you want to open SimplexD. Excel will display confirmation of successful installation.



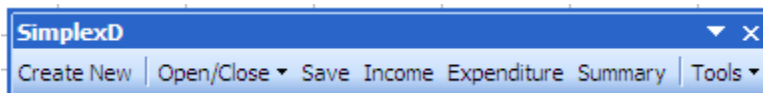
## Getting started:

To access the SimplexD tools you simply use the Excel Tools menu, scroll down and at the bottom you will see a button reading "SimplexD", click this to display the SimplexD Toolbar.



## The Simplex D for accounts Toolbar:

Once you have installed **SimplexD Accounts for Excel** as described in the previous section, you will be able to use the SimplexD button to launch the full Toolbar, as seen in the image below. This Toolbar will enable you to access all the features of the application, these Tools will be explained as we go along



## Simplex D setup:

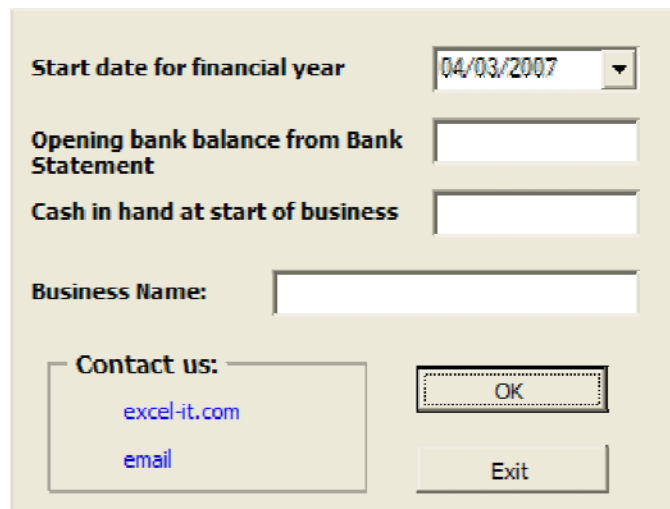
First you will need to create a new copy of Simplex D, use the the **Create New button**. This will open a new blank records book. First it will help if you have some information available. You must decide when your business is to commence trading, or if you have an existing business check what is the first day of your **Financial Year**, your previous year's **Profit & Loss statement** from your accountant should provide this.

From your **Bank Statement** you will need the balance for this date, this is referred to as the **Opening Balance**.

Finally, you will need to record how much cash (including Cheques, etc) that you have belonging to the business, but not yet banked. This is your **Cash in Hand**.

If you do not have this information or are starting a new business you can still proceed.

To simplify these entries, an entry form will open enabling you to quickly enter the necessary information



Start date for financial year: 04/03/2007

Opening bank balance from Bank Statement:

Cash in hand at start of business:

Business Name:

Contact us: excel-it.com  
email

OK

Exit

As you can see, once you have filled in the required information you simply click OK to enter the information to the Workbook.

**Note:** If you click on the little button with the arrowhead in the Date box you will open a calendar to select the date.

Your new accounts book will be saved to an Accounts sub folder of the folder that contains the program, to open it in the future use **the Open/Close Button**

## Entering data

Entering your weekly transactions is simple. For convenience your financial information is entered by the use of forms. You can only select those cells that you can enter information in, all others are protected to prevent you inadvertently deleting important formulas. You access these forms by using the buttons on the Toolbar titled **Income, Expenditure & Weekly Report**.

## Income

Some items are already entered for you - the Week number, the Week Beginning date, the days and respective dates. As you enter amounts you will see the Totals being completed. You have various columns to record details of monies received by your business.

- My Notes: enter a brief memo here if you need to remind yourself of any particulars of the transaction.
- Cash Col 1: enter cash amounts received.
- Cheques, Credit & Debit Cards Col 2: record all non cash receipts in this column
- Other Receipts Col 3: enter payments received for non- trading items eg rents received, sale of a vehicle etc.
- Details of Other Receipts: use this column to enter a reminder of the transaction.
- Lottery, etc; allows you to record any special receipts.

This form is also used to record monies paid into the bank. Enter cash, Cheques & Credit Card receipts into the respective columns. & again the amounts are totaled up for individual categories and for each day and each column.

Week No 1		Begins Sunday 25/01/2009									
Money Received							Money lodged to Bank				
Day	Date	My Notes	Daily Takings		Other Receipts	Details of Other Receipts	Lottery etc Takings	Cash	Cheques	Credit & Debit Cards	Total
			Cash Col 1	Cheques, Credit & Debit Cards Col 2							
Sun	25/01/2009										0.00
Mon	26/01/2009										0.00
Tue	27/01/2009										0.00
Wed	28/01/2009										0.00
Thu	29/01/2009										0.00
Fri	30/01/2009										0.00
Sat	31/01/2009										0.00
Sub Total			0.00	0.00	0.00	Totals	0.00				0.00
My Takings (col 1+2)			0.00								
								0.00	0.00	0.00	0.00



Weekly Bank Report		Weekly Cash Report																											
Add	<table border="1"> <tr><td colspan="2">Weekly Bank Report</td></tr> <tr><td>Opening Balance Brought From Last week</td><td></td></tr> <tr><td>Total Lodged To Bank During Week (Col 8)</td><td>0.00</td></tr> <tr><td>BACS Transfers and Other Direct Credits</td><td></td></tr> <tr><td><b>Total</b></td><td><b>0.00</b></td></tr> </table>	Weekly Bank Report		Opening Balance Brought From Last week		Total Lodged To Bank During Week (Col 8)	0.00	BACS Transfers and Other Direct Credits		<b>Total</b>	<b>0.00</b>	Add	<table border="1"> <tr><td colspan="2">Weekly Cash Report</td></tr> <tr><td>Cash in Hand (as counted) Brought from last week</td><td>0.00</td></tr> <tr><td>Gross Weekly Takings (Col 1 + Col 2)</td><td>0.00</td></tr> <tr><td>Other Receipts (Col 3)</td><td>0.00</td></tr> <tr><td>Lottery Etc (Col 4)</td><td>0.00</td></tr> <tr><td>Cash Drawn From Bank For Office Use</td><td></td></tr> <tr><td><b>Total</b></td><td><b>0.00</b></td></tr> </table>	Weekly Cash Report		Cash in Hand (as counted) Brought from last week	0.00	Gross Weekly Takings (Col 1 + Col 2)	0.00	Other Receipts (Col 3)	0.00	Lottery Etc (Col 4)	0.00	Cash Drawn From Bank For Office Use		<b>Total</b>	<b>0.00</b>		
Weekly Bank Report																													
Opening Balance Brought From Last week																													
Total Lodged To Bank During Week (Col 8)	0.00																												
BACS Transfers and Other Direct Credits																													
<b>Total</b>	<b>0.00</b>																												
Weekly Cash Report																													
Cash in Hand (as counted) Brought from last week	0.00																												
Gross Weekly Takings (Col 1 + Col 2)	0.00																												
Other Receipts (Col 3)	0.00																												
Lottery Etc (Col 4)	0.00																												
Cash Drawn From Bank For Office Use																													
<b>Total</b>	<b>0.00</b>																												
Deduct	<table border="1"> <tr><td colspan="2">Weekly Bank Report</td></tr> <tr><td>Cash Drawn For Office Use</td><td></td></tr> <tr><td>Stock (col 10) cheques/debit cards</td><td>0.00</td></tr> <tr><td>Other Payments (Col 12)</td><td>0.00</td></tr> <tr><td>Standing Orders</td><td></td></tr> <tr><td>Direct Debits</td><td></td></tr> <tr><td>Bank and Interest Charges</td><td></td></tr> <tr><td><b>Total</b></td><td><b>0.00</b></td></tr> </table>	Weekly Bank Report		Cash Drawn For Office Use		Stock (col 10) cheques/debit cards	0.00	Other Payments (Col 12)	0.00	Standing Orders		Direct Debits		Bank and Interest Charges		<b>Total</b>	<b>0.00</b>	Deduct	<table border="1"> <tr><td colspan="2">Weekly Cash Report</td></tr> <tr><td>Stock Payments (cash) (Col 1)</td><td>0.00</td></tr> <tr><td>Other Payments (cash) (Col 2)</td><td>0.00</td></tr> <tr><td>Amount Paid to Bank (Col 3)</td><td>0.00</td></tr> <tr><td><b>Total Deductions</b></td><td><b>0.00</b></td></tr> </table>	Weekly Cash Report		Stock Payments (cash) (Col 1)	0.00	Other Payments (cash) (Col 2)	0.00	Amount Paid to Bank (Col 3)	0.00	<b>Total Deductions</b>	<b>0.00</b>
Weekly Bank Report																													
Cash Drawn For Office Use																													
Stock (col 10) cheques/debit cards	0.00																												
Other Payments (Col 12)	0.00																												
Standing Orders																													
Direct Debits																													
Bank and Interest Charges																													
<b>Total</b>	<b>0.00</b>																												
Weekly Cash Report																													
Stock Payments (cash) (Col 1)	0.00																												
Other Payments (cash) (Col 2)	0.00																												
Amount Paid to Bank (Col 3)	0.00																												
<b>Total Deductions</b>	<b>0.00</b>																												
	Closing Balance Carried Forward		Calculated cash balance at end of week																										
	0.00		0.00																										
			Cash in hand (as counted) offwd																										
			0.00																										
			Difference on Books (if any) (+ or -)																										
			0.00																										

Finally enter the actual Cash and Cheques that you actually have, this should balance with the amount calculated by the program.

Calculated cash balance at end of week	0.00
Cash in hand (as counted) offwd	
Difference on Books (if any) (+ or -)	0.00

### Saving your entries.

When you have completed your entries for the week, you can click the Save button, This will save the entries to a sheet for the relevant week. At the same time the entry boxes will be cleared ready for the next week's entries. The dates will be reset for the following week and carried forward balances will be recorded.

### Tools:

The Tools button will let you use a built in calculator if required and open a "Navigation Form" to let you access saved data, reports and charts. Simply click on an item to open it.

Click to access the required report or chart:

- Example
- Input
- Weekly Summary of Gross Takings
- Summary of Other Receipts
- Summary of Loan or Mortgage
- Summary of Stock
- Goods own use
- Drawings
- Bank SO and DD
- Capital Expenses & Book Diff's

Click to access the required data:

- Week 1
- Week 2
- Week 3
- Week 4
- Week 5
- Week 6
- Week 7
- Week 8
- Week 9
- Week 10

**Financial Reports:** As data is entered in the weekly sheets a number of useful Financial reports are automatically filled in. These are listed in the navigator tool.

### **Weekly Summary of Gross Takings**

This report summarises the weekly Gross Takings. It is divided into convenient quarterly blocks which display each week's takings. At the bottom of the sheet are totals for each quarter and a summary for the whole year. There is also a Chart to give a visual representation of the data.

### **Weekly Summary of Other Receipts**

This presents a quick view of your businesses non-trading receipts.

### **Summary of Loan/Mortgage Repayments**

This page provides a convenient sheet to keep check your loans or mortgage payments.

### **Weekly Summary of Payments for Business Stock**

This report summarises all your payments for business stock throughout the year by week and quarter. There is even a summary of each quarter and a reconciliation which gives a true value when you enter the amounts owed for stock at the beginning of the year.

### **Weekly Summary of Goods Taken for Own Consumption**

With this report you can quickly see what stock you have entered as "own use", i.e. removed from the business without payment for private consumption. Again, it is summarised by week, quarter & year.

### **Weekly Summary of Owners' Drawings**

See at a glance what monies have been taken from the business as drawings - i.e. wages

### **Bank Standing Orders and Direct Debits**

Use this page to keep track of all your regular Bank payments - Standing Orders & Direct Debits

### **Capital Expenses Incurred During Year**

Use this page to record all capital items bought for the business - e.g. computers, vehicles, fixtures & fittings, etc.

This sheet also summarises any weekly differences shown on the weekly records.

### **Summary of Payments for Expenses**

This sheet contains the summary of all monies paid out during the Financial Year for business expenses

### **Trial Profit & Loss Account**

Finally, all the records are summarised to produce a Trial Profit & Loss Account. From this it is possible to complete your Annual Self Assessment Form for the Inland Revenue. However, it is always recommended to consult a qualified Accountant for this job. Using this Workbook presents your information in a concise way and may result in reducing your accountancy costs.