Excel Templates Invoice & Sales Accounting User Guide

Excel spreadsheet

The Excel Templates for Invoicing and Sales analysis and accounting quickly generates a sales invoice and provides both monthly sales analysis and accounts receivable/debtors outstanding monthly balances.
A master list of accounts, including address details, and a master list of products/items, including description and unit pricing, makes the template easy to use and eliminates errors in entering account details, and item details and pricing, and calculating invoice line item values and invoice totals, including shipping and Sales/VAT tax. Sales analysis and outstanding accounts receivable/debtor balance reports and charts are automatically produced. All reports have full drilldown facilities to the individual invoice level.

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INTRODUCTION

The Excel Templates for Invoicing and Sales analysis and accounting quickly generates a sales invoice and provides both monthly sales analysis and accounts receivable/debtors outstanding monthly balances.

A master list of accounts, including address details, and a master list of products/items, including description and unit pricing, makes the template easy to use and eliminates errors in entering account details, and item details and pricing, and calculating invoice line item values and invoice totals, including shipping and Sales/VAT tax.

Sales analysis and outstanding accounts receivable/debtor balance reports and charts are automatically produced. All reports have full drilldown facilities to the individual invoice level.

REQUIREMENTS

The system requires Microsoft Excel version 2007 or later.

Macros **MUST** be enabled on opening the template.

The template should always be saved as an "**Excel Macro-enabled Workbook**"

User Instructions

The EXCEL model consists of a number of worksheets. The Set-up & Control worksheet should be used to initially set up the User Company details and subsequently to navigate around the system.

Set-up

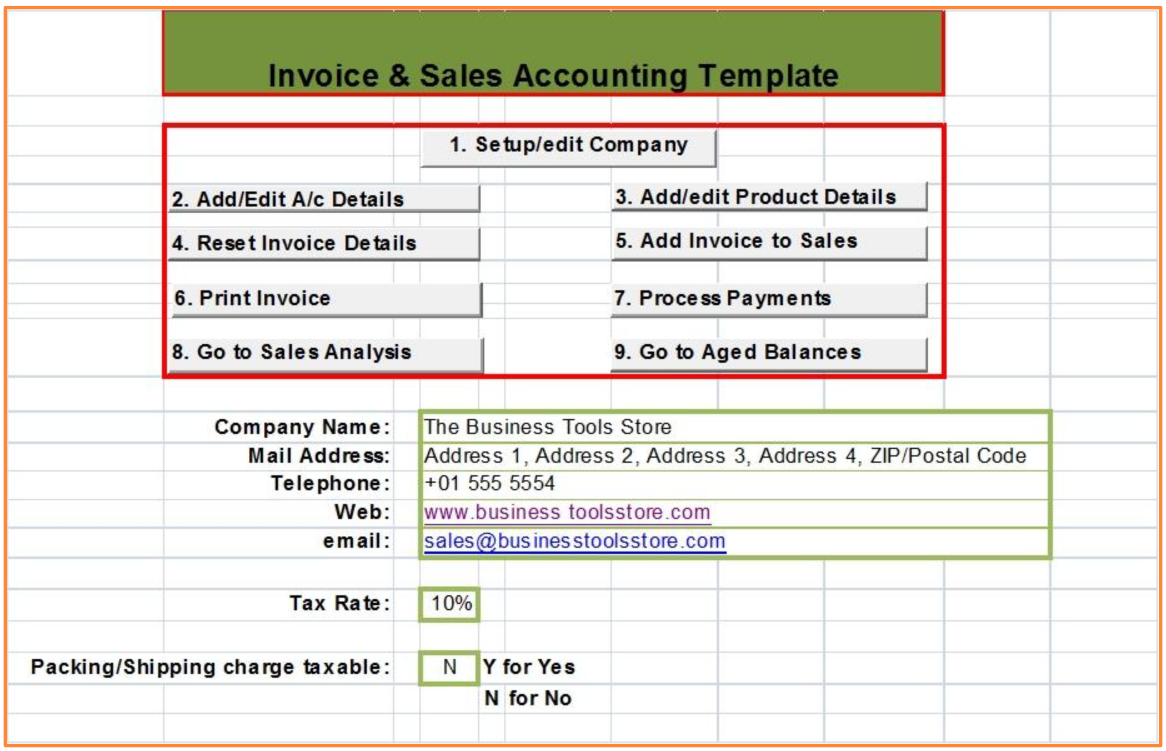


Figure 1 Company set-up details

The Set-up & Control worksheet (Figure 1) has a simple pushbutton menu system. Initially the system should be set-up by using each of the menu items in their numerical sequence, i.e. 1, 2, 3, etc.

Once the system is set up, menu items can be selected as required.

NOTE: To ensure that the sales and aged balance data is refreshed each time new data is entered and that the corresponding reports and charts reflect the up-to-date situation, it is important to navigate to these worksheets by using menu items 8 & 9, rather than selecting them directly. If you select them directly, you should "refresh" the data as per the note on these worksheets.

Company Set-up

Choose Menu Option 1 (Figure 1) from the menu to enter **Company Name** (e.g. My Company Ltd.) the **Address** and **Contact Details** that will appear at the top of each invoice. These fields can be edited at any time and the updated information will be reflected in all future invoices.

Sales or VAT tax is calculated on the invoice total. The **Rate** at which the tax is calculated should be entered as part of the Set-up.

There is an option to add a **Shipping/handling Charge** to the invoice total on each individual invoice. This charge may be **included or excluded** in the invoice total on which the tax is calculated. This option should be selected as part of the Set-up.

Add/Edit Account Details

Menu item 2 of the Set-up & Control worksheet (Figure 1) transfers the user to the worksheet that stores the details of all accounts (figure 2) for which invoices are produced.

Account Details

Account No	Name	Address 1	Address 2	Address 3	Address 4	Postal ZIP Code
A101	ABC Inc	address a 1	address a 2	address a 3	address a 4	BT 4240
B101	Big Company Inc	address b 1	address b 2	address b 3	address b 4	RG 2000
B102	Top Store Ltd	address c 1	address c 2	address c 3	address c 4	VB 1234
D202	A. N. Other Ltd	address d 1	address d 2	address d 3	address d 4	FR 4555
F345	Uptown Store Inc	any street	downtown	uptown		MT 3434
H444	Best Products Ltd	high st	uptown	anywhere		DG 2031

Figure 1 Account Details

The relevant **Account Number** and address details are entered. New Account numbers entered are checked against existing account numbers and duplicate account numbers are highlighted in red.

When preparing an Invoice, the **Account Number** is entered and the address details are retrieved for the **Account Details** worksheet. If the Account Number entered does not exist, this is highlighted.

Add/Edit Product Details

Menu item 3 of the Set-up & Control worksheet (Figure 1) transfers the user to the worksheet that stores the details of all Products/Items (figure 3) for which invoices are produced.

Product Details

Product/Item No	Description	Unit Price
AX205A4	Product Description 4	2.00
PR101A4	Product Description 1	10.00
RU222C5	Product Description 2	6.75
ST365F1	Product Description 3	12.00
AX206A4	Product Description 4A	5.00
PP101A4	Product Description 4B	15.00
TU225C5	Product Description 1C	8.88
ST365F4	Product Description 2D	2.25
AX208A4	Product Description 33A	7.75
PR311A4	Product Description X2	5.00
RU222A3	Product Description S5	9.95
ST365H1	Product Description 321	10.00

Figure 3 Product Details

The relevant **Product/Item Number**, description and pricing details are entered. New Product/Item numbers entered are checked against existing Product/Item numbers and duplicate numbers are highlighted in red.

When preparing an Invoice, the **Product/Item Number** is entered and the Description and Unit Price are retrieved for the **Product/Item Details** worksheet. If the Product/Item Number entered does not exist, this is highlighted.

Preparing an Invoice

Preparing an invoice is a three-stage process:

1. Reset all data entered when last invoice was produced
2. Enter invoice details
3. Add the invoice details to the Sales Ledger for sales analysis and accounting

Reset Invoice Details

Menu item 4 of the Set-up & Control worksheet (Figure 1) resets all the data entered or calculated when preparing the previous. It resets the relevant cells while retaining all the formulae in the worksheet, e.g. validating the Account no. and calculating the invoice line item values and invoice total.

Please ensure that the most recent invoice is printed before this Reset option is used.

The **Reset Invoice Details** menu item **MUST** always be used, rather than overwriting any of the Invoice cells directly as this will corrupt the formulae in many of the cells.

Enter Invoice Details

Read in conjunction with Figure 4 below.

Company Details: These are automatically generated as entered in Company Set-up and can be edited, if required. They should be edited in the Set-up, rather that directly in the invoice.

Invoice To: Enter a valid Account Number and this is validated against existing Account Numbers and once found the address details are automatically inserted from the master list of accounts.

Ship To: This data is optional and should be entered directly if relevant.

Invoice No. Enter a Unique Invoice Number

Invoice Date: Enter the Invoice Date

Order: Enter any Order details that are relevant

Item No: Enter a valid Item No. This is validated against the Master List of Product/Item Nos and the corresponding Item Description and Unit Price are retrieved from the Master List

Quantity: Enter the Quantity to be invoiced. The line item extension, i.e. Quantity by Unit Price, is automatically calculated.

Payment Terms: This is a free format text message that can be used as appropriate.

Shipping: Enter the packing/shipping charge, if relevant.

Tax: The Tax Rate is taken from the Rate entered at Company Setup. The Tax is calculated based on the total value of the goods. The Shipping Charge may also be included to calculate the tax depending on the setting at Company Setup time.

Invoice Total: the invoice grand total including shipping and tax is calculated.

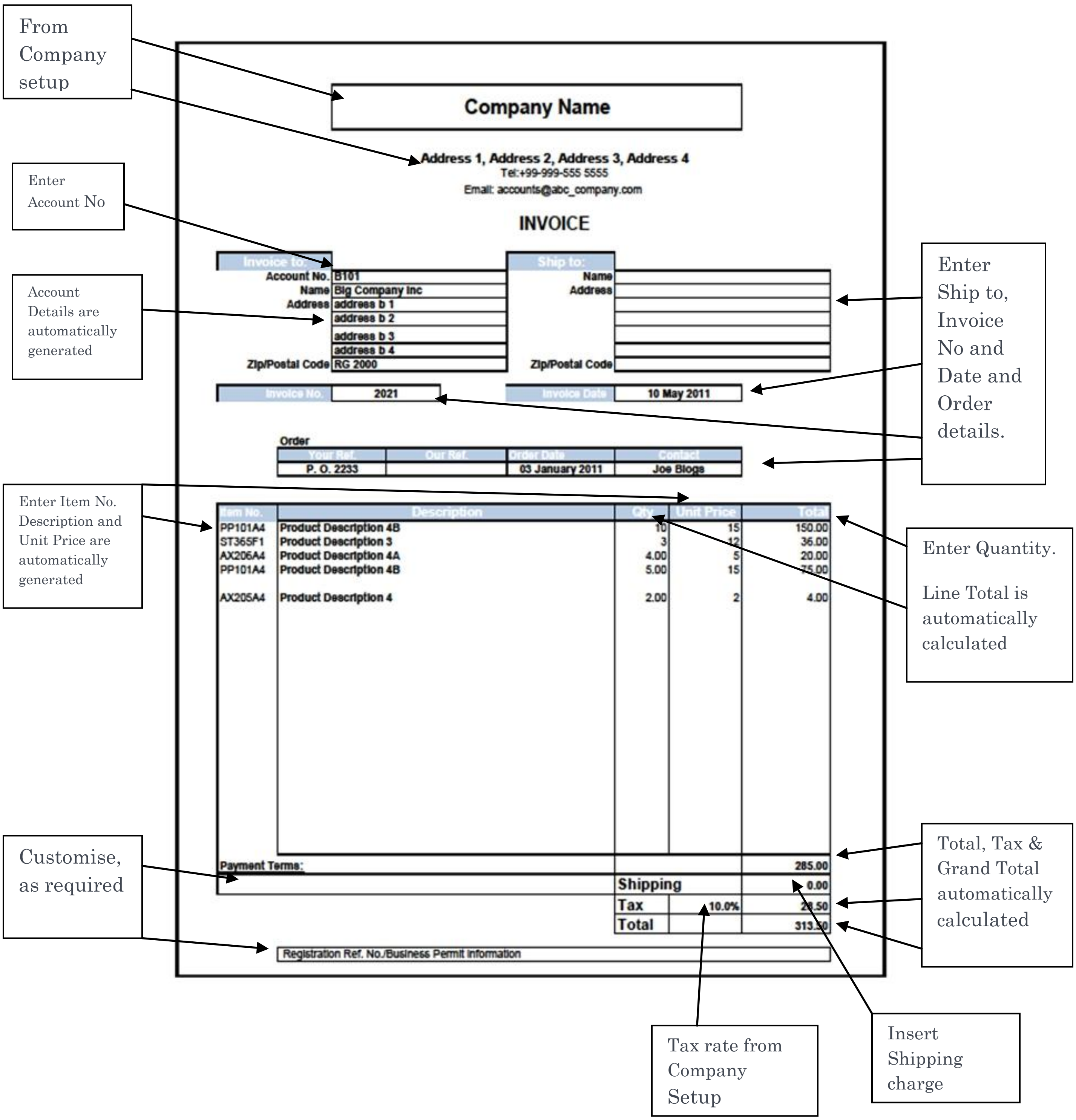


Figure 4 Invoice Details

Add Invoice to Sales Ledger

Menu item 5 of the Set-up & Control worksheet (Figure 1) adds the Invoice details to the Sales Ledger.

The Invoice Total is added to a section of the Sales ledger used to record payments and to calculate balances due as per figure 5 below.

The individual line item details are added to another section of the Sales ledger to be used for product/item and account sales analysis as per figure 6 below.

Sales Ledger Invoice Totals

account name	Invoice No	Invoice Date	Value (Net)	Value (Gross)	Payment	Date of Payment	Payment Type	Invoice Month	Balance
Name 2	145	01 January 2011	1,167.50	1,334.25	1,000.00			2011,1	334.25
Name 3	135	01 April 2011	1,167.50	1,334.25				2011,4	1,334.25
Name 1	123	01 February 2011	1,167.50	1,334.25	100.00			2011,2	1,234.25
			3,502.50	4,002.75	1,100.00				2,902.75

Figure 5 Sales Ledger Invoice Totals

Sales Ledger Invoice Line Item Details

Account No.	Invoice Date	Item No.	Item Quantity	Item Value	Invoice YYMM
a2	01/01/2011	p3	4	48	2011,1
a2	01/01/2011	p3	3	36	2011,1
a2	01/01/2011	p2	2	13.5	2011,1
a2	01/01/2011	p3	11	132	2011,1
a2	01/01/2011	p1	12	120	2011,1
a2	01/01/2011	p3	11	132	2011,1
a2	01/01/2011	p2	10	67.5	2011,1
a2	01/01/2011	p1	9	90	2011,1
a2	01/01/2011	p3	1	12	2011,1
a2	01/01/2011	p1	7	70	2011,1

Figure 6 Sales Ledger Invoice Details

Print Invoice

Menu item 6 of the Set-up & Control worksheet (Figure 1) provides a Print Preview of the Invoice. Review the Preview and select the appropriate printer to print one or more copies of the invoice.

Sales Accounting

Process Payments

Menu item 7 of the Set-up & Control worksheet (Figure 1) is used to process payments.

The Invoice against which the payment is to be made is identified in the Sales Ledger Invoice Totals as per Figure 7 below.

The system records TOTAL payments made in order to calculate the outstanding balance, and does NOT track individual payments.

Sales Ledger Invoice Totals

account name	Invoice No	Invoice Date	Value (Net)	Value (Gross)	Payment	Date of Payment	Payment Type	Invoice Month	Balance
Name 2	145	01 January 2011	1,167.50	1,334.25	1,000.00			2011,1	334.25
Name 3	135	01 April 2011	1,167.50	1,334.25				2011,4	1,334.25
Name 1	123	01 February 2011	1,167.50	1,334.25	100.00			2011,2	1,234.25
			3,502.50	4,002.75	1,100.00				2,902.75

Update Total Payment

Figure 7 Sales Ledger Process Payments

Payment: Enter the Payment amount. If there are multiple payments against an individual invoice the total of all the payments should be entered.

Date of Payment: Enter the date of the most recent payment.

Payment Type: Enter the payment type, e.g. cash, cheque, credit card, EFT, etc.

Go to Sales Analysis

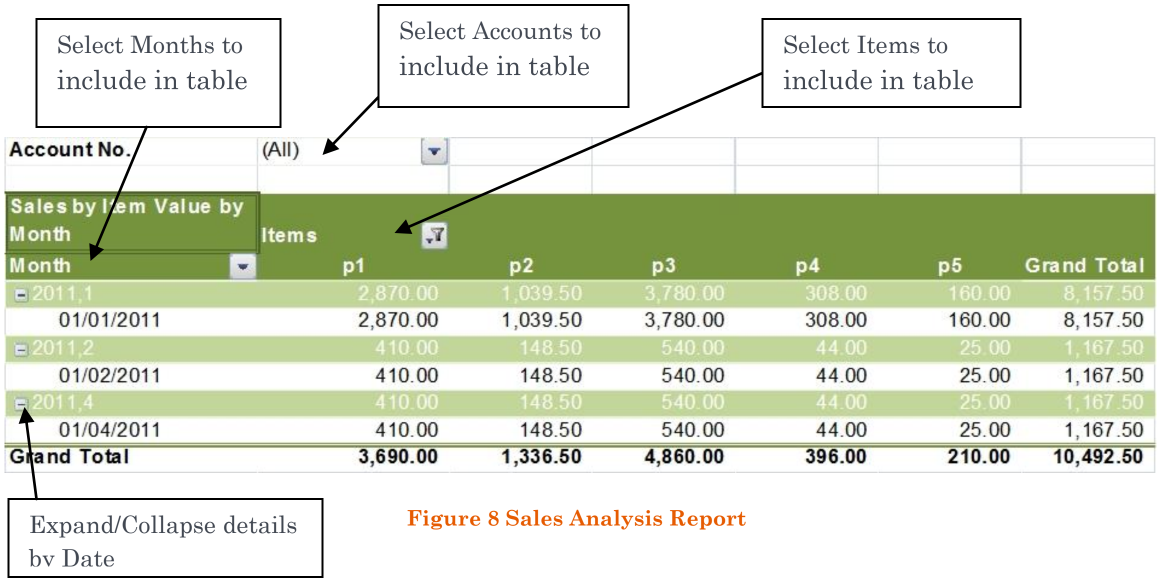
Menu item 8 of the Set-up & Control worksheet (Figure 1) is used to access the Sales Analysis.

Using this option to navigate to the Sales Analysis worksheet, rather than selecting it directly, ensures that the data is refreshed to reflect the up-to-date situation.

If you select the Sales Analysis worksheet directly, you should "refresh" the data as per the note on these worksheets.

Sales Analysis Report

The Sales Analysis report, as depicted in figure 8 below, uses the standard Excel Pivot Table feature and is highly flexible.



Account No.	(All)					
Sales by Item Value by Month	Items					
Month	p1	p2	p3	p4	p5	Grand Total
2011,1	2,870.00	1,039.50	3,780.00	308.00	160.00	8,157.50
01/01/2011	2,870.00	1,039.50	3,780.00	308.00	160.00	8,157.50
2011,2	410.00	148.50	540.00	44.00	25.00	1,167.50
01/02/2011	410.00	148.50	540.00	44.00	25.00	1,167.50
2011,4	410.00	148.50	540.00	44.00	25.00	1,167.50
01/04/2011	410.00	148.50	540.00	44.00	25.00	1,167.50
Grand Total	**3,690.00**	**1,336.50**	**4,860.00**	**396.00**	**210.00**	**10,492.50**

Figure 8 Sales Analysis Report

Account No. The Account No option allows the user to select which accounts to include in the report. One can select just one account, multiple accounts or all accounts.

Items. The Items filter allows the user to select which products/items to include in the report. One can select just one item, multiple items or all items

Month: The Month option allows the user to select which months to include in the report. One can select just one month, multiple months or all months. Typically each month's sales will be made up of sales on numerous dates. The "+" or "-" beside the month allows the user to expand "+" or collapse "-" the details displayed by date.

Users who are familiar with the Excel Pivot Table feature my wish to customize the analysis further.

Sales Analysis Chart

The Sales Analysis chart, as depicted in figure 9 below, uses the standard Excel Pivot Chart feature and is highly flexible.

Accounts, Months and Items to be included in the chart are selected in the same way as for the Sales Analysis Report above.

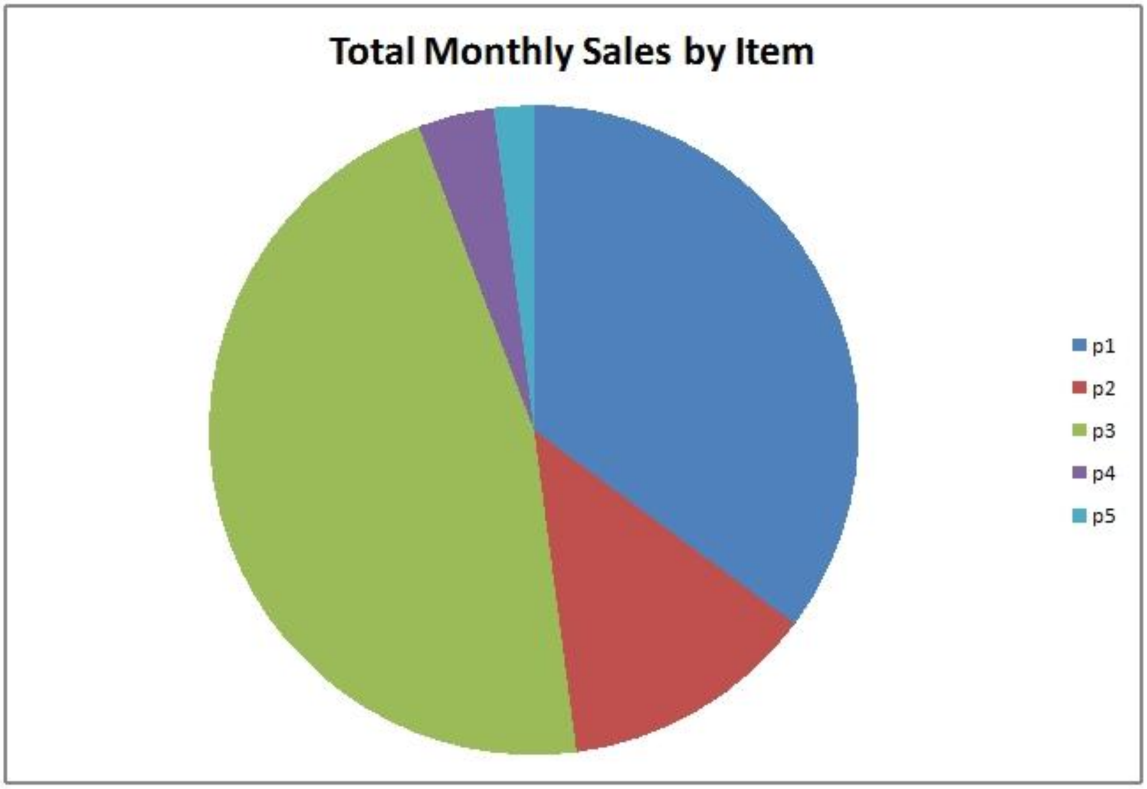
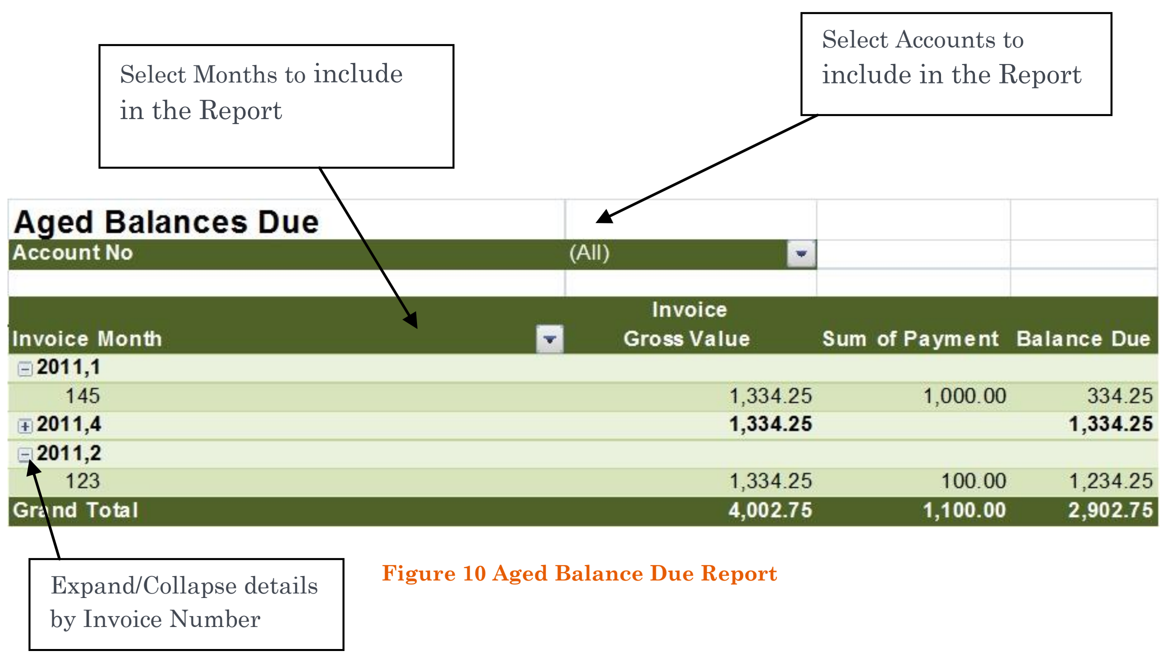


Figure 9 Sales Analysis Chart

Aged Balance Due Report

The Aged Balance Due report, as depicted in figure 10 below, uses the standard Excel Pivot Table option and is highly flexible.



Aged Balances Due

Account No	(All)		
Invoice Month	Invoice Gross Value	Sum of Payment	Balance Due
2011,1			
145	1,334.25	1,000.00	334.25
2011,4	**1,334.25**		**1,334.25**
2011,2			
123	1,334.25	100.00	1,234.25
Grand Total	**4,002.75**	**1,100.00**	**2,902.75**

Figure 10 Aged Balance Due Report

Account No. The Account No option allows the user to select which accounts to include in the report. One can select just one account, multiple accounts or all accounts.

Month: The Month option allows the user to select which months to include in the report. One can select just one month, multiple months or all months. Typically each month's sales will be made up of sales on numerous invoices. The "+" or "-" beside the month allows the user to expand "+" or collapse "-" the details displayed by Invoice Number.

Users who are familiar with the Excel Pivot Table feature my wish to customize the analysis further.

Aged Balance Due Chart

The Aged Balance Due chart, as depicted in figure 11 below, uses the standard Excel Pivot Chart feature and is highly flexible.

Accounts, Months and Invoice Numbers to be included in the chart are selected in the same way as for the Aged Balance Report above.

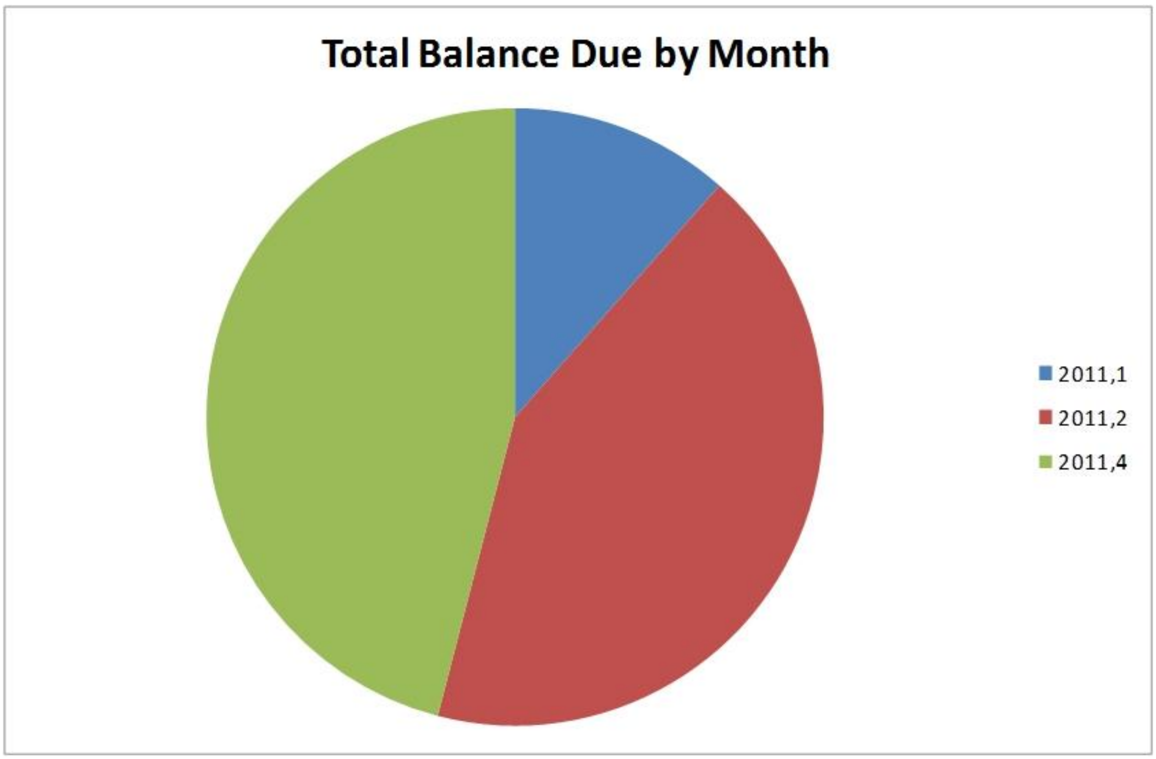


Figure 11 Aged Balance Due Chart

Other Features

As the system uses Excel 2007 it is possible to generate a PDF version of an invoice to be distributed electronically.

To make or print a PDF copy of an Invoice:

1. Select the Invoice Worksheet.
2. Choose the Excel Save As menu item and select “PDF or XPS” option.