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Template – Job analysis

A job analysis is done before you advertise for a new employee. It allows you to work out exactly what the business needs and to identify ways in which an existing role could be adapted. After you've done a job analysis for a position, it will be easier to fill in the job description template.

GENERAL DETAILS

Date of review _____
 Reviewed by _____
 Job title _____
 Department _____
 Award/Agreement _____
 Classification/Level/Grade _____
 Reports to _____
 Supervision of _____

DUTIES AND RESPONSIBILITIES

Duties and responsibilities	Major functions	Selection criteria, competencies and experience	Qualifications required	Essential or desirable? (write an E or D in this column)
Serving customers	Customer service	At least one year's retail experience	Certificate II in Retail Operations	E
Accepting payment	Managing cash			E

GENERAL OVERVIEW OF THE JOB

VALIDATION AND FUTURE REVIEW

Validated by staff member _____
 Next job review date _____

ATTRACT, RECRUIT AND SELECT

2007 Calendar

January <small>MON TUE WED THU FRI SAT SUN</small> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February <small>MON TUE WED THU FRI SAT SUN</small> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	March <small>MON TUE WED THU FRI SAT SUN</small> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Notes _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
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And if you just want some good old fashioned Excel tips to level up, check out this in-depth blog article from Hubspot. Make sure to keep the Income Sheets separated, organized by month. If your business keeps growing, you'll eventually need to move on from Excel. A note about account types: Income designates any account used to track money coming into your business. If you're planning to do your small business accounting with Excel, this is one of those times. (This can happen when you start processing more transactions per month) You decide to upgrade to double-entry bookkeeping You decide to switch to accrual accounting You need complex financial statements such as a Balance Sheet or Cash Flow Statement You start working with an accountant, and they need access to professionally kept books You've just experienced a hectic tax season, and realize you need to be better organized for next year You've experienced a phishing or malware attack on your business computer, and need a more secure way to maintain your business records You have bookkeeping questions that can't be answered by searching online Sound like you? Add or remove accounts from the Income Statement By default, the Income Statement includes data for every account listed in the Chart of Accounts. 1. Optional—Add a sheet for tracking invoices When you enter income from paid invoices into your Transactions sheet, include the invoice number in the description. You may want to make a copy of each one at the end of the month, and either save it or upload it to the cloud. If you want to get beyond bookkeeping and start understanding your finances in deeper ways within Excel, we recommend starting with pivot tables. Likewise, if there are any transaction categories you need for your business that are missing from the Chart of Accounts, you should add them. This pivot table gives us a simple summary of how much we spent from each vendor and how often we bought from them. Once you've customized the Income Statement Template for your business, you'll mostly be using the Transactions sheet. The Income Statement will look at the data you enter in order to figure out how the transaction will be categorized. Or, think about hiring a bookkeeper (like Bench). First, download a free invoice template for Excel, or get one for Google Sheets. Sometimes life forces you to use spreadsheets. Pivot tables allow you to visualize and summarize your accounting info. For instance, if you don't track "Gas & Auto" as an expense, delete the row. Explore a vast collection of premium Excel templates made available when you subscribe to Microsoft 365, or check out an expansive selection of free Excel templates. If you want to learn more, check out the Microsoft Office training page for pivot tables. Similarly, templates for Excel spreadsheet(s) can also help you with short and long-term budgeting. Here's how you adapt it to your business. For example, if you need to visualize data over a timeline, consider Excel Gantt chart templates, which are ready and available to be customized with your specific project information. Expense designates any account used to track money leaving your business. A quick heads up about double-entry bookkeeping. If you're looking for Excel templates to use at home, consider a weekly chore schedule or household to-do list. Transactions This contains details of every business transaction you perform—the date, a description, the amount, and the account. And it has everything you need to get a grasp of single-entry bookkeeping in Excel. There's much more you can do with pivot tables. Later, you may prefer to use a different template, or even create your own. Microsoft Excel (and its simpler, online cousin Google Sheets) is adaptable. Make copies of the Income Statement for each month In order to generate monthly Income Statements, you'll need separate sheets for each month. Single-entry bookkeeping is a good choice if you run a small, simple business with a low volume of transactions. Free Excel templates take the stress away from having to remember whose turn it is to clean the bathrooms or wash the dishes. This is a lot easier if you've got a separate sheet to track your invoices. It'll be easier to check for reference. Save income sheets By the end of every month, the Income Sheet should have all the data it needs to summarize your bookkeeping for that period. However, it's also more work to maintain—and difficult to set up in Excel. 5. 2. But there are ways to make the process easier. DOWNLOAD THE TEMPLATES NOW. Capture your best moments with our premium photo album templates. The same follows for any other account that doesn't apply to your business. When you use Bench, your transactions are automatically imported and categorized for you. Come tax season, your accountant will need your income sheets for the year. Think of each account a category. Excel's capabilities don't stop there. The double-entry method of bookkeeping is standard for larger, more complex businesses. Here's a summary: Bookkeeping tasks you can do in Excel Bookkeeping tasks you can't do in Excel Set up a single-entry bookkeeping system, which you update manually Automatically import transactions from your bank accounts to your books Perform basic calculations to create financial statements Have your transactions automatically categorized for you Track invoices you've sent clients Catch human errors Save business records on your hard drive, or in the cloud with Excel Online or Google Sheets Get answers to questions about your finances Before we get started on DIY bookkeeping, download a copy of Bench's Income Statement Template. It's more effective than single-entry for tracking cash flow and protecting against errors and fraud. Microsoft Excel is one of the most versatile and useful programs in the Office suite. Cost of Sale (COS) and Cost of Goods Sold (COGS) are unique. Optional—Add a sheet for projecting cash flow Excel spreadsheets aren't up to the task of creating a proper Cash Flow Statement that you can present to investors. If you're at the point where you believe your business needs double-entry bookkeeping, it's time to use accounting software. Then you need to categorize it. Keep the tab for your invoice tracker to the right of the Transactions sheet, but to the left of your monthly Income Statements. These accounts track the money you have to spend to create the product you sell your customers or clients. Enter the date the transaction was recorded under the Date column, using DD/YY/MM format. It doesn't matter if you need Excel templates for budgeting the next fiscal year, tracking your business inventory, planning out meals, or creating a fantasy football draft sheet, there are plenty of Microsoft Excel templates for you. To get started, check out our Google Sheets Cash Flow Projection Template. Copy and paste the data from the invoice template you downloaded into the new sheet. Make twelve copies of the original income statement, one for each month in the year. Every transaction you record gets sorted into one of these categories. Categorize the transaction. Before you get started with Bench's Income Statement template, make sure you understand the differences between single-entry and double-entry bookkeeping. Then, add a new sheet to your Income Statement Template. Signs you're ready for a bookkeeper: Data entry - Manually entering and categorizing transactions for your books is starting to take up too much of your time. Learn how to dump spreadsheets and outsource your bookkeeping. Select everything in the Date, Description/Transaction, and Category columns, and delete it. Any list or chart you can conceive of, an Excel template is there for you. That being said, even if you're good enough at Excel to compete internationally, there's only so much you can do with it in a DIY bookkeeping context. Copy and paste it into a blank sheet next to your Transactions. In our Income Statement template, we select Data > Summarize with Pivot Table After we select all the categories we want to see summarized, here's what we get. The info in the copy of the Income Statement Template you downloaded is only there as a placeholder. But when you're getting started, the Income Statement Template is tidy and approachable. The Chart of Accounts This lists all the accounts that make up your books. We'll show you how, using Bench's Income Statement Excel Template to get started. Name the sheet after the month it covers. Learn more about calculating these expenses. They're often used interchangeably—COS by retailers, and COGS by manufacturers. You'll also need access to spreadsheet software such as Excel or Google Sheets. These spreadsheets come with a wide array of built-in formulas that auto-complete after you fill out the first few rows. Then it summarizes how much income your business has earned and spent within a defined date range. Input and categorize transactions Every time a transaction takes place—whether you're moving money, cash, or credit—you need to enter it into the Transaction sheet, in its own row. Add or remove accounts from the Chart of Accounts The Chart of Accounts includes an account for "Gas & Auto." But if you don't drive for work, you don't need this row—so you can delete it. There are three sheets in Bench's Income Statement Template: 1. Clear the Transactions sheet Before you can start tracking your own transactions, you need to clear the placeholder data. Be sure to type it exactly as it appears on the Chart of Accounts. Every time money enters or leaves your business, it's recorded once, as a positive (income) or negative (expense) value. 4. Then, on each Income Statement sheet, change the Date Range (Beginning Rate and End Date) to cover the relevant month. Add any notes for yourself in the Description/Transaction column. That way, you can cross-reference it, and avoid errors—like forgetting to enter invoice payments, or entering the same invoice twice. If you've added or removed accounts from the Chart of Accounts, make the same changes to the Income Statement. But for DIY bookkeeping in Excel, you'll be doing it yourself. Enter its relevant account under the Category column. Get a record of the transaction. That could be a credit or bank card statement, info in your Paypal account, or receipt from a cash payment. 6. The better you know how to use it, the more you can get done. 3. However, for your own personal planning, you can still plan your cash flow month by month in a simple spreadsheet. The Income Statement This pulls info from your Transactions and performs some basic calculations.

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