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Shift Name	Start Time	End Time	Day	Employee	Rate	Hours	Amount	Balance
Shift 1 (06:00 AM - 02:00 PM)	06:00	14:00	Monday	(A) Sugeng Supanah	12.000	8	96.000	23.171,79
Shift 1 (06:00 AM - 02:00 PM)	06:00	14:00	Tuesday	(A) Sugeng Supanah	12.000	8	96.000	23.171,79
Shift 1 (06:00 AM - 02:00 PM)	06:00	14:00	Wednesday	(B) Hugang Layall	12.000	8	96.000	23.171,79
Shift 1 (06:00 AM - 02:00 PM)	06:00	14:00	Thursday	(B) Hugang Layall	12.000	8	96.000	23.171,79
Shift 1 (06:00 AM - 02:00 PM)	06:00	14:00	Friday	(C) Cristian Rosales	12.000	8	96.000	23.171,79
Shift 1 (06:00 AM - 02:00 PM)	06:00	14:00	Saturday	(C) Cristian Rosales	12.000	8	96.000	23.171,79
Shift 1 (06:00 AM - 02:00 PM)	06:00	14:00	Sunday	(C) Cristian Rosales	12.000	8	96.000	23.171,79

Show Date at Daynames	No
Highlight Shift Group	Highlight All
Show Group Initial	Yes
Show Shift Period	1 Week
Show Shift Period Range	01/06/14 - 01/12/14

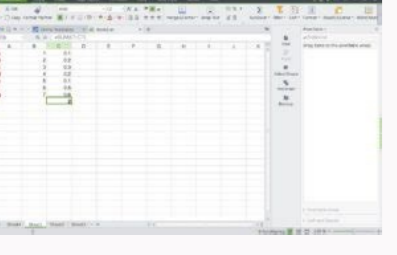
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Shift Name: Continental	Coverage: 24/7	No of Shifts: 8	No of Teams: 4	Team Rotation: Yes	One Shift Period: 8 hour(s)	Full Cycle: (Every 28 day(s))	Average Hours/Week: 42 hour(s)
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Shift Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Shift 1 (06:00 AM - 02:00 PM)	(A) Sugeng Supanah	(A) Sugeng Supanah	(B) Hugang Layall	(B) Hugang Layall	(C) Cristian Rosales	(C) Cristian Rosales	(C) Cristian Rosales
Shift 2 (02:00 PM - 10:00 PM)	(D) Demian Setiadi	(D) Demian Setiadi	(A) Sugeng Supanah	(A) Sugeng Supanah	(B) Hugang Layall	(B) Hugang Layall	(B) Hugang Layall
Shift 3 (10:00 PM - 06:00 AM)	(C) Cristian Rosales	(C) Cristian Rosales	(D) Demian Setiadi	(D) Demian Setiadi	(A) Sugeng Supanah	(A) Sugeng Supanah	(A) Sugeng Supanah

Shift Name: Continental	Coverage: 24/7	No of Shifts: 8	No of Teams: 4	Team Rotation: Yes	One Shift Period: 8 hour(s)	Full Cycle: (Every 28 day(s))	Average Hours/Week: 42 hour(s)
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Shift Period	Monday, 01/06/14	Tuesday, 01/07/14	Wednesday, 01/08/14	Thursday, 01/09/14	Friday, 01/10/14	Saturday, 01/11/14	Sunday, 01/12/14
A Sugeng Supanah	Shift 1	Shift 1	Shift 2	Shift 2	Shift 3	Shift 3	Shift 3
B Hugang Layall	Shift 2	Shift 2	Shift 1	Shift 1	Shift 2	Shift 2	Shift 2
C Cristian Rosales	Shift 3	Shift 3	Shift 3	Shift 3	Shift 1	Shift 1	Shift 1
D Demian Setiadi	Shift 1	Shift 1	Shift 1	Shift 1	Shift 3	Shift 3	Shift 3



Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						23,171.79
Cleared Balance						23,171.79
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 15 Items</b>						
Bill Pmt -Check	12/12/2008		Wheeler's Tile Etc.		-625.00	-625.00
Paycheck	1/20/2012	304	Dan T. Miller		-1,318.43	-1,943.43
Paycheck	1/20/2012	306	Gregg C. Schneider		-851.41	-2,794.84
Paycheck	1/20/2012	305	Elizabeth N. Mason		-485.93	-3,280.77
Paycheck	2/6/2012	308	Dan T. Miller		-1,357.77	-4,638.54

A note about account types: Income designates any account used to track money coming into your business. Minor issue with photo resolution aside, I was quite impressed with SocialFolders. Microsoft provides classes such as Analyzing and Visualizing Data with Excel and Data Processing and Analyzing with Excel allow you to learn advanced formulas, data tables, slicers and much more to continuously develop your skills in Excel and learn . That way, you can cross-reference it, and avoid errors—like forgetting to enter invoice payments, or entering the same invoice twice. Or, think about hiring a bookkeeper (like Bench). Be sure to type it exactly as it appears on the Chart of Accounts. Which is great—until I want access to these files when I'm offline. But when you're getting started, the Income Statement Template is tidy and approachable. If you've been looking to learn Excel, you've come to the right place.Excel Training ClassesMicrosoft provides classes for you to train your Excel skills. If you've added or removed accounts from the Chart of Accounts, make the same changes to the Income Statement. It can be programmed to access data from external databases and is an excellent tool for data modeling, statistics and financial calculations with built-in functions to quickly and easily perform common tasks. Here's how you adapt it to your business. 3. 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. 5. Learn more about calculating these expenses. I could go to each site and download all of my files until I've amassed an offline collection of my stuff. Likewise, if there are any transaction categories you need for your business that are missing from the Chart of Accounts, you should add them. The Income Statement Template pulls info from your Transactions and performs some basic calculations. You'll also need access to spreadsheet software such as Excel or Google Sheets. Later, you may prefer to use a different template, or even create your own. 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. Then you head to socialfolders.me, where you create an account and start connecting your social services. 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. Once you've customized the Income Statement Template for your business, you'll mostly be using the Transactions sheet. It's a more effective than single-entry for tracking cash flow and protecting against errors and fraud. Select everything in the Date, Description/Transaction, and Category columns, and delete it. However, it's also more work to maintain—and difficult to set up in Excel. The info in the copy of the Income Statement Template you downloaded is only there as a placeholder. Introduction to Data Analysis using Excel is a 4-week, self-paced online course perfect for learners with little or no prior experience using the software. 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. Proficiency in Excel is typically required for accounting, business analytics, data analysis and statistics jobs.Learn Excel OnlineMicrosoft offers free Excel classes online on edX to learn both fundamental and advanced Excel skills. The better you know how to use it, the more you can get done. 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. Think of each account a category. -Liane Cassavoy Sometimes life forces you to use spreadsheets. Or I could just turn to SocialFolders, a service that offers an idea that's so simple-it syncs the content you have on your social sites to your desktop-I have to wonder why someone didn't think of it before. First, download a free invoice template for Excel, or get one for Google Sheets. Whether you're in healthcare, IT, finance, business intelligence or computer science, taking an Excel tutorial or short online Excel course to learn the latest features can boost your performance. Add or remove accounts from the Income Statement By default, the Income Statement includes data for every account listed in the Chart of Accounts. Then you need to categorize it. If you're planning to do your small business accounting with Excel, this is one of those times. Copy and paste the data from the invoice template you downloaded into the new sheet. SocialFolders is both an application and a Web service: You download a component to your desktop, which creates a SocialFolders folder that you can access via Windows Explorer. You can take courses ranging in difficulty, depending on your current skill level. These accounts track the money you have to spend to create the product you sell your customers or clients. SocialFolders supports Box, Evernote, Facebook, Flickr, Google Docs, Instagram, Photobucket, Picasa, SmugMug, Twitter, and YouTube. Transactions This contains details of every business transaction you perform—the date, a description, the amount, and the account. (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? Enter the date the transaction was recorded under the Date column, using DD/Y/M format. Clear the transaction sheet Before you can start tracking your own transactions, you need to clear the placeholder data. The same follows for any other account that doesn't apply to your business. Enter its relevant account under the Category column. Make twelve copies of the original income statement, one for each month in the year. 6. For example, SocialFolders uses Facebook's default upload API, which can reduce photo resolution. You may want to make a copy of each one at the end of the month, and either save it to the cloud. If you're at the point where you believe your business needs double-entry bookkeeping, it's time to use accounting software. Learn about descriptive statistics, basic probability, random variables. Excel VBA, sampling and hypothesis testing. Excel skills are marketable in almost every industry and consistently rank near the top of the list of most important skills to add to your CV. Add any notes for yourself in the Description/Transaction column. This is a lot easier if you've got a separate sheet to track your invoices. Then it summarizes how much income your business has earned and spent within a defined date range. This pivot table gives us a simple summary of how much we spent from each vendor and how often we bought from them. The double-entry method of bookkeeping is standard for larger, more complex businesses. Single-entry bookkeeping is a good choice if you run a small, simple business with a low volume of transactions. The Chart of Accounts This lists all the accounts that make up your books. Before you get started with Bench's Income Statement template, make sure you understand the differences between single-entry and double-entry bookkeeping. Every transaction you record gets sorted into one of these categories. SocialFolders is not only limited to downloads; it lets you upload files to your social sites, too. But there are ways to make the process easier. Keep the tab for your invoice tracker to the right of the Transactions sheet, but to the left of your monthly Income Statements. But for DIY bookkeeping in Excel, you'll be doing it yourself. Expense designates any account used to track money leaving your business. It offers a free and easy way to make sure you always have a backup of your precious online data. Make sure to keep the Income Sheets separated, organized by month. Categorize the transaction. There are three sheets in Bench's Income Statement Template: 1. We'll show you how, using Bench's Income Statement Excel Template to get started. Cost of Sale (COS) and Cost of Goods Sold (COGS) are unique. Microsoft Excel (and its simpler, online cousin Google Sheets) is adaptable. You simply create a folder in the SocialFolders directory on your desktop, and its contents will be automatically synced to your account. edX also offers advanced excel training courses to help promote your skill set to the next level. That could be a credit or bank card statement, info in your Paypal account, or receipt from a cash payment. 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. If your business keeps growing, you'll eventually need to move on from Excel. 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. You will learn how to create pivot tables, pivot charts, slicers, and much more to fill in gaps in your Excel KnowledgeAdd Excel to Your ResumeTo give you an idea of the vast popularity of Excel among employers, a recent keyword search of "Excel" on Indeed.com produced almost 600,000 results. I found this a very handy way to grab photos of my nieces and nephews that my siblings share on Facebook. 4. To get started, check out our Google Sheets Cash Flow Projection Template. You can use SocialFolders's Web interface to determine how much information you'd like access to (all of your Facebook albums, or only a select few, for example), and the content you've chosen will be automatically downloaded to your desktop. 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 want to learn more, check out the Microsoft Office training page for pivot tables. Perform data mashups and visualizations using data pulled from multiple sources. A quick heads up about double-entry bookkeeping. There's much more you can do with pivot tables. However, for your own personal planning, you can still plan your cash flow month by month in a simple spreadsheet. Copy and paste it into a blank sheet next to your Transactions. I have documents stored in Box. And if you just want some good old fashioned Excel tips to level up, check out this in-depth blog article from HubSpot. You will need to make sure you have the storage to spare, though, as some of these files could take up plenty of disk space. Every time money enters or leaves your business, it's recorded once, as a positive (income) or negative (expense) value. Subfolders for each of your connected services will be automatically created for you, too. (The free version of SocialFolders limits you to three services and 2,000 files; a Premium account, which costs \$10 per year, is unlimited.) SocialFolders organizes your Facebook photos into folders that correspond with your album names, and photo titles that correspond to your captions.Once you've connected SocialFolders to your social services, icons for each of them will appear in the SocialFolders folder that's been created on your computer. When you use Bench, your transactions are automatically imported and categorized for you. Make copies of the Income Statement for each month In order to generate monthly Income Statements, you'll need separate sheets for each month. If you want to get beyond bookkeeping and start understanding your finances in deeper ways within Excel, we recommend starting with pivot tables. At a GlanceWorks in the backgroundSimple to useSome photos were low-resSome photos were high-resSocialFolders makes it easy to create offline copies of your online data. And it has everything you need to get a grasp of single-entry bookkeeping in Excel. It also lets you access your friends' photos and files (as long as their privacy settings allow you to do so), and to create an offline copy of these documents, too. Learning Microsoft Excel can be a skill that applies to most business operations. Name the sheet after the month it covers. And I have videos stored on YouTube. Then, add a new sheet to your Income Statement Template. Come tax season, your accountant will need your income sheets for the year. The company says that it does not change the resolution of photos when they're downloaded, but that it relies on the API of the social site itself. They're often used interchangeably—COS by retailers, and COGS by manufacturers. 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. Learn how to quickly create different views of data with pivot tables and much more, directly from the Excel team at Microsoft.Additional Excel training courses explore the more advanced statistics and data visualization features of the software. Some other elements you will learn on Microsoft Excel include conditional formatting, pivot tables, keyword shortcuts, and more. Get a record of the transaction. For instance, if you don't track "Gas & Auto" as an expense, delete the row. I have spreadsheets stored in Google Docs. Then, on each Income Statement sheet, change the Date Range (Beginning Rate and End Date) to cover the relevant month. The company does note that most of the photo-sharing sites it supports lets users download photos in full resolution, though. Learn how to dump spreadsheets and outsource your bookkeeping. SocialFolders does more than just create a backup of your files. I did notice that some of the photos that SocialFolders downloaded for me looked to be slightly lower res than they appeared when viewed on Facebook, though. Learn how to set up an Excel sheet, perform calculations, use basic and advanced Excel formulas and create visual representations of data with charts and graphs. It'll be easier to check for reference. The Income Statement will look at the data you enter in order to figure out how the transaction will be categorized. Pivot tables allow you to visualize and summarize your accounting info. Microsoft and the Rochester Institute of Technology provides both beginner level and advanced Excel training and courses. 1. I have photos stored on Facebook. 2. Related Excel Articles: Microsoft Excel is the industry standard spreadsheet program used for data calculations, analysis, visualization and much more. The advanced features courses are part of the Microsoft Professional Program Certificate in Data Science, a specialization designed to get learners on a path to a career in data science or related field.

Microsoft transforms the hard-to-understand into easy-to-use to enable learners at every level to fuel their pursuit of professional and personal advancement. Certificates of Achievement . We now offer 10 Certificates of Achievement for Introductory Accounting and Bookkeeping. The certificates include Debits and Credits, Adjusting Entries, Financial Statements, Balance Sheet, Income Statement, Cash Flow Statement, Working Capital and Liquidity, Financial Ratios, Bank Reconciliation, and Payroll Accounting.

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