

TruckersBooks Software

Helping Truckers take control of the bookkeeping side of trucking and save money without any bookkeeping or software experience.



Welcome to TruckersBooks Software Demo Tutorial



**Truckers Today Can Easily Cut
their Bookkeeping Service Cost
and Save Money doing their own
Bookkeeping with
*TruckersBooks Software***

**THIS DEMO PRESENTATION WILL SHOW
YOU HOW EASY IT IS TO DO YOUR OWN
BOOKKEEPING BY JUST ENTERING
INCOME AND EXPENSES FROM YOUR
BROKER STATEMENT OR INVOICES
AND RECEIPTS, WITHOUT ANY
BOOKKEEPING EXPERIENCE**

No Calculations

Just enter the bottom-line numbers

No Columns to Total

No new skills to develop

No pages or columns to add

No Formatting

Use it from home or on the road

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THIS IS THE BUSINESS INFORMATION SETUP PAGE IN THE SOFTWARE

<i>BUSINESS SETUP PAGE</i>		USER GUIDE
Software Licensed for Use to	TRUCKERS-BOOKS DEMO TUTORIAL	
IMPORTANT REMINDER		
<p>Before you begin entering your business income and expense information, save a copy for use as your working copy. Keep this as your system master with nothing entered and make a copy each month for your new work month. As you make copies for each new business month, name the new copy the month name. (Jan, Feb, March etc)</p> <p>NEXT UPDATE THE ► Work Month ► Year-end ► Exchange Rate ► Load Profit % ► GST Filing Frequency</p>		
Business Information to update		
Enter Your Current Work Month	NOVEMBER	
Enter Business Year-end	31-Dec-13	
US Dollar Exchange Rate	1.09	
Set Load Profit Analysis Expense Allocation Percentage	1%	
Enter or Edit your GST-HST Business Number		
YOUR GST-HST FILING FREQUENCY	ANNUAL	
GST/HST Base Province	ONTARIO	
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THIS IS WHERE YOU START EACH MONTH BY ENTERING THE BOOKKEEPING MONTH YOU WILL BE ENTERING DATA FOR

IN THIS DEMO WE HAVE ENTERED **NOVEMBER**. THIS MEANS THAT THE DEMO BOOKKEEPING MONTH FOR YOUR DATA ENTRY IS **NOVEMBER**

NEXT ENTER THE BUSINESS YEAR

THIS IS HOW YOU TELL THE SYSTEM WHEN YOUR YEAR ENDS SO THAT YOUR FINANCIAL REPORTS WILL SHOW THIS WHEN YOU SEND OR DELIVER A COPY TO YOUR BANK, FINANCIAL INSTITUTION OR TO YOUR ACCOUNTANT FOR YEAR END ACCOUNTING AND TAX SERVICES

NEXT SET THE US FUNDS EXCHANGE

LEAVE THE LOAD PROFIT INFO FOR NOW WILL TALK ABOUT IT LATER IN THE TUTORIAL

Need More help with this worksheet, get live support help at: <http://www.truckersbooks.ca/Support7714.html>

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THIS IS THE SOFTWARE NAVIGATION MENU

Table of Worksheets in this Workbook. Click the Worksheet Needed Link to go To that Worksheet

The purpose of the menu is to make it easy for you to go to any worksheet in the workbook by clicking the worksheet name.

How to Use This System Menu **CLICK THE MENU NAME LINK TO GO TO THE WORKSHEET**

EXPENSE ▶	Canadian Funds Expense Spreadsheet	
EXPENSE ▶	US Funds Expense Spreadsheet	
INCOMES ▶	Canadian and US Funds Income Entry Worksheet	
IFTA INFO ▶	Driver Trip Report-Miles and Fuel DataCapture	
DIESEL ▶	Diesel Fuel Purchase Report - Non IFTA Operation	
MEALS ▶	Meals and Entertainment Expense Details	
DRIVER SERVICE ▶	Subcontractors and Driver service Expense Record	DRIVER SETTLEMENT
EXPENSE ▶	Home office Expense- Accountant will allocate Write-Off-%	
EXPENSE ▶	Auto Expense - Accountant will allocate Write-Off-%	
REPORT ▶	Profit or Loss Summary & Analysis Report	
REPORT ▶	US/Canadian Profit/Loss (P&L) Statement	Printer-Ready P&L Version
ANALYSIS ▶	Load Profit Decision Analysis Report	
REPORT ▶	Cash FlowPrintable Report	
BANKING ▶	Bank Deposits and Owner Drawings Recording	
REPORT ▶	Assets - Loans and Liabilities Recording	
REPORT ▶	Documents Management For Tax Audit Compliance	
REPORT ▶	IFTA Summary and TRIP SUMMARY	MONTH END BOOKKEEPER REPORT
REPORT ▶	GST/HST Estimated Status Report	
REPORT ▶	SUMMARY OF GST-HST PAID LEDGER REPORT	

THE MENU SYSTEM WILL ALLOW YOU EASILY TO NAVIGATE TO ANY WORKSHEET OR REPORT

THIS WAY, YOU CAN MOVE AROUND THE SYSTEM WITHOUT HAVING TO USE THE STANDARD SCROLL FEATURE IN EXCEL TO GO FROM LEFT TO RIGHT IN THE WORKBOOK OR RIGHT TO LEFT

YOU WILL BE ABLE TO EASILY FIND AND GO TO ANY FEATURE OR REPORT WITH THE CLICK OF THE MOUSE

*Need More help or information about this report worksheet?
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THIS IS THE BROKER STATEMENT DATA CAPTURE WORKSHEET – SECTION -1 VIEW

USE THE BROKER STATEMENT DATA CAPTURE IF YOU ARE SIGNED TO A CARRIER THAT ISSUES A BROKER STATEMENT

THE BROKER STATEMENT ALLOWS YOU TO EASILY ENTER THE INCOMES AND DEDUCTIONS FROM THE CARRIER BROKER STATEMENT INTO YOUR BOOKKEEPING SYSTEM AND CAPTURE ALL OF THE INFORMATION ON JUST ONE PAGE IN THE BOOKKEEPING SYSTEM

THIS IS A ONE PAGE WORKSHEET, THAT WE SEPERATED IT INTO TWO SECTIONS TO GIVE YOU A BETTER VIEW OF EACH DATA ENTRY SECTION

Need More help or information about this report worksheet?
 Go to live support. **Book a Meeting**
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BROKER STATEMENT DATA CAPTURE and AUDIT SUMMARY REPORT

ENTER INCOME, DEDUCTIONS AND KILOMETERS FROM BROKER STATEMENT

TRUCKERS-BOOKS DEMO TUTORIAL

NOVEMBER

31-Dec-13

WEEK ENDING WEEK ENDING WEEK ENDING WEEK ENDING

ENTER WEEK ENDING DATE

10-Nov-13

TOTAL INCOMES

CDN

INCOME FROM BROKER STATEMENT

8,500.00

8,500.00

FUEL SURCHARGE

3,500.00

3,500.00

TOTAL CANDIAN FUNDS INCOME FROM BROKER STATEMENT

12,000.00

USA

INCOME FROM BROKER STATEMENT

1,400.00

1,520.26

FUEL SURCHARGE

800.00

868.72

TOTAL US INCOMES IN CANDIAN FUNDS

2,388.98

TOTAL INCOMES FROM BROKER STATEMENT

\$ 14,388.98

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THIS IS THE BROKER STATEMENT DATA CAPTURE WORKSHEET – SECTION -2 VIEW

DEDUCTIONS		WEEK ENDING	WEEK ENDING	WEEK ENDING	WEEK ENDING	
ENTER WEEK ENDING DATE		10-Nov-13				TOTAL DEDUCTIONS
FUEL	CANADIAN FUNDS	6,500.00				\$ 6,500.00
LITRES	FUEL LITRES	5000.0				
FUEL	US \$\$\$ FUNDS	\$3,500.00				\$ 3,800.65
GAL	US FUEL GALLONS	900.0				
FUEL FROM BULK STORAGE		800.00				\$ 800.00
FUEL TAX		45.00				\$ 45.00
T-CHECK ADVANCE	US FUNDS	500.00				\$ 500.00
T-CHECK ADVANCE	CDN FUNDS	800.00				\$ 800.00
HOLDBACK - ESCROW		200.00				\$ 200.00
INSURANCE		100.00				\$ 100.00
LICENSING		150.00				\$ 150.00
PERMITS		50.00				\$ 50.00
ADMIN FEE		85.00				\$ 85.00
GROUP INSURANCE		98.00				\$ 98.00
DEDUCTIONS FROM BROKER STATEMENT						\$ 13,128.65

USE THE BROKER STATEMENT DATA CAPTURE IF YOU ARE SIGNED TO A CARRIER THAT ISSUES A BROKER STATEMENT

THIS IS THE DEDUCTIONS SECTION OF THE STATEMENT FOR YOU TO CAPTURE THE DEDUCTIONS FROM THE DRIVER SETTLEMENT BROKER STATEMENT ISSUED BY YOUR CARRIER

IF YOU HAVE AN EXPENSE DEDUCTIONS CATEGORY NOT AVAILABLE ON THIS WORKSHEET PAGE, ENTER IT ON THE MAIN EXPENSE WORKSHEET IN THE CATEGORY

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THIS IS THE BROKER STATEMENT DATA CAPTURE WORKSHEET – SECTION -3 VIEW

BROKER STATEMENT GST-HST DEDUCTIONS - & - REFUNDABLE ITC REPORT					
HOW TO USE THIS SHEET	WEEK ENDING -1	WEEK ENDING -2	WEEK ENDING 3	WEEK ENDING 4	TOTAL DEDUCTIONS
HST ON BULK FUEL	80.00				80.00
GST-HST ON INSURANCE	25.00				25.00
HST ON PLATES	65.00				65.00
GST-HST ON FUEL	200.00				200.00
OTHER GST-HST DEDUCTIONS	22.00				22.00
TOTAL GST-HST DEDUCTIONS FROM BROKER STATEMENT				TOTAL HST DEDUCTIONS	\$ 392.00
NET PAY BANK DEPOSIT					\$ 1,118.33
TOTAL DEDUCTIONS FROM BROKER STATEMENT					\$ 13,520.65
% OF GROSS	GROSS TRUCK INCOME	GROSS INCOME Paid to TRUCKER	Gross Income Required	Gross Pay Audit Result +/-	DRIVER NET PAY
80%	17,986.23	14,388.98	\$14,389	\$ -	\$ 868.33
CURRENCY CONVERSION REIMBURSEMENT FUNDS TO DRIVER ▶					\$ 250.00
INCOME PER LOADED KILOMETERS					\$ 0.31

USE THE BROKER STATEMENT DATA CAPTURE IF YOU ARE SIGNED TO A CARRIER THAT ISSUES A BROKER STATEMENT

SINCE MOST CARRIERS SHOW THE GST/HST AMOUNTS CHARGED AND DEDUCTED IN THE CATEGORIES SHOWN, WE PROVIDE A SECTION FOR YOU TO CAPTURE THIS INFORMATION EASILY

ALSO YOU WILL NOTE THAT THE SYSTEM WILL AUDIT THE GROSS PAY AND THE DIRECT DEPOSIT PAY AMOUNT THAT WENT TO YOUR BANK, MAKING IT EASY FOR YOU

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THIS IS THE OFF BROKER STATEMENT INCOME DATA CAPTURE WORKSHEET

USE THE BROKER WORKSHEET TO CAPTURE INCOMES NOT SHOWN ON YOUR CARRIER ISSUED BROKER STATEMENT

WS-MENU	TRUCKERS-BOOKS DEMO TUTORIAL	ONTARIO	WS-MENU	Business Analysis	0	Back to Income Data Entry Main	USER GUIDE
USA Income Data Capture/Report		US Income	CANADIAN INCOME INFORMATION DATA CAPTURE SECTION			INCOME SUMMARY REPORT	
Enter Income Source and amount in US Funds		Enter US Funds Income Below	Click Below and Go To Spreadsheets	TO ENTER GST/HST INCLUDED INCOME CLICK THIS AREA	CANADIAN FUNDS BASE PROVINCE	INCOME SOURCE	ENTER INCOME THAT DO NOT INCLUDE GST/HST
US FUNDS INCOME		Can Sheet	Enter this information if you need to keep track only	GST EXCLUDED		SUMMARY	
INCOME FROM BROKER STATEMENT		1,400.00	THIS WILL TAKE YOU TO	INCOME FROM BROKER STATEMENT		8,500.00	8,500.00
FUEL SURCHARGE US		800.00	GST/HST COLLECTED	FUELSURCHARGE		3,500.00	3,500.00
US FUNDS T-CHECKS		500.00	WORKSHEET	TO CHECK ADVANCE		800.00	800.00
			YOU CAN ALSO GO TO THE WORKSHEET BY CLICKING THE TAB BELOW	GST - HST REFUND INCOME		392.00	392.00
			REMEMBER YOU DO NOT HAVE TO DO ANY CALCULATIONS	CURRENCY CONVERSION REIMBURSEMENT		250.00	250.00
			RECAPTURED TO INCOME				
			TOTAL INCOME WITH GST-HST INCLUDED FROM ALL APPLICABLE PROVINCES				
Total US Funds Income		\$ 2,700.00	Total Canadian Funds Income		\$ 13,442.00		
Operating Expense		\$ 3,500.00	Total Operating Expense		\$ 7,828.00		
Gross Operating and/or Pre tax Profit		\$ (800.00)	GROSS OPERATING AND/OR PRE TAX PROFIT		\$ 5,614.00		
Total U.S. Only Miles		0.0	TOTAL CANADIAN KILOMETERS		4800.0		
US Operating Cost per Mile			TOTAL KILOMETERS IN MILES		2982.7		
CANADIAN OPERATING COST PER MILE			OPERATING COST PER KILOMETER		\$ 1.65		
INCOME PER MILE			INCOME PER KILOMETER		\$ 2.80		
PROFIT PER MILE			PROFIT PER KILOMETER		\$ 1.17		

IF YOUR INCOME IS NOT REPORTED ON A BROKER STATEMENT, YOU WILL RECORD IT HERE. - **ENTER INCOME FROM INVOICES OR RECEIPTS IN CANADIAN OR US FUNDS. -**

US FUNDS ON THE LEFT CANADIAN FUNDS ON THE RIGHT

WHEN YOU ENTER INCOME IN CANADIAN FUNDS INCOME, IF YOU COLLECT GST/HST, CLICK THE GST TAB TO GO TO THE GST/HST INCLUDED INCOME SECTION

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THIS IS A COMPRESSED VIEW OF THE CANADIAN FUNDS EXPENSE WORKSHEET

USE THIS WORKSHEET TO CAPTURE ALL TRUCK EXPENSE EXCEPT DIESEL FUEL

THE SPREADSHEET SHOWS ALL OF THE TRUCKING RELATED EXPENSES LABELED IN EACH COLUMN SO ALL YOU HAVE TO DO IS LOOK AT THE EXPENSE INVOICE OR RECEIPT YOU WISH TO ENTER, DECIDE WHAT TYPE OF EXPENSE IS AND ENTER THE TOTAL AMOUNT FROM THE BOTTOM-LINE IN THE APPROPRIATE EXPENSE COLUMN

YOU CAN ALSO USE THE SHORT CUT KEYS ON THE MENU BAR, ON THE LEFT TO THE TO GO TO EACH EXPENSE COLUMN

SIMPLY FIND THE EXPENSE TYPE YOU WISH TO ENTER, CLICK ON IT AND THE SYSTEM WILL TAKE YOU TO THE EXPENSE COLUMN

Need More help or Info? Go to live support and. Book a Meeting

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Canadian Funds Operating Expense Information Spreadsheet															USER GUIDE		TOTAL EXPENSE	
To navigate to each expense category column in the spreadsheet, select the expense from the chart-of-account list bar, click the expense and the system will take you to the expense column.																		
Business Expense			For the Month of			NOVEMBER			Business Year Ending			31-Dec-13		GST/HST Number		0		
SEND TO TAX		GST/HST FILING FREQUENCY			ANNUAL			Total Kilometers in Code this Month			4800.0			Total Kilometers Everywhere this month			4800.0	
To Enter our business expense, go to the type of expense you wish to enter column and enter each expense from the invoice or other source document.																		
SPREADSHEET MENU																		
Chart-Acc List																		
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3-Phone/Services	250.00	100.00	150.00	120.00	60.00	200.00	45.00	100.00	2,000.00	1,000.00	2,000.00	24.00	42.00	200.00	65.00			
4-Truck Fuel		50.00																
5-Truck Ins																		
6-Licenses/Permits																		
7-Truck Parking																		
8-Postage																		
9-IT&A Services																		
10-IT&A Tax																		
11-Repair/Shop																		
12-Truck Repair																		
13-Tires																		
14-Truck Wash																		
15-Truck Wash																		
16-Tolls/Scale																		
17-Office Supplies																		
18-Bank Charges																		
19-Truck Side Fee																		
20-Meals & Ent																		
21-Metals																		
22-Work Wear																		
23-Lumber																		
24-Truck Lease																		
25-Accounting																		
26-Auto Exp																		
27-Home Office																		
28-Travel/Bus Exp																		
29-Banker Exp																		
30-Other Insurance																		
31-Driver Service																		
32-Driver/Admin																		

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THIS IS A COMPRESSED PARTIAL VIEW OF THE U.S.A. FUNDS EXPENSE WORKSHEET

WS-MENU	TruckersBooks ©	US FUNDS BUSINESS OPERATING EXPENSE SPREADSHEET														Booked Year Ending	01-08-13			
SEND-TBOOKS	TRUCKERS-BOOKS DEMO TUTORIAL		Total US Miles This Month	0	Total Miles Everywhere	2982.7	For the Month of	NOVEMBER	TOTAL EXPENSE											\$3,804
USER GUIDE	To Enter your business expense, go to the type of expense you wish to enter column and enter each expense from the invoice or other source document.																			
USER GUIDE	To navigate to each expense category column in the spreadsheet, select the expense from the chart-of-account list bar, click the expense and the system will take to the expense column																			
Chart-Acct List	1	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	20		
Chart-Acct List	Q/M/R/Phone	TRUCK	LICENCE	TRUCK	POSTAGE	R/E/TAX	FUEL &	FAK-COMP	TRUCK	TIRES &	PARTS &	TRUCK	TOLLS WGT	OFFICE	BANK	TRUCK STP	MOTELS	CAS H/EXP		
Chart-Acct List	Phone Cards	INSURANCE	P/BRM/TS	PARKING	COURIER	SERVICE	HVUT/TAX	SERV/INTERNET	REPAIRS	REPAIRS	SUPPLIES	VIA SH	& SCALES	SUPPLIES	CHARGES	MISC B/P	HO TELS	LUMPER		
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1-Phone/Service																				
2-Diesel Fuel IFTA																				
2A-DIESEL FUEL																				
3-Truck Insurance																				
4-Licence/Permits																				
5-Truck Parking																				
6-Postage																				
7-IFTA Services																				
8-IFTA/HVUT Tax																				
9-Fax-Internet																				
10-Truck Repair																				
11-Tires																				
12-Truck Parts																				
13-Truck Wash																				
14-Tolls-Scales																				
15-Office Supplies																				
16-Bank Charges																				
17-Truck Stop Exp																				
18-Meals & Ent																				
19-Motels																				
21-Work Wear																				
20-Lumper																				
22-Truck/Eq Lease																				
23-Accounting																				
24-Auto Exp																				
25-Home Office																				
26-Travel-Bus Etc																				
27-Broker Fees																				
28-Personal Inv																				
29-Driver Service																				
30-Mgmt Service																				
31-Deliver/Admin																				

THIS WORKSHEET TO CAPTURE TRUCK EXPENSES IN US FUNDS

IF YOU OPERATE INTO THE U.S.A, YOU WILL HAVE U.S FUNDS EXPENSE. ENTER THESE IN THIS U.S FUNDS EXPENSE WORKSHEET

THIS WILL ALLOW THE SYSTEM TO GENERATE A PROFIT-OR-LOSS U.S. FUNDS OPERATING STATEMENT AND CONVERT THE U.S. FUNDS USING THE RATE YOU SET ON THE BUSINESS SETUP WORKSHEET TO CONVERT THE U.S. FUNDS EXPENSE TO CANADIAN FUNDS.

THIS WILL ALLOW THE SYSTEM TO REPORT THE CONVERTED U.S. FUNDS ON YOUR CANADIAN FUNDS PROFIT-OR-LOSS OPERATING RESULTS FINANCIAL REPORT

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THIS IS A COMPRESSED VIEW THE ASSETS AND LIABILITY MANAGEMENT WORKSHEET

ASSETS AND LIABILITIES INFORMATION AND ACTIVITIES RECORDING					SEND TO T BOOKS
TRUCKERS-BOOKS DEMO TUTORIAL		Business Year Ending	31-Dec-13		
BANK BALANCE FROM BANK STATEMENT			\$		-
TOTAL HOLDBACK FROM BROKER STATEMENT DEDUCTIONS			\$		200.00
	HOLDBACK FROM BROKER STATEMENT			200.00	
	OTHER HOLDBACK - ESCROW				
EQUIPMENT PURCHASED AND/OR SOLD DURING THE YEAR					
EQUIPMENT PURCHASED					
EQUIPMENT	YEAR/MAKE	PURCHASE PRICE	DOWN PAYMENT	MONTHLY PAYMENT	
	TOTALS THIS MONTH	\$ -	\$ -	\$ -	
TOTAL GST/HST PAID AS SHOWN ON PURCHASE AGREEMENT CONTRACT					
KEEP a copy of the agreement or contract for audit verify or send a COPY TO YOUR ACCOUNTANT					
EQUIPMENT SOLD					
EQUIPMENT	YEAR/MAKE	SELLING PRICE	HST TAX COLLECTED	NOTE(S)/COMMENTS	
	TOTALS THIS MONTH	\$ -	\$ -		
EQUIPMENT LEASED DURING THE YEAR					
EQUIPMENT	YEAR/MAKE	TOTAL PRICE	DOWN PAYMENT	MONTHLY LEASE	
	TOTALS THIS MONTH	\$ -	\$ -		
TOTAL GST/HST PAID ON LEASE AGREEMENT DEPOSIT - DOWNPAYMENT					
BANK OR FINANCE COMPANY LOANS					
Date Bank or Financial Institution Loan Opened	Original Loan AMOUNT	Monthly Payments	Monthly Interest If Not Included in The Payments	Current Loan Balance	
	\$ -	\$ -	\$ -	\$ -	

USE THIS WORKSHEET TO RECORD YOUR MONTH END BACK BALANCE FROM BANK STATEMENT, PLUS EQUIPMENT LEASED, PURCHASED OR SOLD

YOUR YEAR END TAX ACCOUNTANT WILL NEED THIS INFORMATION TO PREPARE YOUR YEAR END FINANCIAL STATEMENT AND BALANCE SHEET PLUS WHERE APPLICABLE ALLOCATE DEPRECIATION DEDUCTIONS TO LOWER YOUR TAXABLE INCOME

IF YOU ARE ON THIS SLIDE, WE HAVE WALKED YOU THROUGH ALL OF THE DATA CAPTURE WORKSHEETS DESIGNED TO HELP YOU EASILY KEEP GOOD RECORDS SO AS TO PROFESSIONALLY MANAGE THE BOOKKEEPING SIDE OF YOUR BUSINESS

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THIS IS THE U.S FUNDS AND CANADIAN FUNDS P&L STATEMENT WITH THE U.S. FUNDS CONVERTED AND REPORTED IN CANADIAN FUNDS

ALL FINANCIAL REPORTS IN THE SYSTEM ARE PRINTER READY

TRUCKERSBOOKS DEMO TUTORIAL							USER GUIDE	WS-MENU
US AND CDN Funds Profit/Loss Statement			For the Mth. of	NOVEMBER		NOVEMBER	SEND TO: TRUCKS	
	Conv. Rate	US/CD	1.09	For the business year ending			31-Dec-13	
	US Funds Income	%	US Funds In Canadian \$\$	Canadian Funds Income	%	Total All Income in Cdn Funds	%	
TOTAL INCOME FROM TRUCKING	\$ 270000	100.0%	\$ 2,931.93	\$ 13,442.00	100.0%	\$ 16,373.93	100.0%	
OPERATING EXPENSES	US. Funds Operating Exp	%	US Funds Exp In Cdn Funds	Canadian Funds Operating Exp	%	Total Operating Exp Everywhere	Operating Exp as % of Income Exp. here	
Accounting/Legal & Consulting	-	0.0%	-	-	0.0%	-	0.0%	
Bank Charges & Interest	-	0.0%	-	55.00	0.6%	55.00	0.3%	
Broker Service Fees	-	0.0%	-	-	0.0%	-	0.0%	
Business Cell/Office Phone/Phone Cards	-	0.0%	-	350.00	2.9%	350.00	1.5%	
Business Office Supplies & Expenses	-	0.0%	-	200.00	1.5%	200.00	1.2%	
Cash Exp./Lumper/Casual labor	-	0.0%	-	-	0.0%	-	0.0%	
Delivery and Admin exp	-	0.0%	-	-	0.0%	-	0.0%	
Drivers Service Subcontracts	-	0.0%	-	-	0.0%	-	0.0%	
Fax, Internet & Computer Services	-	0.0%	-	100.00	0.7%	100.00	0.6%	
Fuel Tax Service/ Operating Authority Fees	-	0.0%	-	300.00	2.2%	300.00	1.8%	
FUEL HVUT AND Weight Distance TAXES	-	0.0%	-	45.00	0.3%	45.00	0.3%	
Home Office Expense	-	0.0%	-	-	0.0%	-	0.0%	
Insurance - Business, Disability, Type	-	0.0%	-	55.00	0.7%	55.00	0.6%	
Licenses - Permits & Fuel Taxes	-	0.0%	-	200.00	1.5%	200.00	1.2%	
Management and Support/Commission	-	0.0%	-	-	0.0%	-	0.0%	
Meals, Entertainment & Gifts	-	0.0%	-	-	0.0%	-	0.0%	
Motels & Lodging	-	0.0%	-	-	0.0%	-	0.0%	
Postage & Courier	-	0.0%	-	55.00	0.5%	55.00	0.4%	
Support Transportation Expense	-	0.0%	-	-	0.0%	-	0.0%	
Tires & Repairs	-	0.0%	-	1,000.00	7.4%	1,000.00	6.1%	
Tolls, Weight & Scales	-	0.0%	-	55.00	0.6%	55.00	0.3%	
Travel - Taxi and Airline	-	0.0%	-	-	0.0%	-	0.0%	
Truck Fuel - Diesel	3,500.00	129.6%	3,809.85	7,300.00	54.3%	11,109.85	67.5%	
Truck Insurance	-	0.0%	-	100.00	0.7%	100.00	0.6%	
Truck Parking-Space Rental	-	0.0%	-	300.00	0.9%	300.00	0.7%	
Truck Parts & Supplies	-	0.0%	-	5,000.00	37.2%	5,000.00	30.5%	
Truck Repair & Maintenance	-	0.0%	-	2,000.00	14.9%	2,000.00	12.2%	
Truck Stop M&C & Showers	-	0.0%	-	-	0.0%	-	0.0%	
Truck Wash	-	0.0%	-	55.00	0.4%	55.00	0.3%	
Truck/Trailer & Equip Leasing	-	0.0%	-	-	0.0%	-	0.0%	
Total Operating Expenses	\$ 3,500.00	129.6%	\$ 3,809.85	\$ 15,005.00	111.6%	\$ 18,809.85	114.9%	
Net Pre-Tax Profit or (Loss)	\$ (800.00)	-29.6%	\$ (865.72)	\$ (1,563.00)	-11.6%	\$ (2,483.72)	-14.9%	

NO FORMATTING REQUIRED

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THIS IS THE CANADIAN FUNDS CONSOLIDATED P&L STATEMENT CONDENCED VIEW. GO TO THE ONLINE DEMO FOR A BETTER LOOK

<http://www.truckersbooks.ca/reports.htm>

ALL FINANCIAL REPORTS IN THE SYSTEM ARE PRINTER READY

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TRUCKERS-BOOKS DEMO TUTORIAL	For the Month of	WYS-MENU
Statement of Profit/Loss	NOVEMBER	SEND TO BOOKS
	Total All Income in CDN Funds	31-Dec-13
TOTAL INCOME FROM TRUCKING	\$ 16,373.93	96
		100.0%
OPERATING EXPENSES	Total Operating Exp Every where	Operating Exp as a % of Income Every where
Accounting/Legal & Consulting	-	0.0%
Bank Charges & Interest	55.00	0.3%
Broker Service Fees	-	0.0%
Business Cell/Office Phone/Phone Cards	230.00	1.3%
Business Office Supplies & Expenses	200.00	1.2%
Cash Exp/Lumper/Casual labor	-	0.0%
Delivery and Admin exp	-	0.0%
Drivers Service Subcontracts	-	0.0%
Fax, Internet & Computer Services	300.00	0.8%
Fuel Tax Service/ Operating Authority Fees	500.00	1.5%
FUEL/HVUT AND Weight Distance TAXES	45.00	0.2%
Home Office Expense	-	0.0%
Insurance - Business, Disability, WSIB	55.00	0.6%
Licenses - Permits & Fuel Taxes	200.00	1.2%
Management and Support/Commission	-	0.0%
Meals, Entertainment & Gifts	-	0.0%
Motels & Lodging	-	0.0%
Postage & Courier	55.00	0.4%
Support Transportation Expense	-	0.0%
Tires & Repairs	3,000.00	6.1%
Tolls, Weight & Scales	55.00	0.3%
Travel - Taxi and Airline	-	0.0%
Truck Fuel - Diesel	11,300.00	67.8%
Truck Insurance	300.00	0.6%
Truck Parking-Space Rental	30.00	0.7%
Truck Parts & Supplies	3,000.00	15.2%
Truck Repair & Maintenance	2,000.00	11.5%
Truck Stop Misc & Showers	-	0.0%
Truck Wash	55.00	0.3%
Truck/Trailer & Equip Leasing	-	0.0%
Total Operating Expenses	\$ 38,805.05	314.9%
Net Pre-Tax Profit or (Loss)	\$ (24,431.12)	-14.9%
	Date Report Printed	22-Mar-15

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THIS IS THE DOCUMENT MANAGEMENT AND DATA AUDIT VERIFICATION REPORT TO SUPPORT YOUR NEXT TAX AUDIT

<http://www.truckersbooks.ca/reports.htm>

Income and Expense Source Documents AND AUDIT Management REPORT

TRUCKERS-BOOKS DEMO TUTORIAL			Business Year	ENDING	31-Dec-13
Operating Expense for the Month of	NOVEMBER	NOVEMBER	# of Records	CDN Income Records	US Funds Income Records
	US Funds Transactions	Canadian Transactions			
23	Accounting/Legal & Consulting	-	0	8,500.00	1,400.00
16	Bank Charges & Interest	35.00	1	3,500.00	800.00
27	Broker Service Fees	-	0	800.00	500.00
1	Business Cell/Office Phone/Phone Cards	250.00	1	392.00	-
15	Business Office Supplies & Expenses	200.00	1	250.00	-
20	Cash Exp./Lumpsum/Casual Labor	-	0	-	-
31	Delivery and Admin Exp	-	0	-	-
29	Drivers Service Subcontracts	-	0	-	-
9	Fax, Internet & Computer Services	300.00	1	-	-
7	Fuel Tax Service/ Operating Authority Fees	-	1	-	-
8	FUEL HW/UT AND Weight Distance TAXES	45.00	1	-	-
25	Home Office Expense	-	0	-	-
28	Insurance - Business, Disability, Type	98.00	1	-	-
4	Licenses - Permits & Fuel Taxes	200.00	2	-	-
30	Management and Support/Commission	-	0	-	-
18	Meals, Entertainment & Gifts	-	0	-	-
19	Hotels & Lodging	-	0	-	-
6	Postage & Courier	96.00	1	-	-
24	Support Transportation Expense	-	0	\$ 18,442.00	-
11	Tires & Repairs	3,000.00	1	-	-
14	Tolls, Weight & Scales	35.00	1	-	-
26	Travel - Taxi and Airline	-	0	-	\$ 2,700.00
2	Truck Fuel - Diesel	3,500.00	3	-	-
3	Truck Insurance	-	1	-	-
5	Truck Parking-Space Rental	120.00	1	-	-
12	Truck Parts & Supplies	-	1	-	-
10	Truck Repair & Maintenance	2,000.00	1	-	-
17	Truck Stop Misc & Showers	-	0	-	-
13	Truck Wash	56.00	1	-	-
22	Truck/Trailer & Equip Leasing	-	0	-	-
Total Transactions and Number of Records file FOR AUDIT			\$ 3,500.00	\$ 15,005.00	20

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PRINT THIS REPORT AT THE END OF EACH DATA ENTRY MONTH

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WHEN YOU PRINT THE REPORT, ATTACH ALL OF THE INVOICES, RECEIPTS AND BROKER STATEMENT YOU USED TO EXTRACT THE DATA THAT YOU ENTERED AND FILE THIS AS YOUR AUDIT PACKAGE UNTIL YOU NEED TO SUPPORT A REQUEST FROM A TAX AUDITOR

YOU WILL HAVE ALL YOUR INCOME AND EXPENSE DOCUMENTS AS WELL AS THE CORRESPONDING DATA READY

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THIS IS A CONDENCED VIEW OF WHAT THE CASH FLOW REPORT IN THE SYSTEM LOOK LIKE. FOR A BETTER VIEW GO TO

<http://www.truckersbooks.ca/reports.htm>

TRUCKERS-BOOKS DEMO TUTORIAL		Year Ending	21-Dec-12
Cash Flow Analysis Report		As Of	22-Mar-15
Business Cash Balance		\$ -	5%
Cash Inflows (Income):			
Loan Proceeds	\$ -	0.0%	
Gross Trucking Income	\$ 16,372.95	30.0%	
TOTAL CASH INFLOW	\$ 16,372.95	100%	
AVAILABLE CASH BALANCE		\$ 16,372.95	100%
CASH OUTFLOWS (EXPENSES):			
Accounting, Legal & Consulting	\$ -	0.0%	
Bank Service Charge & Interest	\$ 55.00	0.3%	
Broker Deductions and Fees	\$ -	0.0%	
Business and Office Supplies	\$ 250.00	1.5%	
Business Cell/Office Phone/Phone Cards	\$ 200.00	1.2%	
Card Payment Processing	\$ -	0.0%	
Charitable and Religious	\$ -	0.0%	
Office Equipment	\$ -	0.0%	
Utilities and Rentals	\$ 200.00	1.2%	
Wages and Employment	\$ -	0.0%	
Rent, Trk. Service Dept.	\$ 300.00	1.8%	
Rent and Truck Taxes	\$ 45.00	0.3%	
Rent, Internet & Computer Services	\$ 100.00	0.6%	
Postage and Courier	\$ 65.00	0.4%	
Support Vehicle	\$ -	0.0%	
Tires and Repairs	\$ 1,000.00	6.1%	
Travel/Entertainment	\$ -	0.0%	
Trk. Weight and Scales	\$ 55.00	0.3%	
Truck - Fuel & Equipment Lease	\$ -	0.0%	
Truck Fuel Costs	\$ 11,100.00	67.2%	
Truck Insurance	\$ 100.00	0.6%	
Truck Spares	\$ 120.00	0.7%	
Truck Maintenance	\$ -	0.0%	
Truck Parts and Supplies	\$ -	0.0%	
Truck Repairs and Repainting	\$ 3,000.00	18.3%	
Truck Repairs and Supplies	\$ 2,000.00	12.2%	
Truck Repairs and Supplies	\$ -	0.0%	
Truck Weigh	\$ 35.00	0.2%	
Work Wear and Incidentals	\$ -	0.0%	
Workman Comp/Disability Insurance	\$ 55.00	0.3%	
Management and Consulting Services	\$ -	0.0%	
Subtotal of Cash Outflow	\$ 15,925.00	97.2%	
OTHER CASH OUTFLOWS			
Capital Equipment Purcshs	\$ -	0.0%	
HOLDBACK - ESCROW	\$ 200.00	1.2%	
Bank Loan Payments	\$ -	0.0%	
Owners Drawings - Advances	\$ -	0.0%	
Truck Finance Payments	\$ -	0.0%	
Subtotal - Other Cash Outflow	\$ 200.00	1.2%	
Total Cash Outflows	\$ 16,125.00	98.4%	
Ending Cash Balance or (Cash Required)	\$ (2,531.72)	-15.5%	

THIS REPORT WILL MAKE IT EASY FOR YOU TO MEET WITH YOUR BANK OR FINANCING INSTITUTION

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YOU WILL BE ABLE TO PRINT AND PRESENT THE REQUESTING INSTITUTION WITH A CASH FLOW REPORT AT ANY TIME, WITHOUT HAVING TO ASK OR PAY YOUR ACCOUNTANT OR BOOKKEEPER TO PROVIDE THIS SERVICE

JUST IMAGINE BEING ABLE TO DO ALL THIS WITHOUT BOOKKEEPING OR SOFTWARE EXPERIENCE.

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THIS IS A CONDENCED VIEW OF WHAT THE GST/HST NET-FILING READY REPORT LOOKS LIKE. FOR A BETTER VIEW GO TO <http://www.truckersbooks.ca/reports.htm>

THIS REPORT WILL MAKE IT EASY FOR YOU TO FILE YOUR OWN GST/HST REPORT ONLINE

NO FORMATTING REQUIRED

THIS GST/HST NET FILING READY REPORT ALLOWS YOU TO REALY KNOW YOUR NUMBERS.

YOU WILL ALSO KNOW HOW THE REFUNDS WERE EARNED AND FROM WHERE AND FROM WHAT TYPES OF EXPENSE

JUST IMAGINE BEING ABLE TO DO ALL THIS WITHOUT BOOKKEEPING OR SOFTWARE EXPERIENCE.

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To send a copy of this report to your Accountants or Bookkeeper, use the send report link or click print to print as paper or as a pdf				GO TO MENU
TruckersBooks GST-HST NETFILE READY REPORT			Send Report TO TBOOKS	USER GUIDE
For the Month of	NOVEMBER	Year-ending	31-Dec-13	
Company-Client Name:	TRUCKERS-BOOKS DEMO TUTORIAL			
GST/HST Number	0	GST/HST HOME Province	ONTARIO	
Line 101	Total Income all sources	\$	16,373.93	
Line 105	Total GST/HST Collected	\$	-	
Line 108-a	Total Refundable ITC from Qualified Purchases	\$	815.89	
	MISC GST-HST PAD	\$	-	
	Total ITC from Diesel Fuel Purchases	\$	-	
	GST-HST FROM BROKER STATEMENT	\$	392.00	
	Total Refundable ITC from Out of Province Purchases	\$	-	
Line 108	Total ITC and Adjustments	\$	1,207.89	\$ 1,207.89
Line 109	Net Tax Payable or Refund	\$	(1,207.89)	
Line 114	Refund claim amount this Month	\$	(1,207.89)	
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GST/HST ITC Summary					
IN Province GST on Diesel Fuel	General Operating Exp HST-ITC	Driver Service Exp HST	Support Auto Exp HST claim	Home Office HST Claim amount	
\$ -	\$ 815.89	\$ -	\$ -	\$ -	
\$ -				\$ 815.89	
Total GST/HST Collected					\$ -
Miscellaneous GST-HST-ITC					
Total GST/HST on Fuel From Broker Statement					\$ -
Special HST from Broker Statement					
GST/HST Paid On Meals Expense	GST-HST Amounts	GST-HST Amounts	GST-HST Amounts	GST-HST Amounts	GST-HST Amounts
\$ -					
Out of Province GST/HST paid By Province					
ALBERTA	BRITISH COLUMBIA	MANITOBA	NEW BRUNSWICK	NEWFOUNDLAND	
-	-	-	-	-	
NOVA SCOTIA	ONTARIO	PRINCE EDWARD	SASKATCHEWAN		
-	-	-	-		
Total Out of Province Purchases with GST/HST Included					\$ -
Total GST-HST Paid on Out of Province Purchases					\$ -

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THIS IS A VIEW OF THE GST PAID SUMMARY REPORT IN THE SUYSTEM
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GST/HST ITC Summary Report		00-Jan-00	GO TO HST PAID LEDGER SPREADSHEET
TRUCKERS-BOOKS DEMO TUTORIAL	TOTAL EXPENSE	TOTAL HST Paid	GO TO WORKBOOK-MENU
Cell/Office Phone - Phone cards	\$ 250.00	\$ 28.76	
Accounting & LEGAL FEES	\$ -	\$ -	
DIESEL Fuel - Form2-DTR FORM	\$ -	\$ -	
TRUCK INSURANCE			
LICENCE & Permits			
DIESEL Fuel - Form 1 HOME Province	\$ -	\$ -	Note:
GST/HST FROM BROKER STATEMENT		\$ 392.00	
Diesel Fuel Out of Province Purchases	\$ -	\$ -	
Driver SERVICE	\$ -	\$ -	Usually there is no HST
FUEL TAX SERVICE	\$ 300.00	\$ 34.51	charged on Truck
HOME OFFICE EXP	\$ -	\$ -	Insurance or License
INTERNET SERVICE -FAX-COMP	\$ 100.00	\$ 11.50	and permits. If you paid
M EALS & ENTERTAINMENT	\$ -	\$ -	HST on these expenses,
MOTELS AND HOTELS	\$ -	\$ -	enter the amounts above
OFFICE SUPPLIES	\$ 200.00	\$ 23.01	and the system will add
PARTS & SUPPLIES	\$ 3,000.00	\$ 345.13	the amounts to your ITC
POSTAGE & COURIER	\$ 66.00	\$ 7.59	Refund Report
SUPPORT AUTO EXP	\$ -	\$ -	
TIRES & REPAIRS	\$ 1,000.00	\$ 115.04	Report for the Month of
TRUCK - //Trailer & EQUIPMENT LEASE	\$ -	\$ -	NOVEMBER
TRUCK Parking	\$ 120.00	\$ 13.81	For the Year Ending
TRUCK REPAIRS	\$ 2,000.00	\$ 230.09	31-Dec-13
TRUCK STP MISC EXP	\$ -	\$ -	GST/HST Home
TRUCK WASH	\$ 56.00	\$ 6.44	Base Province
TRAVEL Air/Bus/Taxi	\$ -	\$ -	ONTARIO
WORK WEAR & UNIFORMS	\$ -	\$ -	ONTARIO
Delivery & ADMIN	\$ -	\$ -	

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THIS REPORT WILL MAKE IT EASY FOR YOU TO GET AN OVERVIEW OF YOUR EXPENSES AND GST PAID SIDE-BY-SIDE

NO FORMATTING REQUIRED

THIS GST/HST SUMMARY GIVES YOU A BREAKDOWN OF EXPENSES BY CATEGORY AND THE GST PAID

THIS WAY, AT A GLANCE YOU WILL KNOW BY OPERATING EXPENSE THE AMOUNT OF GST PAID AND THE AMOUNT OF REFUNDS THAT YOU WILL RECEIVE ONCE YOU FILE YOUR RETURN

YOU WILL BE IN CHARGE

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THIS IS SECTION (A) OF THE ACCOUNTANT MONTH END REPORT. THIS REPORT ALLOWS YOU TO SEND YOUR SERVICE PROVIDER YOUR BOOKKEEPING INFORMATION AS DATA INSTEAD OF PAPER .

THIS REPORT WILL MAKE IT EASY FOR YOU TO KEEP YOUR ACCOUNTANT OR BOOKKEEPER UP TO DATE

NO FORMATTING REQUIRED

THIS REPORT ALLOWS YOU TO PROVIDE YOUR ACCOUNTANT OR BOOKKEEPER WITH THE MONTHLY BUSINESS INFORMATION SO THEY CAN DO THE QUARTERLY FILINGS FOR YOU.

THIS REPORT ALSO ALLWS THEM TO EASILY MERGE THE MONTHLY DATA TO CREATE THE YEAR END FINANCIAL INFORMATION NEEDED TO DO THE YEAR END TAX RETURNS.

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REPORT NEEDS NO FORMATING. JUST CLICK PRINT					
USE THIS REPORT TO EASILY SEND YOUR ACCOUNTANT YOUR BUSINESS INFO AS DATA INSTEAD OF PAPER. TO SEND, PRINT AS PAPER AND FAX TO YOUR SERVICE PROVIDER OR AS A PDF AND SEND BY EMAIL.					
TRUCKERS-BOOKS DEMO TUTORIAL	For the Month of	WS-MENU	TruckersBooks Month-END REPORT		
Statement of Profit/Loss	NOVEMBER	SEND TO BOOKS	For the Month of	NOVEMBER	Year-ending 31-Dec-13
	Total All Income in CDN Funds	%	Company-Client Name:	TRUCKERS-BOOKS DEMO TUTORIAL	
			GST/HST Number	0	GST/HST Home Province ONTARIO
GROSS TRUCKING INCOME	\$ 16,373.93	100.0%			
LESS GST/HST Collected	\$ -	0.0%	Line 101	Total Income all sources	\$ 16,373.93
TOTAL TRUCKING INCOME	\$ 16,373.93	100.0%			
OPERATING EXPENSES	Total Operating Exp Everywhere	Operating Exp as a % of Income Everywhere	MONTH-END PROCEDURES	TruckersBooks Support Upload Link	
			Line 105	Total GST/HST Collected	\$ -
Accounting/Legal & Consulting	-	0.0%	Line 108	Total ITC from Qualified Purchases	\$ 815.89
Bank Charges & Interest	85.00	0.5%		Misc GST-HST ITC	\$ -
Broker Service Fees	-	0.0%		Total ITC from Diesel Fuel Purchases	\$ -
Business Cell/Office Phone/Phone Cards	250.00	1.5%		Total GSR-HST from BROKER STATEMENT	392.00
Business Office Supplies & Expenses	200.00	1.2%		Total ITC from Out of Province Purchases	\$ -
Cash Exp/Lumper/Casual labor	-	0.0%		Total Refundable GST/HST	\$ 1,207.89
Delivery and Admin exp	-	0.0%			\$ 1,207.89
Drivers Service Subcontracts	-	0.0%	Line 109	Net Tax Payable or Refund	\$ (1,207.89)
Fax, Internet & Computer Services	100.00	0.6%			
Fuel Tax Service/ Operating Authority Fees	300.00	1.8%	Line 114	Refund claim amount this Month	\$ (1,207.89)
FUEL,HVUT AND Weight Distance TAXES	45.00	0.3%			
Home Office Expense	-	0.0%	NOTE RE ASSET ACQUISITION INFORMATION.		
Insurance - Business, Disability, Type	98.00	0.6%	If you require a copy of your asset acquisition report, please print the detail report		
Licenses - Permits & Fuel Taxes	200.00	1.2%	<input type="button" value="To print the more detailed version"/> <input type="button" value="CLICK HERE"/>		
Management and Support/Commission	-	0.0%	OTHER BUSINESS ACTIVITY INFORMATION FROM CASH FLOW REPORT		
Meals, Entertainment & Gifts	-	0.0%	Capital Equipmnt Purchases	\$ -	0.0%
Motels & Lodging	-	0.0%	Bank Loan Payments	\$ -	0.0%
Postage & Courier	66.00	0.4%	Owners Drawings - Advances	\$ -	0.0%
Support Transportation Expense	-	0.0%	Truck Finance Payments	\$ -	0.0%
Tires & Repairs	1,000.00	6.1%			

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THIS IS SECTION (B) THE BOTTOM HALF OF THE ACCOUNTANT REPORT.

THIS REPORT WILL MAKE IT EASY FOR YOU TO KEEP YOUR ACCOUNTANT OR BOOKKEEPER UP TO DATE

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THIS REPORT ALLOWS YOU TO PROVIDE YOUR ACCOUNTANT OR BOOKKEEPER WITH THE MONTHLY BUSINESS INFORMATION SO THEY CAN DO THE QUARTERLY FILINGS FOR YOU.

THIS REPORT ALSO ALLWS THEM TO EASILY MERGE THE MONTHLY DATA TO CREATE THE YEAR END FINANCIAL INFORMATION NEEDED TO DO THE YEAR END TAX RETURNS.

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OPERATING EXPENSES	Total Operating Exp Everywhere	Operating Exp as a % of Income Everywhere
Tolls, Weight & Scales	85.00	0.5%
Travel - Taxi and Airline	-	0.0%
Truck Fuel - Diesel	11,100.65	67.8%
Truck Insurance	100.00	0.6%
Truck Parking-Space Rental	120.00	0.7%
Truck Parts & Supplies	3,000.00	18.3%
Truck Repair & Maintenance	2,000.00	12.2%
Truck Stop Misc & Showers	-	0.0%
Truck Wash	56.00	0.3%
Truck/Trailer & Equip Leasing	-	0.0%
Work Wear & Incidentals	-	0.0%
Total Operating Expenses	\$ 18,805.65	114.9%
Net Pre-Tax Profit or (Loss)	\$ (2,431.72)	-14.9%
Date Report Printed		22-Mar-15

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