P4.S3.T4 Bookkeeping templates[[1]](#footnote-1)

Cashbook

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Cashbook of: | | | | | | | | |
| Month**:** XXX | | | | | | | | |
| Date | No. | Transaction | Cash | | | Bank | | |
| Cash in | Cash out | Balance | Bank in | Bank out | Balance |
| Balance carried forward | | |  |  |  |  |  |  |
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| Total balance (this page) | | |  |  |  |  |  |  |
| Values carried forward (from previous page) | | |  |  |  |  |  |  |
| Values to carry forward (to next page) | | |  |  |  |  |  |  |

‘Sales on credit’ form

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| --- | --- | --- | --- | --- | --- |
| **Sales on credit**  Name of the customer: ………………………………………………………………..  Contact information: ………………………………………………………………….  Maximum credit line: .................................................... | | | | | |
| Date | Transaction | Credit amount | Amount paid | Remaining payment | Signature |
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Note: One form per customer

The customer signs when he receives the credit to confirm it.

The business representative signs when credit is replayed to confirm it.

‘Purchases on credit’ form

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| **Purchases on credit**  Name of the supplier: ………………………………………………………………..  Contact information: ………………………………………………………………….  Credit period: …………………  Credit line: ……………………. | | | | | |
| Date | Transaction | Price | Amount paid | Remaining payment | Signature |
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Note: One form per supplier

The business representative signs when he receives the credit to confirm it.

The supplier signs when credit is replayed to confirm it.

1. Adapted from ICRC, BUSINESS SKILLS TRAINING COURSE FOR BENEFICIARIES OF MICROECONOMIC INITIATIVES, October 2014 [↑](#footnote-ref-1)