Your Cash Flow Checklist
for preparing Cash flow data entry

- **To simplify data entry, see the Handy Notes below before you start.**
- **This will make entering information easy, simple and quick.**

Tip: destroy this sheet once used as a data entry aid.

Person 1
(list for Person 2 on next page)

First name: _____ Family name: _____

Handy notes:

A. *This checklist is for Person 1 + Person 2 (next page) + Joint persons (third page).*

B. *When entering your **Cash flow** data in your Now Sorted app software, use fields indicated below.*

C. *To assist, we have pre-inserted light coloured text for you to overwrite for **Category, Type and Frequency**.*

D. *Always use round figures for amounts throughout your software; calculations are done automatically for you.*

Data entry tab > Cash flow							
Item	Category Domestic / Business	Type Inc / Exp	Institution (Paid From / To)	How paid (Card / Other)	Account	Frequency W-M-Q-H-Y	Amount $ Rounded
1	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
2	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
3	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
4	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
5	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
6	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
7	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
8	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
9	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
10	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
11	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
12	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
13	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
14	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
15	Domestic / Business	Inc / Exp				W-M-Q-H-Y	

Your Cash Flow Checklist
for preparing Cash flow data entry

- **To simplify data entry, see the Handy Notes below before you start.**
- **This will make entering information easy, simple and quick.**

Tip: destroy this sheet once used as a data entry aid.

Person 2
(list for Joint Persons on next page)

First name: _____   Family name: _____

Handy notes:

A. This checklist is for Person 2+ Person 1 (previous page) + Joint persons (next page).

B. When entering your **Cash flow** data in your Now Sorted app software, use fields indicated below.

C. To assist, we have pre-inserted light coloured text for you to overwrite for **Category, Type and Frequency**.

D. Always use round figures for amounts throughout your software; calculations are done automatically for you.

Data entry tab > Cash flow							
Item	**Category** Domestic / Business	**Type** Inc / Exp	**Institution** (Paid From / To)	**How paid** (Card / Other)	**Account**	**Frequency** W-M-Q-H-Y	**Amount $** Rounded
1	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
2	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
3	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
4	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
5	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
6	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
7	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
8	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
9	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
10	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
11	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
12	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
13	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
14	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
15	Domestic / Business	Inc / Exp				W-M-Q-H-Y	

Your Cash Flow Checklist
for preparing Cash flow data entry

- **To simplify data entry, see the Handy Notes below before you start.**
- **This will make entering information easy, simple and quick.**

Tip: destroy this sheet once used as a data entry aid.

Joint Persons
(list for Persons 1 & 2 on previous pages)

First name: _____ Family name: _____

First name: _____ Family name: _____

Handy notes:

A. This checklist is for Joint persons (Persons 1 & 2 are on adjacent pages).

B. When entering your **Cash flow** data in your Now Sorted app software, use fields indicated below.

C. To assist, we have pre-inserted light coloured text for you to overwrite for **Category, Type and Frequency**.

D. Always use round figures for amounts throughout your software; calculations are done automatically for you.

Data entry tab > Cash flow							
Item	Category Domestic / Business	Type Inc / Exp	Institution (Paid From / To)	How paid (Card / Other)	Account	Frequency W-M-Q-H-Y	Amount $ Rounded
1	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
2	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
3	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
4	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
5	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
6	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
7	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
8	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
9	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
10	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
11	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
12	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
13	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
14	Domestic / Business	Inc / Exp				W-M-Q-H-Y	
15	Domestic / Business	Inc / Exp				W-M-Q-H-Y	