

Cry for Help

Computer Tips & Tricks for the novice to the advanced.

Tax Time Again

Well there is another financial year done and dusted, but are you ready to visit the Tax Accountant with your shoe box of receipts yet?

Do you ever find yourself going through a fist full of receipts with a calculator more than once, because you keep getting different answers? Well not any more.

Microsoft Excel or, if you prefer Open Office, is a great tool for helping with simple lists of expenses and the like.

Start by entering your receipts into Excel, just two columns, one for the date and another for the amount. You can then easily generate a column total of all the amounts. Simply click & drag to select all the amounts and then click the Σ **AutoSum** button. To sort the list, firstly highlight the whole sheet (by selecting the grey button between column A and row 1) then on the **Data** menu use the **Sort** button to get the list into date order. Now you can print off the list and check it against the receipts to make sure that you have entered them all, and that all the amounts have been entered correctly.

Make sure you save the file with a good name like "2008-09 Tax Receipts", and into a folder that you can easily find again like "My Documents\Tax Preparation".

Such Excel files are particularly useful at tax time, because you can include different sheets for different sets of receipts, all in the one file. One for the Medicare safety net receipts, another for bank account interest payments, another for share income etc.

Now, when you go to visit your Tax Accountant, you can simply take a memory stick with your file on it – rather than the shoe box full of receipts. This will save your Accountant a lot of work and, you might even save some money.

Better still, next year you can use this sheet as a template and simply delete the old and enter the new data. Good Luck!

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