# RW PRESCOTT

BOOKKEEPING & ADMINISTRATIVE SUPPORT | PORTFOLIO SAMPLE

# Entry-Level Bookkeeping in Word Tables

Example: Monthly cash receipts and payments register • October 2026

This simulated example shows how a small business can use Microsoft Word tables to document cash activity, classify transactions, and prepare a simple monthly summary.

## 1 | Transaction register

| Date | Description | Category | Money In | Money Out |
|---|---|---|---|---|
| Oct 2 | Customer invoice paid | Service revenue | $650.00 | — |
| Oct 4 | Office supplies purchased | Office supplies | — | $85.00 |
| Oct 9 | Customer invoice paid | Service revenue | $450.00 | — |
| Oct 14 | Internet service | Utilities | — | $80.00 |
| Oct 20 | Software subscription | Software | — | $60.00 |
| Oct 27 | Equipment maintenance | Repairs | — | $140.00 |

## 2 | Monthly cash summary

| Cash activity | Amount |
|---|---|
| Opening cash balance (October 1) | $1,250.00 |
| Total money received | $1,100.00 |
| Total money paid | ($365.00) |
| Closing cash balance (October 31) | $1,985.00 |

**Check: $1,250.00 + $1,100.00 − $365.00 = $1,985.00**

## 3 | Basic bookkeeping review

Transactions are dated and categorized; money received and paid is totaled; the ending cash balance is calculated. In real bookkeeping, amounts should also be verified against receipts, invoices, and bank records.

Note: Word tables are useful for presenting records, but do not automatically calculate or reconcile transactions like Excel or bookkeeping software. All names, amounts, and activity shown are fictional.