

Prepaid Expense Analysis Worksheets

These Excel® spreadsheets are solely designed to simplify the somewhat time-consuming process of analyzing Prepaid Expense General Ledger entries posted into accounting throughout any given year. The spreadsheet templates will in a sophisticated manner, yet easily understood manner store data on a month-to-month, year-to-date worksheet capable of displaying the cumulative totals of both Debit and Credit entries made due to any one given expense while calculating the remaining balance of the scheduled expenditure.

These specific spreadsheets are currently designed to handle up-to 24 different Prepaid expenditures posted to any given account of your choosing which would include **Prepaid Insurances, Prepaid Taxes, Prepaid Other**, and any Sub-Accounts created within these categories. The worksheets were originally designed specifically for the automotive business but have been modified so that any business organization may utilize them when analyzing Prepaid expenditures. They are also designed to be utilized by any automotive franchise with varying accounting numbering systems. You will also find that the spreadsheet generated General Journal monthly posting worksheets allow you to allocate the monthly accounting entries to departmental expense accounts based on a percentage distribution technique.

As for the complexity of these spreadsheets they are designed for everyone and can be utilized by both an Excel novice or a top financial consultant for presentation to upper management. All worksheets are protected, preventing unintentional damage to pre-defined formulas and calculations. Simply look for a **"YELLOW"** cell and input your data within, no other cells within these spreadsheets will allow modification. You will also find that many comment fields exist next to the required input cells to assist you as proceed through your account analysis.

By using the templates provided you be able to easily review the monthly General Ledger values within minutes and identify either improper monthly dollar value entries, missed accounting entries, or identify other potential errors.

The Bottom line, "Gain control of your Prepaid expenditures with ease and save yourself an unbelievable amount of time analyzing"

Note, these spreadsheets need not be limited to prepays only, with a little creativity on your part they may be used for tracking Accrued Liabilities as well.

Spreadsheets - Key Reports Included in this Workbook

As you use and review these user-friendly templates available within this workbook you will find additional interesting and useful calculations and reports not mentioned below. This program does allow you to track 24 specific Vendors or Prepaid classifications per workbook. Examples of multiple workbooks; Prepaid Insurances, Prepaid Taxes, Prepaid Other - Store #1.

Available Spreadsheets addressed within this Excel® workbook:

Prepaid Analysis - Monthly Detailed Analysis Worksheet

Within this spreadsheet you would establish the individual Pre-Pays setup within the account and record both the Debit and Credit entries made monthly. Verification of month-end totals will be displayed on this spreadsheet.

Key items that should be inputted when establishing a Pre-Pay are as follows:

- Vendor Names & Comments Regarding a Prepay
- Your Estimated Monthly Accounting Value Entry
- Next Pre-Payment Due Date, Required for Cash Management
- Month-End in which the item should be fully expensed
- Predefined value if any at any given time (Usually Year-End)
- Offsetting Expense Account

Note: A sample entry is included in this spreadsheet; Simply type your entry over it as you proceed.

General Journal Worksheet - Detailed Expense Account Number and Allocation Per Department

Within this monthly posting worksheet you would identify which accounts the Prepaid is to be expensed and the allocation of the expense per department.

Note: A sample entry is included in this spreadsheet; Simply type your entry over it as you proceed.

Pending Cash Requirements - Summarized Future Monthly Cash Expenditures Coming Due

This worksheet extracts the next Pre-Payment Due Date from the Prepaid Analysis worksheet and allows you to forecast upcoming MONTHLY cash requirements for all pre-established.

Note: A sample entry is included in this spreadsheet; Simply type your entry over it as you proceed.

Program & Template Usage:

As a reminder, color coding plays a big part in this spreadsheet usage. The only field that a user may input data is **YELLOW** in color. You will also notice that input cells may turn RED, indicating a potential error, if so you may be able to input an entry into a **RED** cell.

Helpful Hints:

Allows create a Prepaid General Ledger accounts to retain detailed information

Use at minimum a Vendor name in the description field when posting to a General Ledger Account, Debit and Credits.

(The Monthly General Journal Worksheet will help and provide entry consistency)

If a Prepaid payment has NOT been posted to the G/L but you would like to determine the monthly expenditure to be posted you have 1 of 2 options.

- 1- The standard accounting approach would be to Credit-Accrue the liability and Debit-Accrue the Prepay
- 2 - **Enter the projected Prepay amount as a being balance on your Prepaid Analysis worksheet and as you reconcile the accounts be sure to deduct the projected value entered on this worksheet from your General Ledger Balance.**

Last and most importantly, if you have questions as to how to use this workbook or want additional information; E-mail or Call, [IntactAuto Support: ExcelHelp@IntactAuto.com](mailto:IntactAutoSupport@IntactAuto.com) or visit the Website: www.IntactAuto.com

General Journal: Prepaid Monthly Expense Worksheet

Reference ID:

Prepaid Insurance

Ref	Acct.#	Suffix	Distr.	Debit Amount	Key	Description	Acct.#	Suffix	Credit Amount	Key
1	27	A	35.00%	\$ 26.09	+	MetLife	271	A	\$ 74.53	-
		B	20.00%	\$ 14.91	+	Long-Term Care				
		D	15.00%	\$ 11.18	+	Owner 1				
		E	15.00%	\$ 11.18	+	Policy #:xxxxxxx				
		F	15.00%	\$ 11.18	+					
		Z	0.00%	\$ -	+					
2			0.00%	\$ -	+	Vendor-2	271		\$ -	-
			0.00%	\$ -	+	Vendor2-Comment1				
			0.00%	\$ -	+	Vendor2-Comment2				
			0.00%	\$ -	+	Vendor2-Comment3				
			0.00%	\$ -	+					
			100.00%	\$ -	+					
3			0.00%	\$ -	+	Vendor-3	271		\$ -	-
			0.00%	\$ -	+	Vendor3-Comment1				
			0.00%	\$ -	+	Vendor3-Comment2				
			0.00%	\$ -	+	Vendor3-Comment3				
			0.00%	\$ -	+					
			100.00%	\$ -	+					
4			0.00%	\$ -	+	Vendor-4	271		\$ -	-
			0.00%	\$ -	+	Vendor4-Comment1				
			0.00%	\$ -	+	Vendor4-Comment2				
			0.00%	\$ -	+	Vendor4-Comment3				
			0.00%	\$ -	+					
			100.00%	\$ -	+					
5			0.00%	\$ -	+	Vendor-5	271		\$ -	-
			0.00%	\$ -	+	Vendor5-Comment1				
			0.00%	\$ -	+	Vendor5-Comment2				
			0.00%	\$ -	+	Vendor5-Comment3				
			0.00%	\$ -	+					
			100.00%	\$ -	+					
6			0.00%	\$ -	+	Vendor-6	271		\$ -	-
			0.00%	\$ -	+	Vendor6-Comment1				
			0.00%	\$ -	+	Vendor6-Comment2				
			0.00%	\$ -	+	Vendor6-Comment3				
			0.00%	\$ -	+					
			100.00%	\$ -	+					
7			0.00%	\$ -	+	Vendor-7	271		\$ -	-
			0.00%	\$ -	+	Vendor7-Comment1				
			0.00%	\$ -	+	Vendor7-Comment2				
			0.00%	\$ -	+	Vendor7-Comment3				
			0.00%	\$ -	+					
			100.00%	\$ -	+					
8			0.00%	\$ -	+	Vendor-8	271		\$ -	-
			0.00%	\$ -	+	Vendor8-Comment1				
			0.00%	\$ -	+	Vendor8-Comment2				
			0.00%	\$ -	+	Vendor8-Comment3				
			0.00%	\$ -	+					
			100.00%	\$ -	+					

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Prepaid Projected Monthly Cash Requirements

Currently Active Month-Year in Review: April-08

Ref	Due Date	Vendor Name	Projected-2008													
			Dollar Amounts	January-2008	February-2008	March-2008	April-2008	May-2008	June-2008	July-2008	August-2008	September-2008	October-2008	November-2008	December-2008	
1	14-Feb-2009	MetLife	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	13-Dec-2008	Vendor-2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	13-Dec-2008	Vendor-3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	13-Dec-2008	Vendor-4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	13-Dec-2008	Vendor-5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	13-Dec-2008	Vendor-6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	13-Dec-2008	Vendor-7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	13-Dec-2008	Vendor-8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	13-Dec-2008	Vendor-9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	13-Dec-2008	Vendor-10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	13-Dec-2008	Vendor-11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	13-Dec-2008	Vendor-12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	13-Dec-2008	Vendor-13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	13-Dec-2008	Vendor-14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	13-Dec-2008	Vendor-15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	13-Dec-2008	Vendor-16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	13-Dec-2008	Vendor-17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	13-Dec-2008	Vendor-18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	13-Dec-2008	Vendor-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	13-Dec-2008	Vendor-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	13-Dec-2008	Vendor-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	13-Dec-2008	Vendor-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	13-Dec-2008	Vendor-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	13-Dec-2008	Vendor-24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Prepaid Expenses Due Monthly - 2008			\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Ref	Due Date	Vendor Name	Projected-2009													
			Dollar Amounts	January-2009	February-2009	March-2009	April-2009	May-2009	June-2009	July-2009	August-2009	September-2009	October-2009	November-2009	December-2009	
1	14-Feb-2009	MetLife	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	13-Dec-2008	Vendor-2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	13-Dec-2008	Vendor-3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	13-Dec-2008	Vendor-4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	13-Dec-2008	Vendor-5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	13-Dec-2008	Vendor-6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	13-Dec-2008	Vendor-7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	13-Dec-2008	Vendor-8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9	13-Dec-2008	Vendor-9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10	13-Dec-2008	Vendor-10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	13-Dec-2008	Vendor-11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	13-Dec-2008	Vendor-12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	13-Dec-2008	Vendor-13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	13-Dec-2008	Vendor-14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	13-Dec-2008	Vendor-15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	13-Dec-2008	Vendor-16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	13-Dec-2008	Vendor-17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	13-Dec-2008	Vendor-18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	13-Dec-2008	Vendor-19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	13-Dec-2008	Vendor-20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	13-Dec-2008	Vendor-21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	13-Dec-2008	Vendor-22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	13-Dec-2008	Vendor-23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	13-Dec-2008	Vendor-24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Prepaid Expenses Due Monthly - 2009			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -