

# Your Financial Summary Checklist for preparing <u>Financial Summary</u> 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. When entering your **Financial Summary** data in your Now Sorted app software, simply use the drop-down menu to select the relevant items you need.
- B. You can make multiple entries for each 'type' of asset or liability.
- C. Your Crucial Facts Report & Directory will print out a summary of everything you enter.
- D. While some amounts might change frequently (e.g. bank balances) others will fluctuate gradually (property).
- E. Either way, you'll find it takes just seconds to update changes ... try it.

Data entry tab > Financial Summary						
ltem	Туре	Amount \$	Brief description	Location	Date entered	
1	Cash at bank				//2	
2	Cash in pension/super fund				//2	
3	Residence				//2	
4	Investment property				//2	
5	Pension/super fund investment				//2	
6	Non Pension/super fund investment				//2	
7	Loans receivable				//2	
8	Vehicle				//2	
9	Collectibles as assets				//2	
10	Non-marketable-asset				/2	
11	All debt as liability				/2	

### Your notes as necessary:

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# Person 2

(list for Person 1 on first page)

First name: \_\_\_

•

Family name: \_

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7	Loans receivable				//2	
8	Vehicle				//2	
9	Collectibles as assets				//2	
10	Non-marketable-asset				/2	
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### **Joint Persons**

(list for Persons 1 & 2 on previous pages)

First name: \_\_\_\_\_ Family name: \_\_\_\_\_

First name: \_\_\_\_\_\_ Family name: \_\_\_\_\_\_

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Data entry tab > Financial Summary							
Item	Туре	Amount \$	Brief description	Location	Date entered		
1	Cash at bank				/2		
2	Cash in pension/super fund				/2		
3	Residence				/2		
4	Investment property				/2		
5	Pension/super fund investment				/2		
6	Non Pension/super fund investment				/2		
7	Loans receivable				/2		
8	Vehicle				/2		
9	Collectibles as assets				/2		
10	Non-marketable-asset				/2		
11	All debt as liability				/2		

#### Your notes as necessary:

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