The following guide will help you through the process of creating a new organisation within Sinchii through Excel. This will allow you to enter your organisations historical and current financial data to seamlessly integrate your organisation with Sinchii!

All black and navy cells are **non-editable** to ensure compatibility with our Sinchii system.

Income Category	Year Before Last	Previous Year	YTD
Sales	$ -	$ -	$ -
Cost of Goods Sold	$ -	$ -	$ -
Other Revenue	$ -	$ -	$ -
Expenses Category			
Wages and Salaries	$ -	$ -	$ -
Superannuation	$ -	$ -	$ -
Workcover	$ -	$ -	$ -

Customising and Adding Accounts

You may **add or remove** expense account titles in the light blue cells to customise it to your personal preferences. Accounts can be added by simply typing in the light blue cells below (ensure values are entered for these newly added accounts)

Entertainment
Low Cost Assets
Freight, Courier & Postage
Hire of Equipment
Insurance
Interest Expense
Legal expenses
Licenses, Fees, Fines
Light, Power, Heating
Merchant Fees
Motor Vehicle - Repairs
Motor Vehicle - Fuel
Office Expenses
Rates
Rent
Repairs and Maintenance
Replacements
Water Rates
Website & IT
Staff Expenses
Subscriptions
Telephone & Internet
Travel - National

Year to Date Data

Enter YTD data – this is your organisation's year to date figures starting at 1 July – for example, if you are setting Sinchii up on the 15th of February 2026, you would enter YTD data from 1st July 2025 – 15th February 2026.

YTD
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -

Previous Year Data

Enter Previous Year data in orange column – this needs to be **12 months of data** (from previous financial year) – if your organisation has not been operational for a full financial year, you can leave this blank.

Previous Year
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -

Year Before Last Year Data

Enter Year Before Last Year data in yellow column – this needs to be 12 months of data (from 2 financial years ago) – if your organisation has not been operational for 2 full financial years, you can leave this blank.

Year Before Last
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -
$ -

Finalisation

Upload your newly completed Excel Template into Sinchii and you have successfully completed this step of your organisation setup.

Important Notes

- When uploading the spreadsheet template into the Sinchii system, ensure the file name remains the same as when downloaded: “Sinchii_Excel_Template”. It will not upload if not a direct replica of this format.
- Every cell must have a figure in it, if an expense line is not relevant to your organisation, enter $0. If there is a blank cell, the spreadsheet will not upload into the Sinchii system