These tables will be filled up by the records from the datatables pushed by the system . The word table properties Alt Text title is used as the table name of the word table.

This table below is name CIB. To check, right-click on the top left of the table and click Table Properties and click Alt Text. On the Title box enter the name of the table “CIB”. Date from the table if any will be replaced by the values from the datasource. Additional rows will be added to accommodate new items.

NOTES TO FS…..

**CASH AND CASH EQUIVALENTS**

The breakdown of this account is as follows:

|  |  |  |
| --- | --- | --- |
|  | **2018** | **2019** |
|  |  |  |
|  |  |  |
|  |  |  |

This second table has no border but it has the same table name “CIB”. This will also be filled up with the same values as the first table since they have the same name. This is just to show you that you can have 2 or more tables with the same name.

|  |  |  |
| --- | --- | --- |
|  | 2019 | 2018 |
| Cash on Hand | 5,000 | 5,000 |
| Petty Cash Fund | 454 | 5 |
| Cash in Bank | 1,500 | 2,500 |
|  | **6,500.00** | **7,500.00** |

This next table is name AR. If will be filled up by the values from the datasource named AR.

|  |  |  |
| --- | --- | --- |
|  | 2019 | 2018 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |