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Post 3 Bookkeeping & Expense Tracking +

Your Check List

[] Set up Seperate Business banking account.

Call your bank to find out that exact paperwork you will need to set this up ahead of time.

Write down your bank account number + routing number here

[] Sign up for QuickBooks online User Name _____

PW

[] Downlaod Quickbooks App on your phone

List People who can help with these steps:

List of Accoutants / Bookkeepers to contact:





Small Business Monthly Expsense Tracker

Month	Week 1	Week 2	Week 3	Week 4	Monthly Total
GOAL					
Actual					

Week 1

Expense Catogory	Description/notes	\$ amount
Materials & Supplies		
Packaging		
Shipping		
Advertising		
CC Processing Fees		
Total Expenses		

Week 2

Expense Catogory	Description/notes	\$ amount
Materials & Supplies		
Packaging		
Shipping		
Advertising		
CC Processing Fees		
Total Expenses		





Week 3

Expense Catogory	Description/notes	\$ amount
Materials & Supplies		
Packaging		
Shipping		
Advertising		
CC Processing Fees		
Total Expenses		

Week 4

Expense Catogory	Description/notes	\$ amount
Materials & Supplies		
Packaging		
Shipping		
Advertising		
CC Processing Fees		
Total Expenses		

Monthly Overview

Did I meet my sales goals? _____

What can I adjust to increase my profits for next month?

What other upcoming expesnes do I need to budget for?

What portion can I save and set aside for Taxes? _____