



SpreadWiseCoTM

Spreadsheets Reimagined

ETSY BOOKKEEPING GUIDE

5.0 - 11/28/2024

BUILT WITH
MICROSOFT
EXCEL



ABOUT THIS GUIDE

These tools are designed to be easy to use, with minimal inputs from you, and many outputs from us. Follow each tool guide closely. There are normally only a few true steps within the guide, but the rest is information to help you along the way.

GUIDE LEGEND

GUIDE POINTERS

NEED TO KNOW

NICE TO KNOW

FOR THOSE READY TO JUMP IN QUICKLY



YOU CAN SKIP
AND COME
BACK



DON'T SKIP!

**PASSWORD

- The file password is included in the first tab of your workbook.
- Use with discretion. Formulas and setups can be extremely complex, even for the most savvy spreadsheet users.

OUR COLOR PALLET LEGEND

*KEY OUTPUTS
HIGHLIGHTED

USER FIELDS

USER FIELDS,
AUTOMATED MENUS

*THE CELLS THAT DO
THE WORK

FOCUS OF THE FILE
AND THE TABS

CHARTS: THE
DASHBOARD STORY

*ADDITIONAL COLORS MAY BE USED WHERE NEEDED

IN YOUR PRODUCT 'ABOUT' TAB

DSK

THERE IS AN ABOUT TAB IN EVERY WORKBOOK THAT INCLUDES IMPORTANT INFORMATION ABOUT YOUR DASHBOARD, AND USEFUL LINKS.

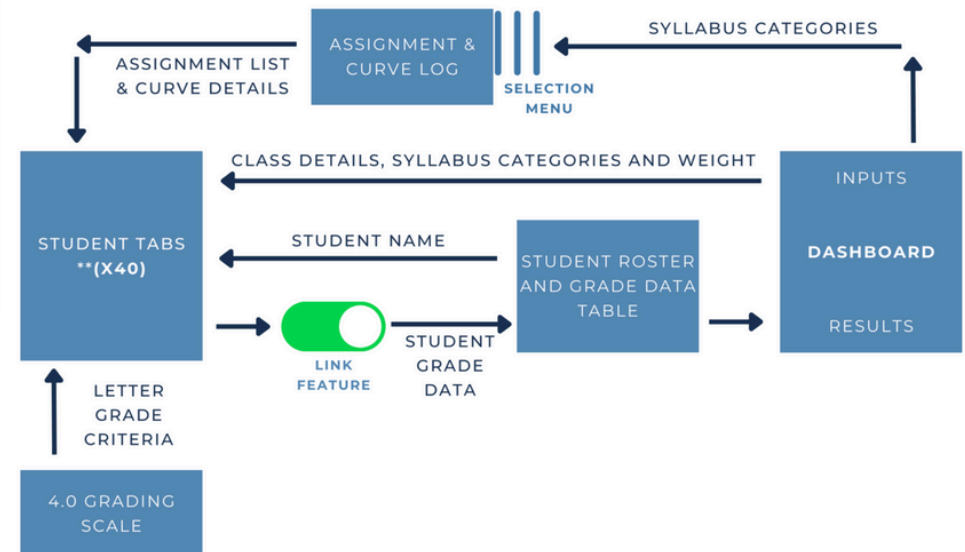
WE PROVIDE A HIGH LEVEL FLOW CHART FOR EVERY TOOL FOR A QUICK REFERENCE OF HOW IT ALL WORKS!

STUDENT GRADEBOOK AND ASSIGNMENT DASHBOARD

REVISION: 4.5

1	Password	Tabs are locked to prevent accidental errors to formulas: Password Key: "swc"
2	Tool Inputs	Your Inputs are the White Boxes With A Border!
3	Tool Inputs	Peach boxes are drop down menus
4	PDF Guide	**Use the downloaded guides to help you through the tool. You can Also visit our website anytime to view & download the
5	Site Link	https://spreadwiseco.com/
6	Google Sheets	This Dashboard is Not optimized for use with Google Sheets.
7	Support	**For support, message us on Etsy directly from your order, or send an email to Sales@SpreadWiseCo.com. Pictures are
8	Review	LOVE IT? CLICK & LEAVE US A REVIEW!

TOOL FLOW CHART



**DASHBOARD IS PRESET WITH (5) STUDENT TABS. BY SIMPLY MAKING A COPY OF THE TAB, YOU CAN QUICKLY LINK UP TO (40)

PRODUCT FEATURES & LEARNING TIME

PRODUCT FEATURES



DETAILED **EXPENSE TRACKING**
FOR UP TO **250 EXPENSES**



DETAILED TRACKING FOR OVER
**20 RECURRING BUSINESS
EXPENSES**



FIVE INTEGRATED
CURRENCIES (*USD, EUR,
GBP, CAD, AUD*)



MONTHLY **SALES TRACKING**
FOR UP TO **96 MONTHS**



SALES VS EXPENSES **TRENDING**



BUILT IN **GUIDE NOTES**



WEEKLY **DEPOSIT TRACKING**
FOR UP TO **2 YEARS**



INSIGHT INTO YOUR OVERALL
BUSINESS PERFORMANCE &
%ROI



TRACK YOUR WEEKLY **TIME
AND EFFORT** FOR UP TO **2
YEARS**



*BUILT BY SPREADWISECO.
USED BY SPREADWISECO.*



LEARNING & SETUP TIME

THIS IS OUR BEST ESTIMATE OF HOW MUCH TIME IT WILL TAKE
THE AVERAGE PERSON TO LEARN AND COMPLETE THE INITIAL
SETUP OF THEIR DASHBOARD

15MIN

30MIN

45MIN

1HR

1.5HR

2HR

TABS, GUIDES, COMPATABILITY

TABS & GUIDES

- ✓ EXPENSE TRACKING
- ✓ SALES TRACKING
- ✓ DEPOSIT TRACKING
- ✓ OWNER TIME LOG
- ✓ RECURRING EXPENSE TRACKER
- ✓ SALES & EXPENSE TRENDING
- ✓ BOOKEEPING DASHBOARD

- ✓ PDF GUIDE
- ✓ TOOL FLOW CHART

LEARN MORE



ETSY LIMITS PRODUCT PHOTOS. LEARN MORE ABOUT THESE ITEMS & FEATURES @ [HTTPS://SPREADWISECO.COM](https://spreadwise.co)

COMPATABILITY

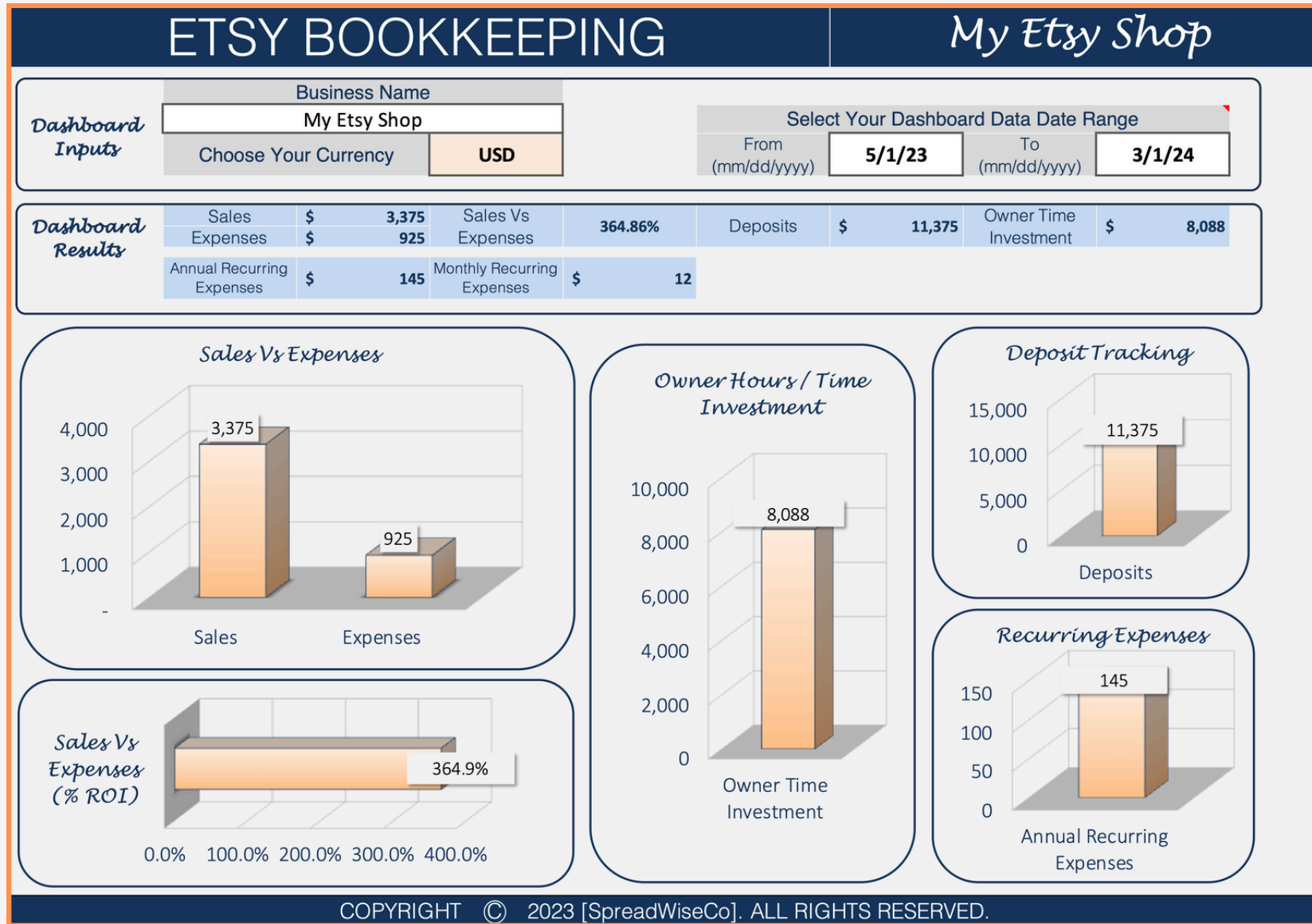
- ✓ BUILT WITH EXCEL 365 FOR MAC
- ✓ 2016 OR NEWER VERSIONS OF EXCEL
- ✓ EXCEL VERSIONS OLDER THAN 2016'
- ✓ MOBILE VERSIONS OF EXCEL
- ⊗ GOOGLE SHEETS

Enjoy Your Dashboard!

1 - GETTING STARTED

DSK

THIS JOURNEY BEGINS WITH FILLING OUT THE DASHBOARD



2 - DASHBOARD INPUTS

DSK

SET YOUR BUSINESS NAME. THIS WILL UPDATE THE BUSINESS NAME IN ALL HEADERS

SET YOUR DATE RANGE FILTERS. THIS WILL FILTER THE DATA ONCE YOU BEGIN TO FILL OUT THE OTHER TABS

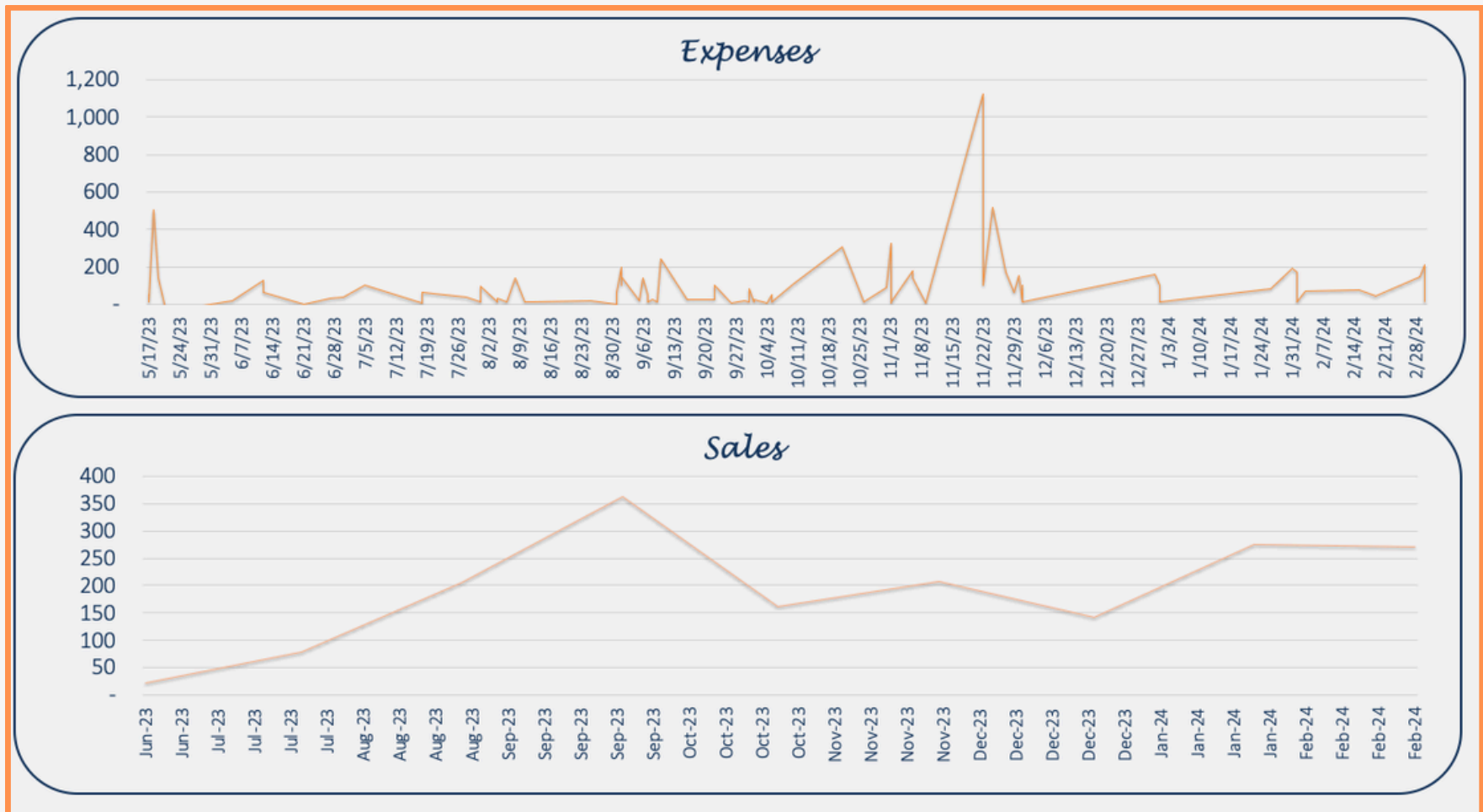
SET YOUR CURRENCY. THIS WILL SELECT YOUR CURRENCY TYPE ON ALL TABS

ETSY BOOKKEEPING					My Etsy Shop						
Dashboard Inputs	Business Name				Select Your Dashboard Data Date Range						
	My Etsy Shop				From (mm/dd/yyyy)	5/1/23	To (mm/dd/yyyy)	3/1/24			
	Choose Your Currency		USD								
Dashboard Results	Sales	\$	3,375	Sales Vs Expenses	364.86%	Deposits	\$	11,375	Owner Time Investment	\$	8,088
	Expenses	\$	925								
	Annual Recurring Expenses	\$	145	Monthly Recurring Expenses	\$	12					

3 - TRENDING

DSK

NOTHING REQUIRED HERE. THIS WILL BEGIN TO POPULATE AS YOU UPDATE THE EXPENSE AND SALES TABS



4 - EXPENSES

DSK

VENDOR/
SUPPLIER

EXPENSE COST

EXPENSE
DESCRIPTION
AND COMMENTS

TAX CATEGORY. THIS IS A
DROP DOWN MENU BASED
ON THE TAX CATEGORY LIST.
THIS SIMPLIFIES TAX
RECORDING LATER!

RECEIPT FILED
FOR TAX
PURPOSES? YES
OR NO

DATE OF
EXPENSE

BUSINESS EXPENSE TRACKING

My Etsy Shop

USD

From
To

5/1/23
3/1/24

Total

\$ 925

Date Range Total

\$ 925

#	Date (MM/DD/YYYY)	Vendor	Tax Category	Total Cost	Receipt Filed	Description	Additional Comments	Tax Category (Drop Down List)
1	9/5/23			\$ 25.00				Vehicle
2	9/12/23			\$ 26.00				Home Office
3	9/19/23			\$ 27.00				Communications
4	9/26/23			\$ 28.00				Supplies
5	10/3/23			\$ 29.00				Office Expenses
6	10/10/23			\$ 30.00				Startup Costs
7	10/17/23			\$ 31.00				Assets
8	10/24/23			\$ 32.00				Advertising
9	10/31/23			\$ 33.00				Legal & Professional Fees
10	11/7/23			\$ 34.00				Other
11	11/14/23			\$ 35.00				
12	11/21/23			\$ 36.00				
13	11/28/23			\$ 37.00				
14	12/5/23			\$ 38.00				
15	12/12/23			\$ 39.00				
16	12/19/23			\$ 40.00				

5 - SALES

DSK

SALES AMOUNT

AVERAGE SALES
VALUE (AUTO)

OF SALES

SALES FROM. THIS IS A DROP
DOWN MENU BASED ON THE
"FROM" LIST.

DETAILS AND
COMMENTS

SALES
MONTH

SALES TRACKING

My Etsy Shop

USD

From

To

Total

\$ 3,375

Date Range Total

\$ 3,375

#	Date (MM/YYYY)	Sales Amount (Without Tax)	Sales Units	Average Value	From	Tax Collected	Details & Comments	From (Drop Down)
1	Jun-23	\$ 255.00	15	\$ 17.00	Etsy Shop	\$ 15.00		Etsy Shop
2	Jul-23	\$ 285.00	16	\$ 17.81	Etsy Shop	\$ 16.00		
3	Aug-23	\$ 315.00	17	\$ 18.53	Etsy Shop	\$ 17.00		
4	Sep-23	\$ 345.00	18	\$ 19.17	Etsy Shop	\$ 18.00		
5	Oct-23	\$ 375.00	19	\$ 19.74	Etsy Shop	\$ 19.00		
6	Nov-23	\$ 405.00	20	\$ 20.25	Etsy Shop	\$ 20.00		
7	Dec-23	\$ 435.00	21	\$ 20.71	Etsy Shop	\$ 21.00		
8	Jan-24	\$ 465.00	22	\$ 21.14	Etsy Shop	\$ 22.00		
9	Feb-24	\$ 495.00	23	\$ 21.52	Etsy Shop	\$ 23.00		
10								
11								
12								
13								
14								
15								
16								

6 - DEPOSITS

DSK

DEPOSIT
AMOUNT

DEPOSIT FROM. THIS IS A
DROP DOWN MENU BASED
ON THE "DEPOSIT FROM"
LIST.

DETAILS AND
COMMENTS

DATE (BY
WEEK)

DEPOSIT TRACKING				My Etsy Shop	
USD		Total		From	5/1/23
		\$ 11,375		To	3/1/24
				Date Range Total	
				\$ 11,375	
#	Date (MM/DD/YYYY)	\$ Amount	From	Details & Comments	
1	9/5/23	\$ 125.00	Etsy (Weekly Auto)		
2	9/12/23	\$ 150.00	Etsy (Weekly Auto)		
3	9/19/23	\$ 175.00	Etsy (Weekly Auto)		
4	9/26/23	\$ 200.00	Etsy (Weekly Auto)		
5	10/3/23	\$ 225.00	Etsy (Weekly Auto)		
6	10/10/23	\$ 250.00	Etsy (Weekly Auto)		
7	10/17/23	\$ 275.00	Etsy (Weekly Auto)		
8	10/24/23	\$ 300.00	Etsy (Weekly Auto)		
9	10/31/23	\$ 325.00	Etsy (Weekly Auto)		
10	11/7/23	\$ 350.00	Etsy (Weekly Auto)		
11	11/14/23	\$ 375.00	Etsy (Weekly Auto)		
12	11/21/23	\$ 400.00	Etsy (Weekly Auto)		
13	11/28/23	\$ 425.00	Etsy (Weekly Auto)		
14	12/5/23	\$ 450.00	Etsy (Weekly Auto)		

From (Drop Down)

Etsy (Weekly Auto)

7 - OWNER TIME LOG

DSK

WHAT DID YOU
ACCOMPLISH THAT
WEEK?

HOURS YOU
WORKED

THE COST OF
YOUR TIME
THAT WEEK
(AUTO)

SOME OWNERS
LIKE TO FILE
THESE DETAILS
FOR THEIR
BUSINESS

DETAILS AND
COMMENTS

YOUR TARGET HOURLY
RATE FOR RUNNING
THE BUSINESS

DATE (BY
WEEK)

OWNER TIME LOG

USD

Total

\$8,437

Date Range Total

\$8,088

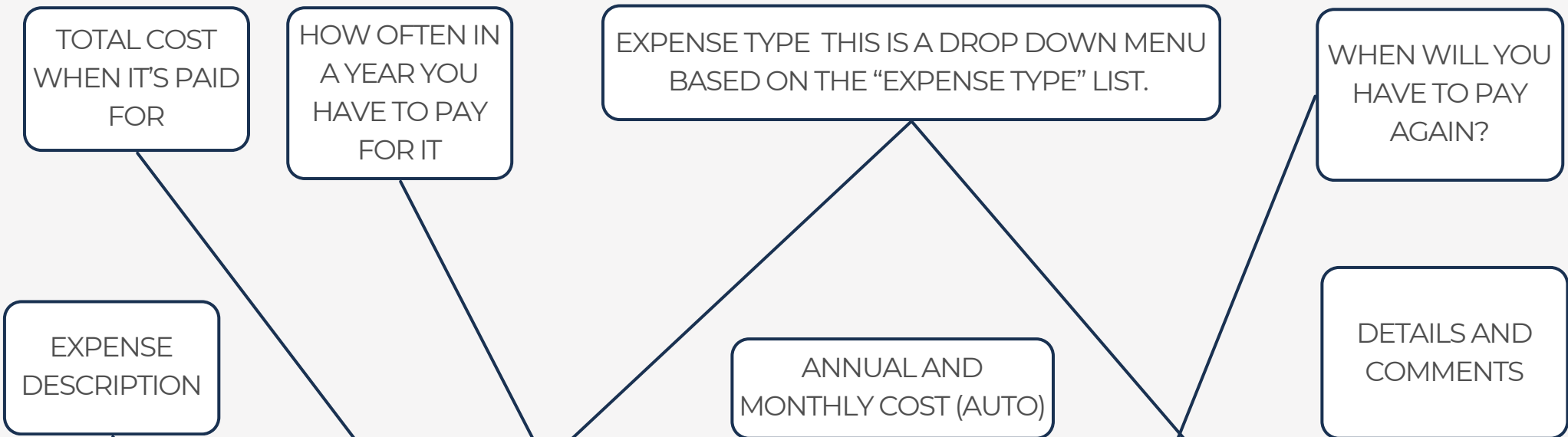
My Etsy Shop

From5/1/23

To3/1/24

From (MM/DD/YYYY)	To (MM/DD/YYYY)	Key Work Completed, Focus Points	Hourly Rate	Hours	Total Cost	Filed In Business Report	Comments
9/5/23	9/12/23		\$ 15.00	20	\$ 300.00	Yes	
9/12/23	9/19/23		\$ 15.00	20	\$ 300.00	Yes	
9/19/23	9/26/23		\$ 15.25	20	\$ 305.00	Yes	
9/26/23	10/3/23		\$ 15.25	20	\$ 305.00	Yes	
10/3/23	10/10/23		\$ 15.38	20	\$ 307.50	Yes	
10/10/23	10/17/23		\$ 15.48	20	\$ 309.50	Yes	
10/17/23	10/24/23		\$ 15.58	20	\$ 311.50	Yes	
10/24/23	10/31/23		\$ 15.68	20	\$ 313.50	Yes	
10/31/23	11/7/23		\$ 15.78	20	\$ 315.50	Yes	
11/7/23	11/14/23		\$ 15.88	20	\$ 317.50	Yes	
11/14/23	11/21/23		\$ 15.98	20	\$ 319.50	Yes	
11/21/23	11/28/23		\$ 16.08	20	\$ 321.50	Yes	
11/28/23	12/5/23		\$ 16.18	20	\$ 323.50	Yes	

DSK

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