



SpreadWiseCoTM

Spreadsheets Reimagined

ETSY HANDMADE SIMPLE BOOKKEEPING

5.2 - 10/29/2025

INTERACTIVE PDF
GUIDE



BUILT WITH MICROSOFT EXCEL

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PRODUCT FEATURES

PRE-BUILT FOR 2+ YEARS OF BOOKKEEPING, AND EVERYTHING IS EXPANDABLE



- ✓ **EASY TO USE**
BOOKKEEPING SYSTEM
- ✓ **OWNER TIME AND INVESTMENT** TRACKING
- ✓ **RECURRING EXPENSE**
MANAGEMENT
- ✓ **SIMPLE BUSINESS**
PERFORMANCE **ANALYTICS**
- ✓ **TAX PAYMENT** LOG &
SUMMARY
- ✓ **TAX READY** EXPENSE
ORGANIZATION
- ✓ **DESIGNED BY ETSY SELLERS,**
FOR ETSY SELLERS



- ✓ **BUILT IN GUIDANCE**
NOTES
- ✓ **FIVE INTEGRATED**
CURRENCIES (**USD, EUR,**
GBP, CAD, AUD)



LEARNING CURVE & GUARANTEE

LEARNING CURVE

THIS DASHBOARD'S
ESTIMATED LEARNING
CURVE & SETUP TIME



TOOLS TO HELP



INTERACTIVE PDF
INSTRUCTION GUIDE



DETAILED PRODUCT
TUTORIALS



MICRO-TUTORIALS FOR STANDARD
FEATURES AND FUNCTIONS



OUR GUARANTEE



LOVE IT OR REQUEST A
REFUND. PERIOD.



COMPATIBILITY

SOFTWARE APPLICATION

MICROSOFT EXCEL



GOOGLE SHEETS



APPLE NUMBERS



OPERATING
SYSTEMS



MICROSOFT
WINDOWS



MAC OS PRODUCT WAS BUILT WITH
MS EXCEL 365 FOR MAC

DESKTOP OR
LAPTOP



RECOMMENDED: OUR PRODUCTS ARE OPTIMIZED
FOR DESKTOP / LAPTOP USE

MOBILE



MICROSOFT 365
SHAREPOINT / ONE DRIVE



PHONE OR TABLET
WITH EXCEL APP

- *SOME FONTS MAY SHOW UP DIFFERENTLY*
- *BUILT IN GUIDE NOTES*
 - *LOSE SOME OF THEIR FORMATTING THAT HELPS EMPHASIZE KEY POINTS*
 - *NOTE BOXES MAY LOOK SMALL, AND HARD TO READ WITHOUT ZOOMING IN*
- *SOME CELL TEXT MAY APPEAR TO NOT FIT THE CELL WIDTH*



FILES & TABS

FILES



MS EXCEL
WORKBOOK



PRODUCT PDF GUIDE

WORKBOOK TABS



SALES TRACKING



DEPOSIT TRACKING



EXPENSE TRACKING



OWNER TIME TRACKING



SALES VS EXPENSE TRENDING



RECURRING EXPENSES



TAX PAYMENT LOG



PLATFORM PROFIT TRENDING



TAX PAYMENT SUMMARY



BOOKKEEPING DASHBOARD



EXPENSE TAX CATEGORIES

Enjoy Your Dashboard!



SPREADWISECO LEARN

MICRO TUTORIALS FOR FAQ

CLICK THE LOGOs TO WATCH OUR SHORT TUTORIALS



Using the Provided Passcode to Unlock Tabs In Your Dashboard



Edit Your Tab Names Without Impacting Workbook Function



Correcting "####" & Other Text Visibility With Column Width Adjustments



Adding Tabs That Will Link to Your Data Table & Dashboard



Using the Signature Link Feature to Link & Unlink Tabs In Your Workbook



See Our Other
Tutorials



QUICK NOTES ABOUT THIS GUIDE

GUIDE TEXT BOXES

NEED TO
KNOW

NICE TO
KNOW

SK

YOU CAN SKIP
AND COME BACK

DSK

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.

INTERACTIVE TOOL BAR

WEBSITE

YOUTUBE
CHANNEL

ETSY
SHOP

SPREADWISECO
LEARN

TABLE OF
CONTENTS

PAGE SKIP / DON'T
SKIP FLAG
(SEE ABOVE)

LINKS



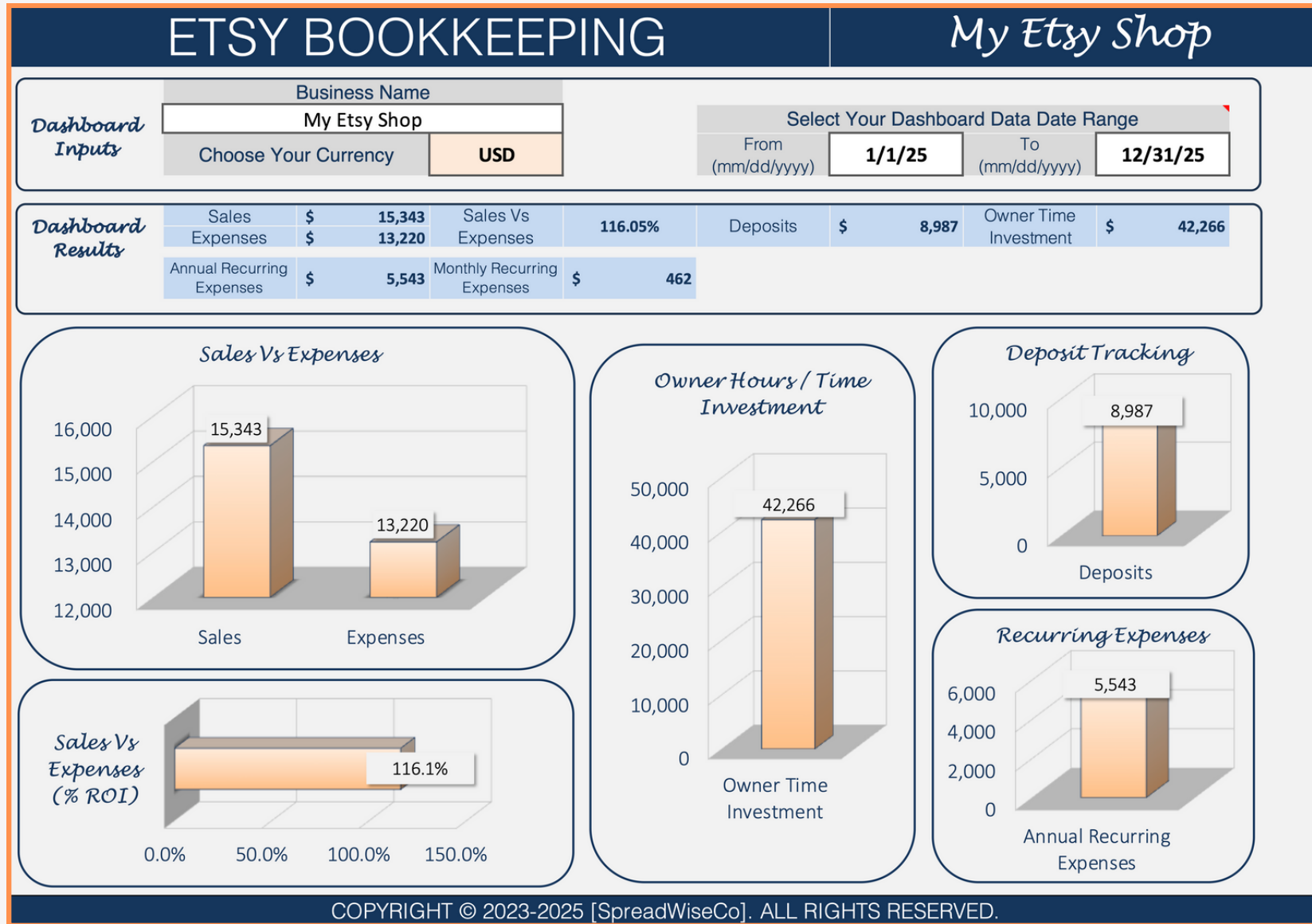
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GETTING STARTED

THIS JOURNEY BEGINS WITH FILLING OUT THE DASHBOARD



LINKS



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DASHBOARD INPUTS

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)	1/1/25	To (mm/dd/yyyy)	12/31/25			
Dashboard Results	Choose Your Currency		USD								
	Sales	\$	15,343	Sales Vs Expenses	116.05%	Deposits	\$	8,987	Owner Time Investment	\$	42,266
	Expenses	\$	13,220								
	Annual Recurring Expenses	\$	5,543	Monthly Recurring Expenses	\$	462					

LINKS



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TAX CATEGORIES

SET UP THE TAX
CATEGORIES THAT YOU
WANT TO TRACK YOUR
EXPENSES BY

TAX CATEGORIES

[illegible]

***Sets the drop down list in all rental tabs*

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EXPENSE TRACKING

VENDOR/
SUPPLIER

EXPENSE COST

EXPENSE
DESCRIPTION
AND COMMENTS

DATE OF
EXPENSE

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

RECEIPT FILED
FOR TAX
PURPOSES? YES
OR NO

BUSINESS EXPENSE TRACKING

My Etsy Shop

USD

From
To

1/1/25
12/31/25

Total

\$ 35,726

Date Range Total

\$ 13,220

#	Date (MM/DD/YYYY)	Vendor	Tax Category	Total Cost	Receipt Filed	Description	Additional Comments
1	5/17/23	Staples	Assets	\$ 58.22	Yes	Mouse	
2	5/17/23	Staples	Assets	\$ 10.69	Yes	Mouse Pad	
3	5/18/23	Staples	Assets	\$ 500.71	Yes	2nd Monitor, Monitor Stands, Keyboard, Mouse, Cables, Connector	
4	5/19/23	Staples	Assets	\$ 137.68	Yes	Monitor Adapter, Cable	
5	5/21/23	Staples	Assets	\$ (53.49)	Yes	Mouse Return	
6	5/21/23	Staples	Assets	\$ (56.70)	Yes	Connector Return	
7	5/24/23	Staples	Assets	\$ (69.54)	Yes	Keyboard Return	
8	5/24/23	Staples	Assets	\$ (24.60)	Yes	Cable Return	
9	5/31/23	Etsy	Advertising	\$ 0.64		Advertising & Fees	
10	6/5/23	App Store	Office Expenses	\$ 19.99		AI Chat	
11	6/12/23	GoDaddy	Startup Costs	\$ 128.27	Yes	Website & Marketing	

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SALES TRACKING

SALES AMOUNT

AVERAGE SALES
VALUE (AUTO)

COLLECTED
SALES TAX?
(ETSY DOES THIS
FOR YOU)

DETAILS AND
COMMENTS

OF SALES

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

SALES
MONTH

SALES TRACKING							My Etsy Shop	
USD		Date Range Total					From	1/1/25
Total Sales		\$	21,970	Sales	\$	15,343	To	12/31/25
Taxes		\$	-	Taxes	\$	-		
#	Date (MM/YYYY)	Sales Amount (Without Tax)	Sales Units	Average Value	From	Tax Collected	Details & Comments	
1	Jun-23	\$ 22.48	3	\$ 7.49	Etsy Shop	\$ -		
2	Jul-23	\$ 79.02	15	\$ 5.27	Etsy Shop	\$ -		
3	Aug-23	\$ 205.01	20	\$ 10.25	Etsy Shop	\$ -		
4	Sep-23	\$ 363.49	27	\$ 13.46	Etsy Shop	\$ -		
5	Oct-23	\$ 161.41	11	\$ 14.67	Etsy Shop	\$ -		
6	Nov-23	\$ 207.78	13	\$ 15.98	Etsy Shop	\$ -		
7	Dec-23	\$ 141.78	12	\$ 11.82	Etsy Shop	\$ -		
8	Jan-24	\$ 274.28	17	\$ 16.13	Etsy Shop	\$ -		
9	Feb-24	\$ 271.85	10	\$ 27.19	Etsy Shop	\$ -		
10	Mar-24	\$ 134.83	8	\$ 16.85	Etsy Shop	\$ -		
11	Apr-24	\$ 185.00	13	\$ 14.23	Etsy Shop	\$ -		
12	May-24	\$ 377.70	18	\$ 20.98	Etsy Shop	\$ -		
13	Jun-24	\$ 400.29	20	\$ 20.01	Etsy Shop	\$ -		
14	Jul-24	\$ 337.20	17	\$ 19.84	Etsy Shop	\$ -		
15	Aug-24	\$ 660.72	33	\$ 20.02	Etsy Shop	\$ -		
16	Sep-24	\$ 646.43	30	\$ 21.55	Etsv Shop	\$ -		

From (Drop Down)

- Etsy Shop
- Business Check
- Melio
- GoDaddy Payments

LINKS



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DEPOSIT TRACKING

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	1/1/25
		\$ 10,819		To	12/31/25
				Date Range Total	
				\$ 8,987	
#	Date (MM/DD/YYYY)	\$ Amount	From	Details & Comments	
1	9/5/23	\$ 11.70	Etsy (Weekly Auto)		
2	9/5/23	\$ 4.80	Etsy (Weekly Auto)		
3	9/5/23	\$ 20.48	Etsy (Weekly Auto)		
4	9/6/23	\$ 30.47	Etsy (Weekly Auto)		
5	9/6/23	\$ 89.02	Etsy (Weekly Auto)		
6	9/12/23	\$ 63.06	Etsy (Weekly Auto)		
7	9/19/23	\$ 12.22	Etsy (Weekly Auto)		
8	9/25/23	\$ 131.90	Etsy (Weekly Auto)		
9	10/9/23	\$ 64.11	Etsy (Weekly Auto)		
10	10/16/23	\$ 47.91	Etsy (Weekly Auto)		
11	11/20/23	\$ 44.88	Etsy (Weekly Auto)		
12	11/28/23	\$ 19.79	Etsy (Weekly Auto)		
13	1/9/24	\$ 7.36	Etsy (Weekly Auto)		
14	1/17/24	\$ 45.42	Etsy (Weekly Auto)		

From (Drop Down)

- Etsy (Weekly Auto)
- Business Check
- Melio
- GoDaddy Payments

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OWNER TIME LOG

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

\$68,610

Date Range Total

\$19,890

From

To

1/1/25

12/31/25

My Etsy Shop

From (MM/DD/YYYY)	To (MM/DD/YYYY)	Key Work Completed, Focus Points	Hourly Rate	Hours	Total Cost	Filed In Business Report	Comments
5/29/23	6/5/23	Startup	\$30.00	20	\$600.00	Yes	
6/5/23	6/12/23	Startup	\$30.00	20	\$600.00	Yes	
6/12/23	6/19/23	Startup	\$30.00	20	\$600.00	Yes	
6/19/23	6/26/23	Startup	\$30.00	20	\$600.00	Yes	
6/26/23	7/3/23	Startup	\$30.00	20	\$600.00	Yes	
7/3/23	7/10/23	Startup	\$30.00	20	\$600.00	Yes	
7/10/23	7/17/23	Startup	\$30.00	20	\$600.00	Yes	
7/17/23	7/24/23	Startup	\$30.00	20	\$600.00	Yes	
7/24/23	7/31/23	Marketing, Social Media, Product	\$30.00	20	\$600.00	Yes	
7/31/23	8/7/23	Marketing, Social Media, Product	\$30.00	20	\$600.00	Yes	
8/7/23	8/14/23	Marketing, Social Media, Product	\$30.00	20	\$600.00	Yes	
8/14/23	8/21/23	Marketing, Social Media, Product	\$30.00	20	\$600.00	Yes	
8/21/23	8/28/23	Marketing, Social Media, Product	\$30.00	20	\$600.00	Yes	

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RECURRING EXPENSES

TOTAL COST
WHEN IT'S PAID
FOR

HOW OFTEN IN
A YEAR YOU
HAVE TO PAY
FOR IT

EXPENSE TYPE THIS IS A DROP DOWN MENU
BASED ON THE "EXPENSE TYPE" LIST.

WHEN WILL YOU
HAVE TO PAY
AGAIN?

EXPENSE
DESCRIPTION

ANNUAL AND
MONTHLY COST (AUTO)

DETAILS AND
COMMENTS

RECURRING BUSINESS EXPENSES

My Etsy Shop

USD

Total Annual Cost

\$ 5,543

Total Monthly Cost

\$ 462

Primary Expense / Bill Type	Description	Cost Each Time It's Paid	How Many Times Do You Pay This Each Year? (Each Week = 52)	Annual Cost	Monthly Cost	Paid With	Renewal Date (MM/DD/YYYY)	Comments	Expense Type (Drop Down)
Website	GoDaddy Website + Marketing	\$ 275.88	1	\$ 275.88	\$ 22.99		7/10/26		Subscription Service
Website	GoDaddy Domain	\$ 22.17	1	\$ 22.17	\$ 1.85		6/12/26		Software
Website	GoDaddy Domain Protection	\$ 12.99	1	\$ 12.99	\$ 1.08				Website
Software	Canva	\$ 12.99	12	\$ 155.88	\$ 12.99				Business
Website	Go Daddy - Commerce	\$ -	1	\$ -	\$ -				Utilities
Software	Norton Antivirus	\$ 59.99	1	\$ 59.99	\$ 5.00		8/26/26		
Software	eRank	\$ 9.99	12	\$ 119.88	\$ 9.99				
Business	LLC Registered Agent Fee LZ	\$ 199.99	1	\$ 199.99	\$ 16.67		9/1/25		
Business	LLC Total Compliance LZ	\$ 149.99	1	\$ 149.99	\$ 12.50		9/10/25		
Business	Business License	\$ 25.00	2	\$ 50.00	\$ 4.17		4/30/26		
Software	Microsoft 365 Business Standard	\$ 13.13	12	\$ 157.56	\$ 13.13		6/12/25		
Business	Esty Store	\$ -	1	\$ -	\$ -				
Utilities	Spectrum Wifi	\$ 80.00	12	\$ 960.00	\$ 80.00				

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TAX PAYMENT LOG

DATE

FEDERAL OR
STATE

TOTAL TAX PAID

DETAILS AND
COMMENTS

INCOME TAX LOG				My Etsy Shop	
From	1/1/25	Federal Date Range Total		Federal Total	
To	12/31/25	\$	500	\$	500
USD		State Date Range Total		State Total	
		\$	250	\$	250
#	Date (MM/DD/YYYY)	Total Paid In		Total Paid In	Comments
1	6/15/25	Federal		\$ 250.00	
2	9/15/25	Federal		\$ 250.00	
3	9/15/25	State		\$ 250.00	
4				\$ -	
5				\$ -	
6				\$ -	
7				\$ -	
8				\$ -	
9				\$ -	
10				\$ -	

LINKS



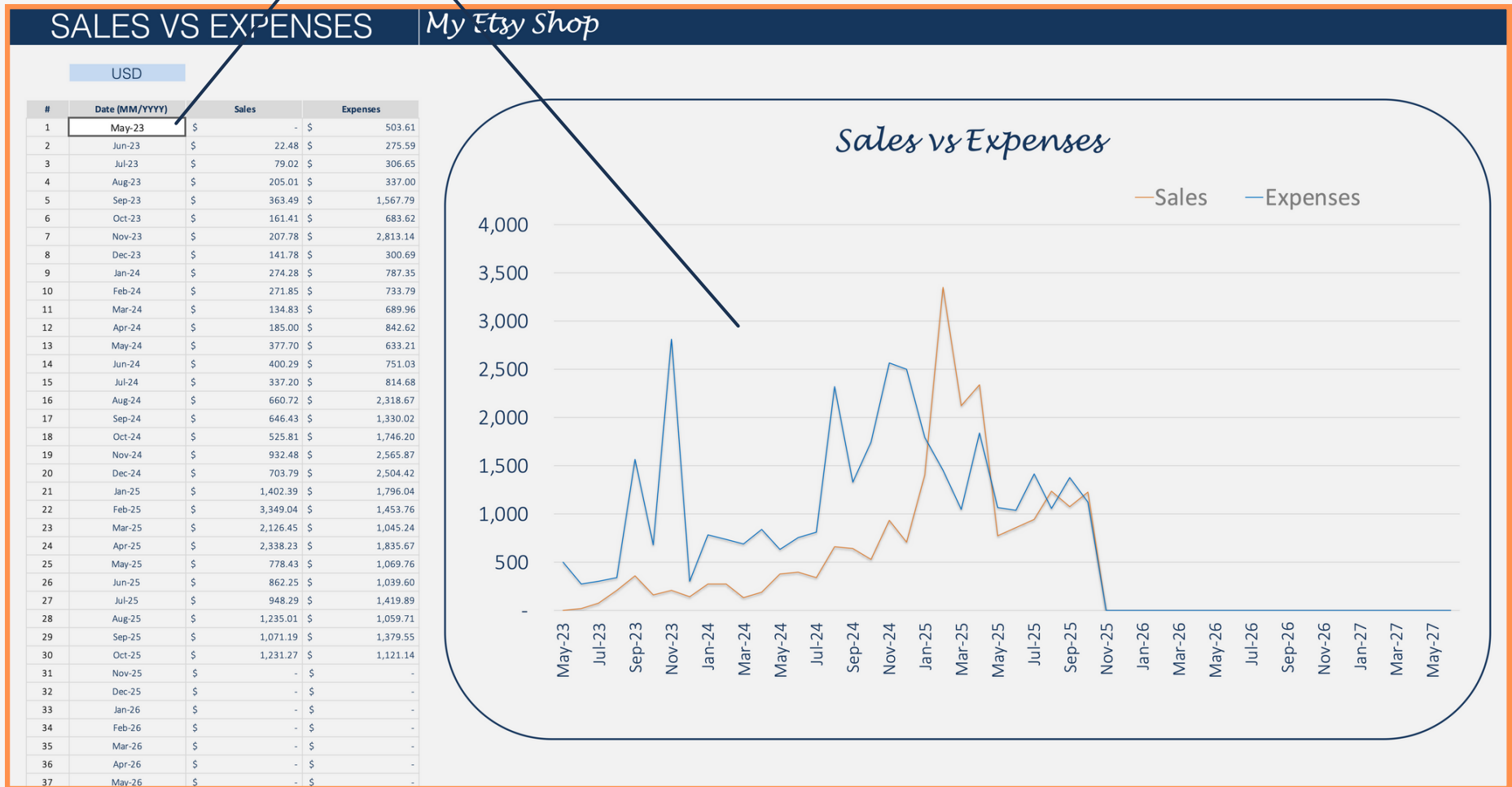
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SALES VS EXPENSE TRENDING

ADD IN THE DATE FOR THE 1ST MONTH, AND YOUR SALES VS EXPENSES WILL AUTO-POPULATE



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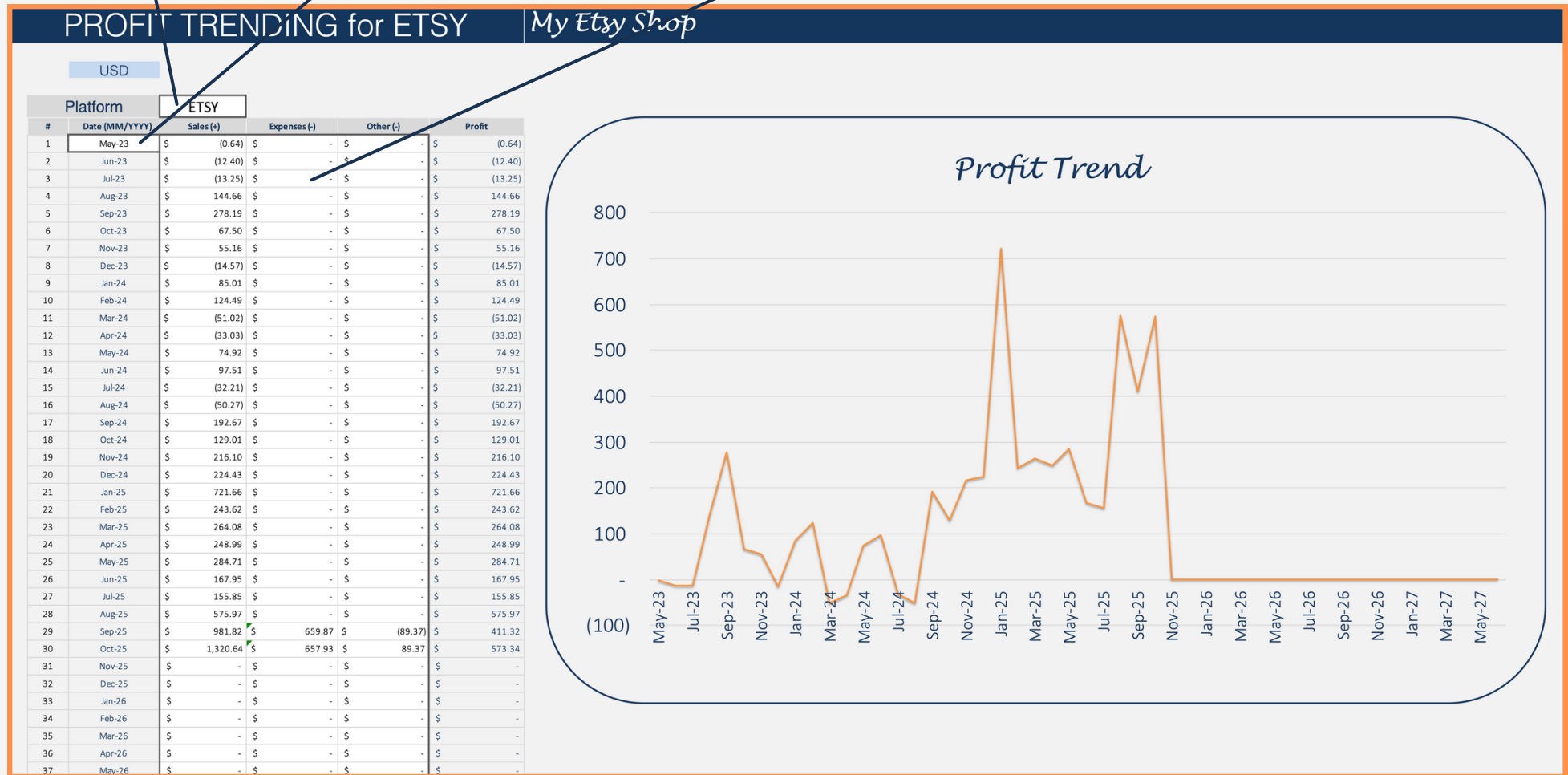
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PROFIT TRENDING

SELECT THE SPECIFIC
SALES PLATFORM

1ST MONTH
TO TREND

LIST OUT YOUR SALES VS SPECIFIC
PLATFORM EXPENSES



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TAX PAYMENT SUMMARY

TAXES ALREADY PAID BASED
ON YOUR TAX LOG

TAXES THAT HAVE TO
BE PAID

TAXABLE
PROFIT BASED
ON SALES VS
EXPENSES

FEDERAL AND
STATE TAX
RATES

TAX SUMMARY				My Etsy Shop			
USD		Select Your Dashboard Data Date Range					
		From (mm/dd/yyyy)	1/1/25	To (mm/dd/yyyy)	12/31/25		
Sales Tax Collected	\$	-					
Sales	\$	15,343					
Expenses	\$	13,220					
		Taxable Profit	\$	2,122			
				Paid		Remaining	
Federal Tax Rate	20%			Total Federal Tax	\$	424	
					\$	500	\$ (76)
State Tax Rate	7%			Total State Tax	\$	149	
					\$	250	\$ (101)
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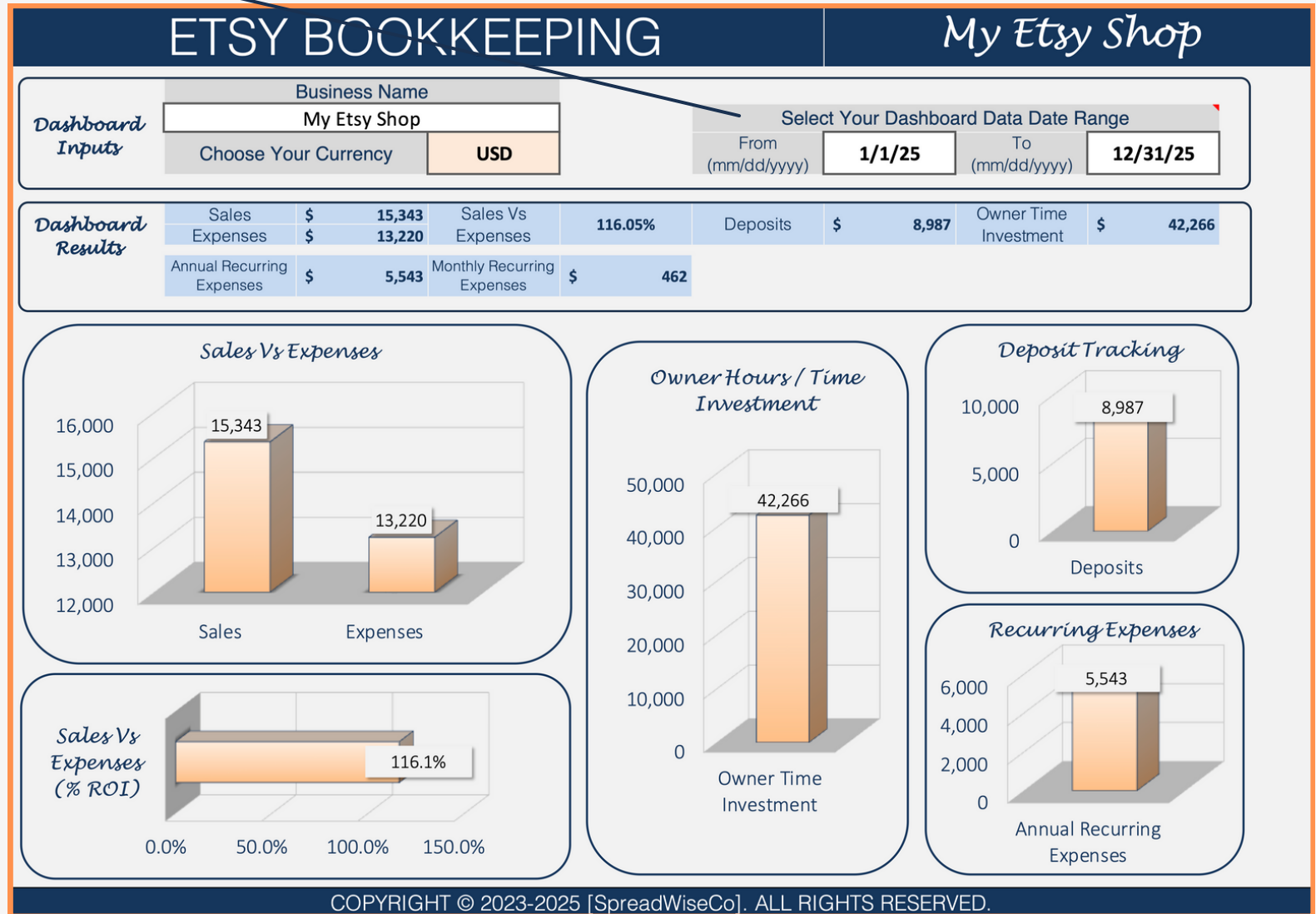
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DASHBOARD RESULTS

EVERYTHING IS SUMMARIZED IN ONE SIMPLE DASHBOARD BASED ON YOUR DATES SELECTED



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