BOOKKEEPING DASHBOARD GUIDE

4.0 - 3/2/24

SpreadWiseCo™

Spreadsheets Reimagined

BUILT WITH MICROSOFT EXCEL

GUIDE OVERVIEW

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

SK — YOU CAN SKIP AND COME BACK

DSK — DON'T SKIP!

USER INPUTS

INPUT BOX

DROP DOWN MENU

REVISION INFORMATION

Latest Bookkeeping Dashboard
Revision: 4.0

PASSWORD

- Tabs are locked to prevent accidental formula errors. Password: "swc"
- Use with discretion. Formulas and setups are extremely complex.

1 - GETTING STARTED

DSK

THIS JOURNEY BEGINS WITH FILLING OUT THE DASHBOARD

SMALL BUSINESS BOOKKEEPING — My Etsy Shop

Dashboard Inputs

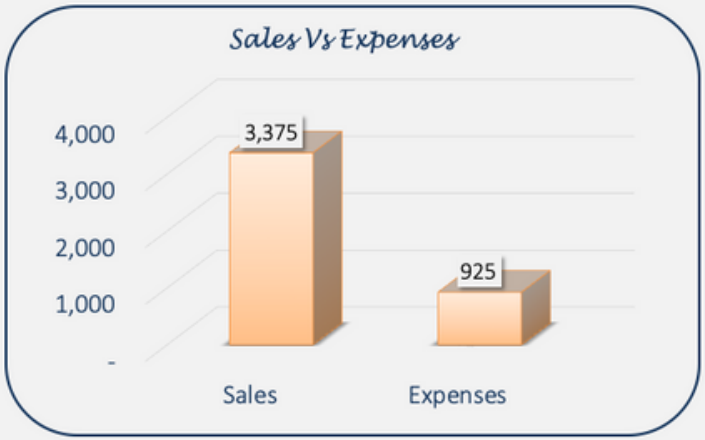
Business Name	
My Etsy Shop	
Choose Your Currency	USD

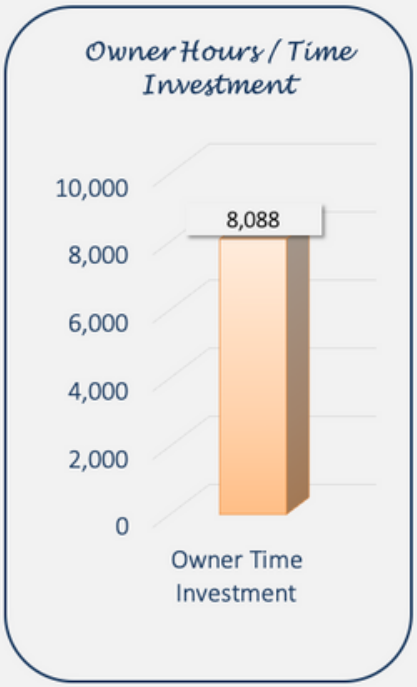
Select Your Dashboard Data Date Range

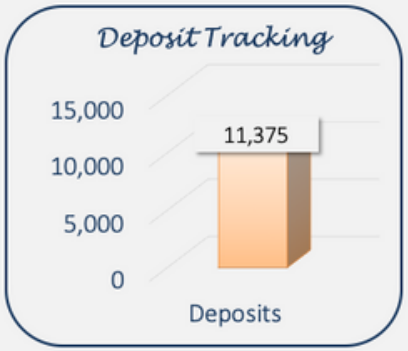
From (mm/dd/yyyy)	5/1/23	To (mm/dd/yyyy)	3/1/24

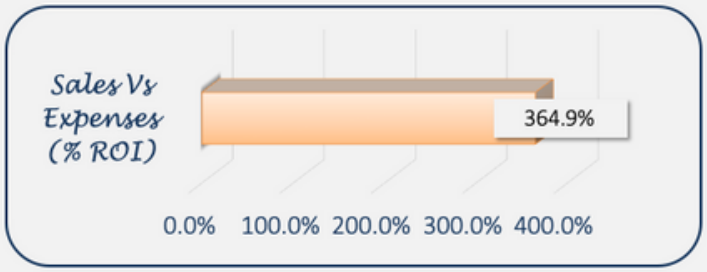
Dashboard Results

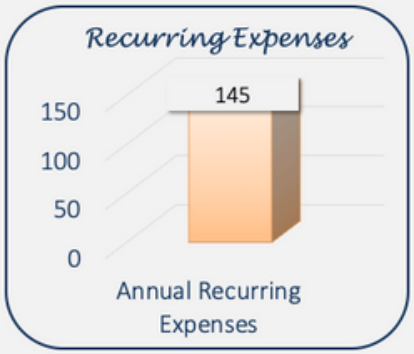
Sales	$ 3,375	Sales Vs Expenses	364.86%	Deposits	$ 11,375	Owner Time Investment	$ 8,088
Expenses	$ 925						
Annual Recurring Expenses	$ 145	Monthly Recurring Expenses	$ 12				











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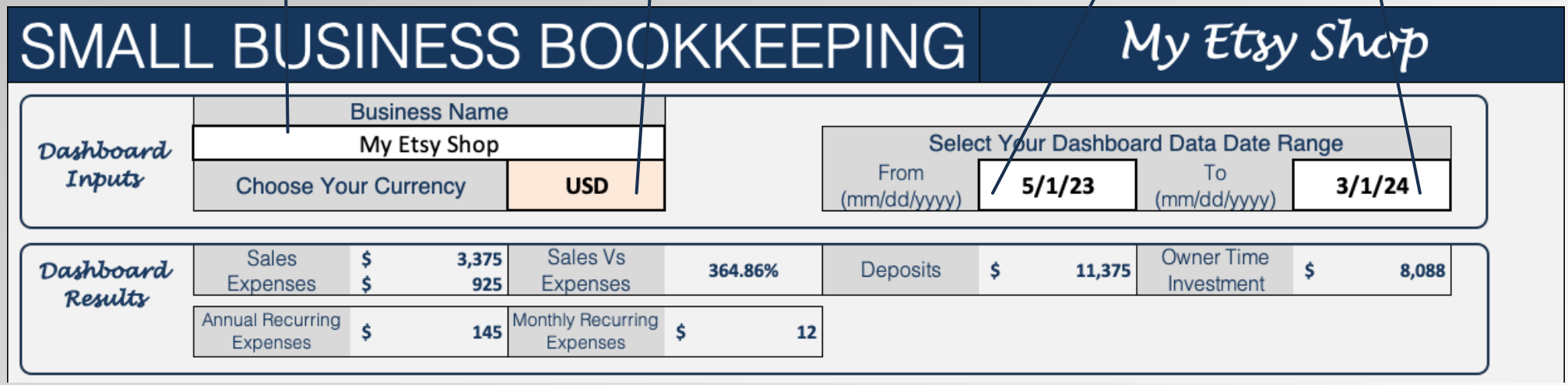
2 - DASHBOARD INPUTS

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

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

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



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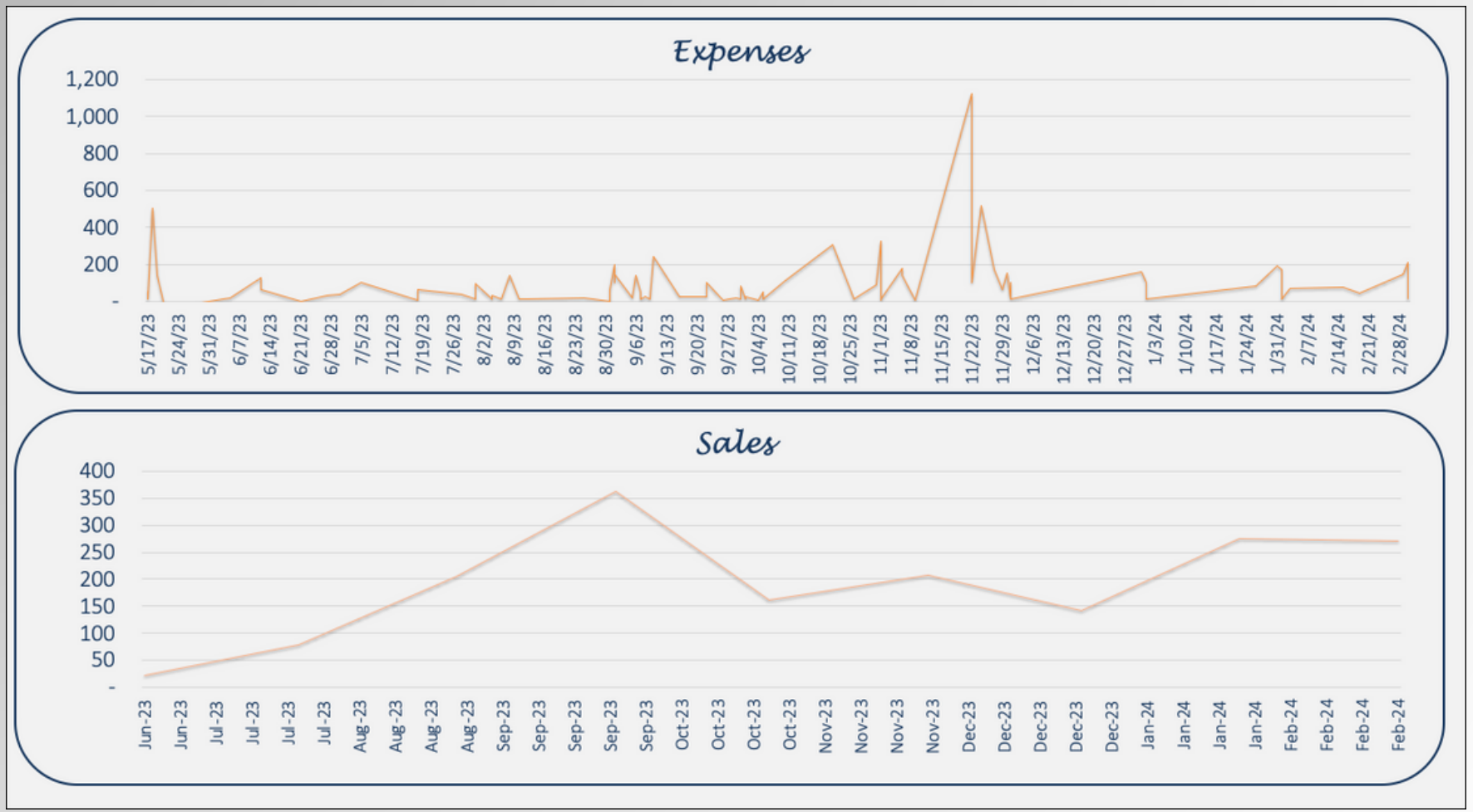
3 - TRENDING

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



4 - EXPENSES

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

Choose Your Currency	USD

From	5/1/23
To	3/1/24

Total	
$	925

Date Range Total	
$	925

#	Date (MM/DD/YYYY)	Vendor	Tax Category	Total Cost	Receipt Filed	Description	Additional Comments
1	9/5/23			$ 25.00			
2	9/12/23			$ 26.00			
3	9/19/23			$ 27.00			
4	9/26/23			$ 28.00			
5	10/3/23			$ 29.00			
6	10/10/23			$ 30.00			
7	10/17/23			$ 31.00			
8	10/24/23			$ 32.00			
9	10/31/23			$ 33.00			
10	11/7/23			$ 34.00			
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			

Tax Category (Drop Down List)
Vehicle
Home Office
Communications
Supplies
Office Expenses
Startup Costs
Assets
Advertising
Legal & Professional Fees
Other

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5 - SALES

SALES AMOUNT

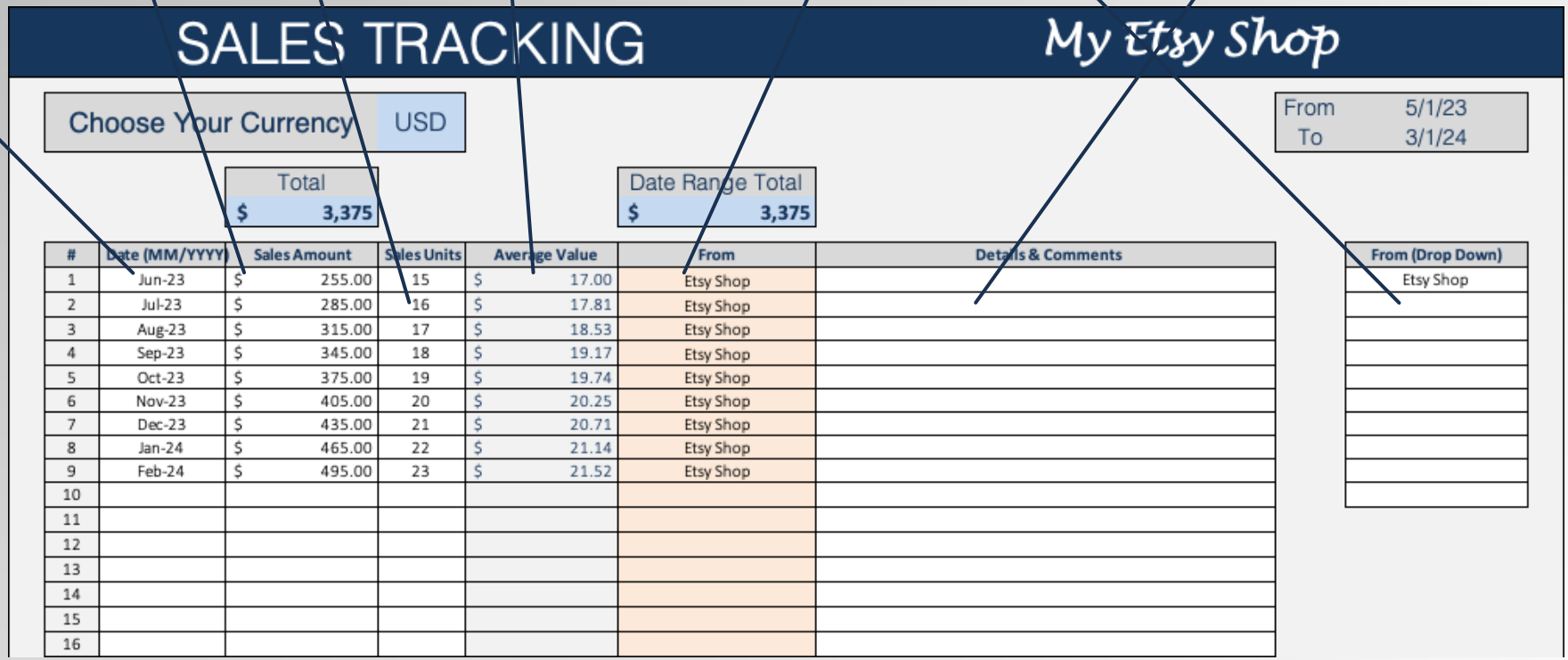
AVERAGE SALES VALUE (AUTO)

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

Choose Your Currency: USD

From 5/1/23
To 3/1/24

Total	Date Range Total
$ 3,375	$ 3,375

#	Date (MM/YYYY)	Sales Amount	Sales Units	Average Value	From	Details & Comments
1	Jun-23	$ 255.00	15	$ 17.00	Etsy Shop	
2	Jul-23	$ 285.00	16	$ 17.81	Etsy Shop	
3	Aug-23	$ 315.00	17	$ 18.53	Etsy Shop	
4	Sep-23	$ 345.00	18	$ 19.17	Etsy Shop	
5	Oct-23	$ 375.00	19	$ 19.74	Etsy Shop	
6	Nov-23	$ 405.00	20	$ 20.25	Etsy Shop	
7	Dec-23	$ 435.00	21	$ 20.71	Etsy Shop	
8	Jan-24	$ 465.00	22	$ 21.14	Etsy Shop	
9	Feb-24	$ 495.00	23	$ 21.52	Etsy Shop	
10						
11						
12						
13						
14						
15						
16						

From (Drop Down)
Etsy Shop

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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

Choose Your Currency	USD

From	5/1/23
To	3/1/24

Total	Date Range Total
$ 11,375	$ 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

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

YOUR TARGET HOURLY RATE FOR RUNNING THE BUSINESS

DETAILS AND COMMENTS

DATE (BY WEEK)

OWNER TIME LOG

My Etsy Shop

Choose Your Currency: USD

From 5/1/23
To 3/1/24

Total	Date Range Total
$ 8,437	$ 8,088

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	

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8 - 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

Choose Your Currency	USD

Total Annual Cost	Total Monthly Cost
$ 145	$ 12

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
Software	Erank	$ 9.99	12	$ 119.88	$ 9.99			
Business	License	$ 25.00	1	$ 25.00	$ 2.08			
		$ -	1	$ -	$ -			
		$ -	1	$ -	$ -			
		$ -	1	$ -	$ -			
		$ -	1	$ -	$ -			
		$ -	1	$ -	$ -			
		$ -	1	$ -	$ -			
		$ -	1	$ -	$ -			
		$ -	1	$ -	$ -			
		$ -	1	$ -	$ -			
		$ -	1	$ -	$ -			
		$ -	1	$ -	$ -			
		$ -	1	$ -	$ -			

Expense Type (Drop Down)
Subscription Service
Software
Website
Business

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