ETSY BOOKKEEPING GUIDE

4.0 - 8/17/24

SpreadWiseCo™

Spreadsheets Reimagined

BUILT WITH MICROSOFT EXCEL

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!

TOOL USER INPUTS

INPUT BOX

DROP DOWN MENU

**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.

DSK

THERE IS AN ABOUT TAB IN EVERY WORKBOOK THAT INCLUDES IMPORTANT INFORMATION ABOUT YOUR DASHBOARD, AND USEFUL LINKS.
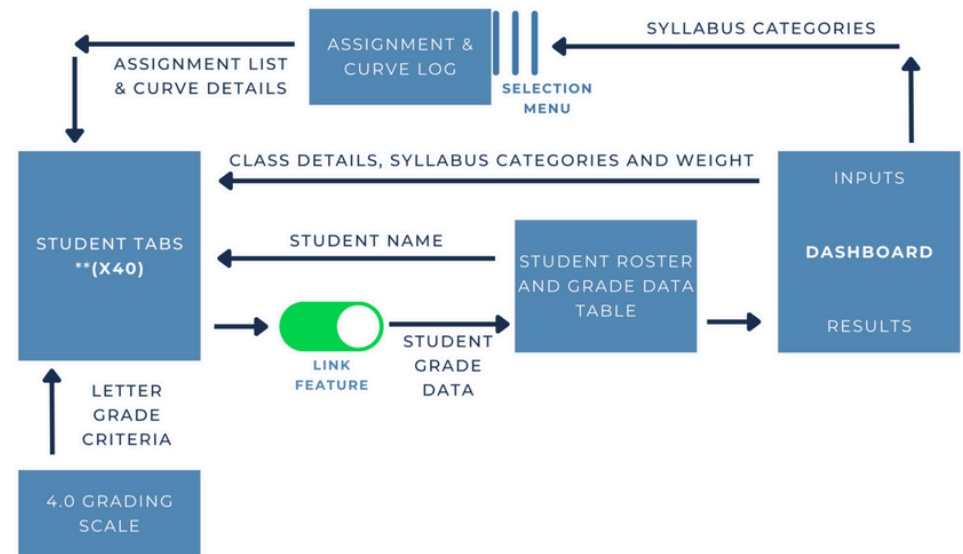
WE PROVIDE A HIGH LEVEL FLOW CHART FOR EVERY TOOL FOR A QUICK REFERENCE OF HOW IT ALL WORKS!

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

SYLLABUS CATEGORIES

ASSIGNMENT LIST & CURVE DETAILS

ASSIGNMENT & CURVE LOG

SELECTION MENU

CLASS DETAILS, SYLLABUS CATEGORIES AND WEIGHT

STUDENT TABS **(X40)

STUDENT NAME

STUDENT ROSTER AND GRADE DATA TABLE

INPUTS

DASHBOARD

RESULTS

LINK FEATURE

STUDENT GRADE DATA

LETTER GRADE CRITERIA

4.0 GRADING SCALE

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

PRODUCT SPECIFICATIONS

DSK

BUILT WITH

Microsoft Excel 365

COMPATABILITY
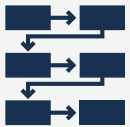
All Microsoft Excel Versions

Not Compatible with Google Sheets

PRODUCT GUIDES

Detailed PDF Guide

Detailed Tool Flow Chart

VIDEO TUTORIALS

Not Yet Available

CURRENCY

$USD
€EUR
£GBP
CAD

Four Integrated Currencies

TABS

- About & Flow Chart
- Bookkeeping Dashboard
- Sales & Expense Trending
- Expense Tracker
- Sales Tracker
- Deposit Tracker
- Owner Time Log
- Recurring Expense Tracker
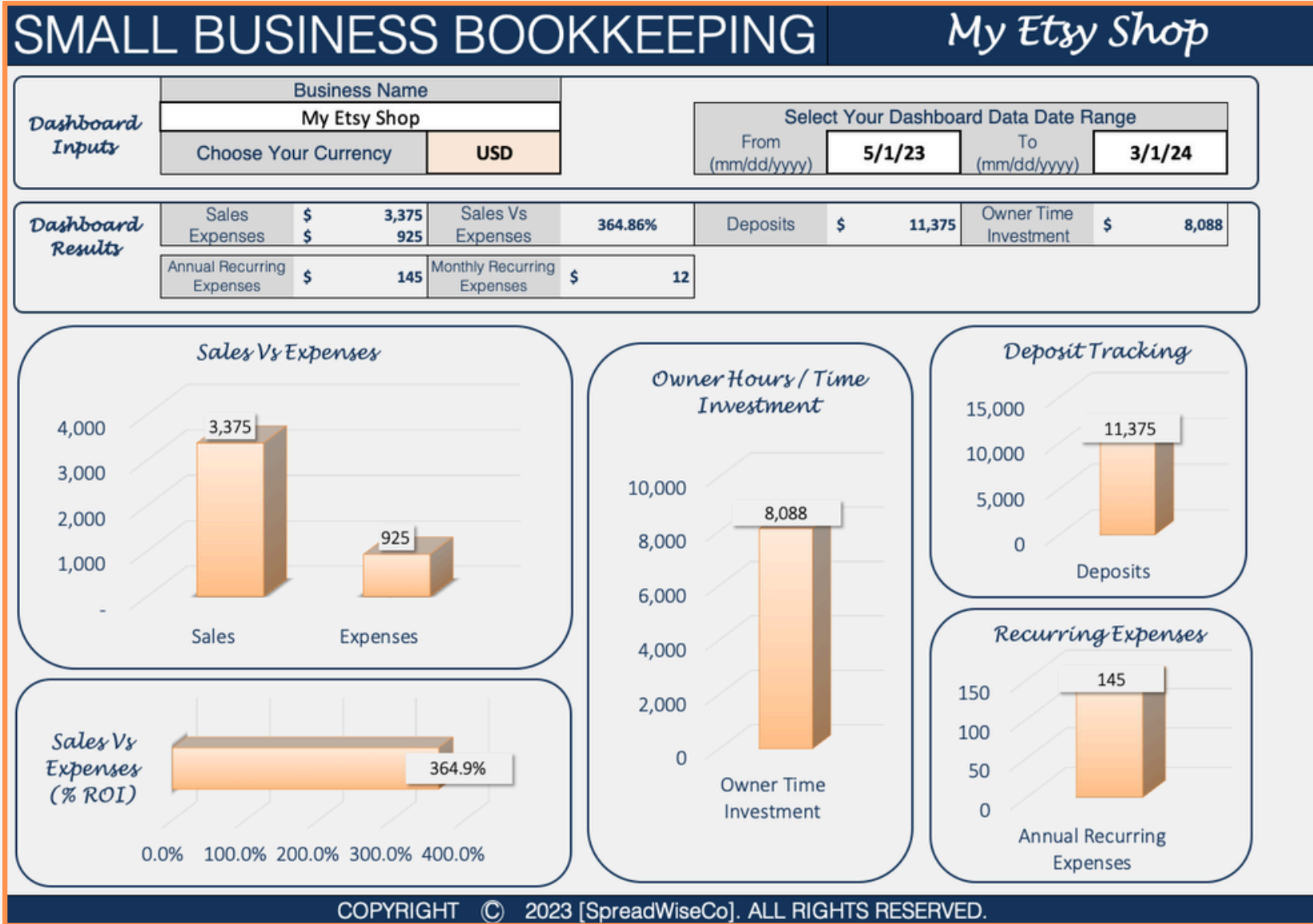
SETUP/LEARNING CURVE

| 15MIN | 30MIN | 45MIN | 1HR | 2HR |

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

Sales Vs Expenses

- 3,375 — Sales
- 925 — Expenses

Owner Hours / Time Investment

- 8,088 — Owner Time Investment

Deposit Tracking

- 11,375 — Deposits

Sales Vs Expenses (% ROI)

- 364.9%

Recurring Expenses

- 145 — Annual Recurring Expenses

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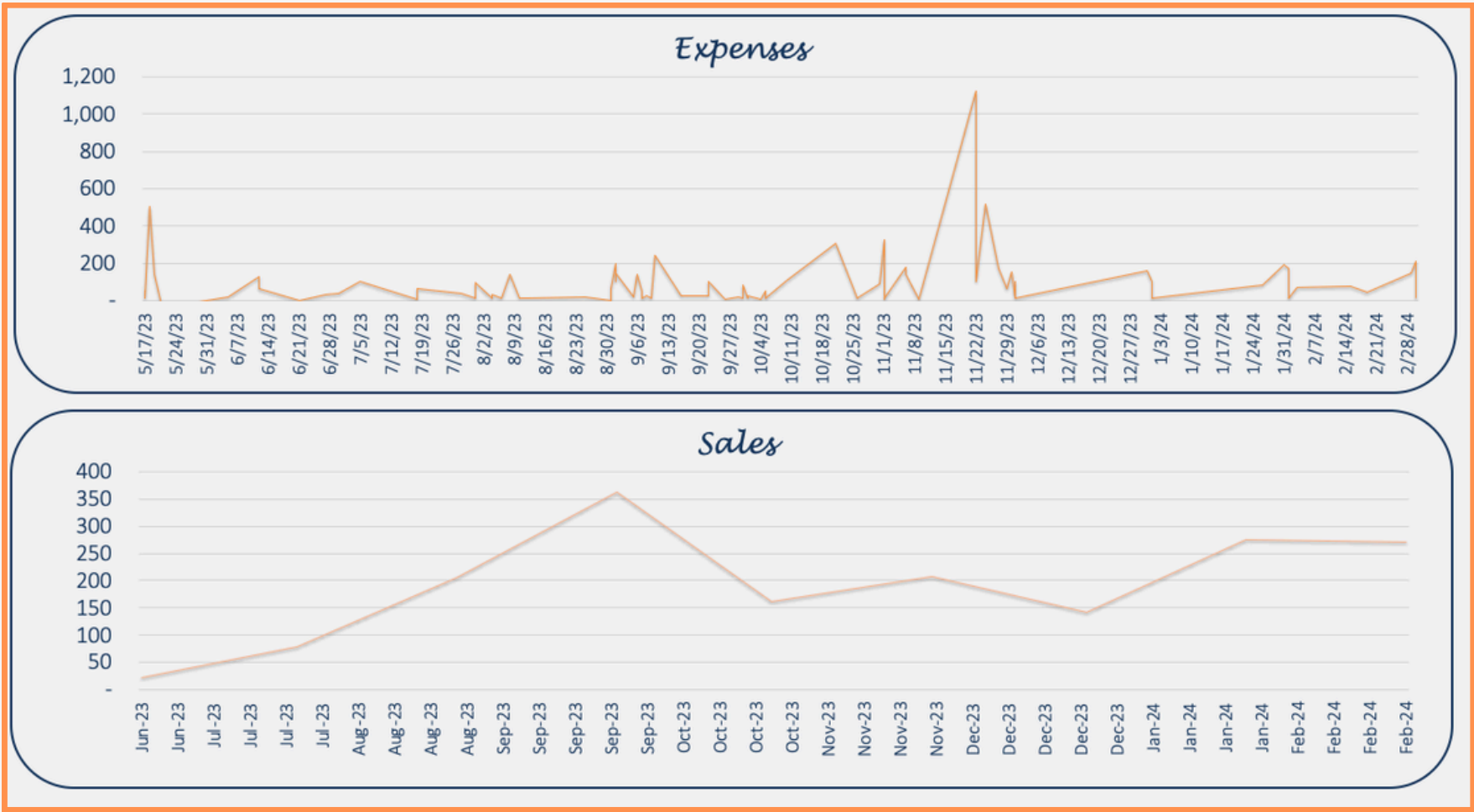
SET YOUR CURRENCY. THIS WILL SELECT YOUR CURRENCY TYPE ON ALL TABS

SMALL BUSINESS 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			

DSK

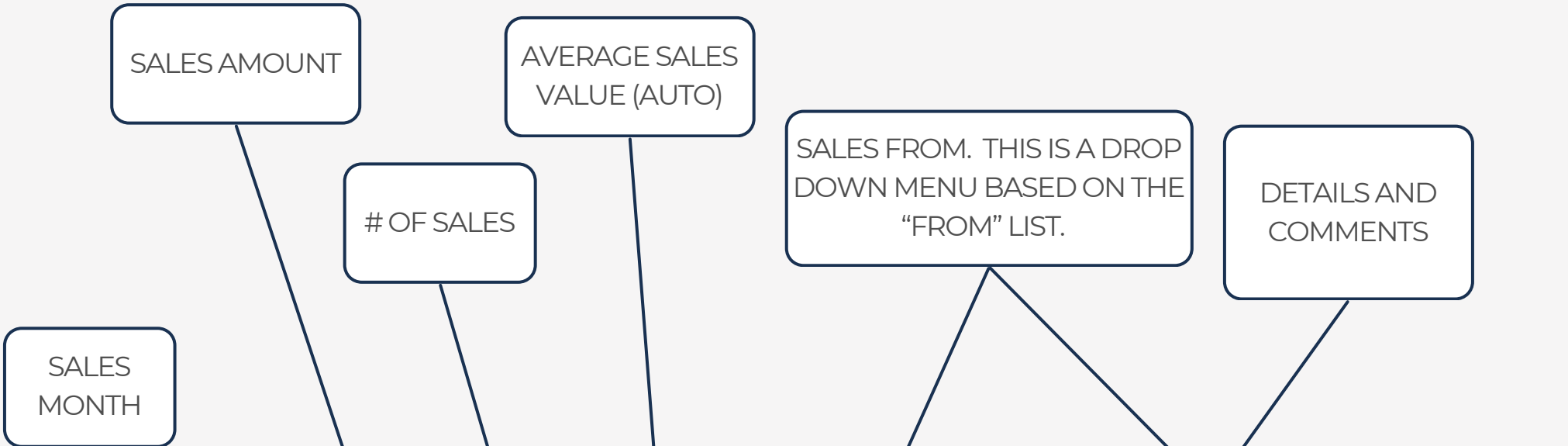NOTHING REQUIRED HERE. THIS WILL BEGIN TO POPULATE AS YOU UPDATE THE EXPENSE AND SALES TABS

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
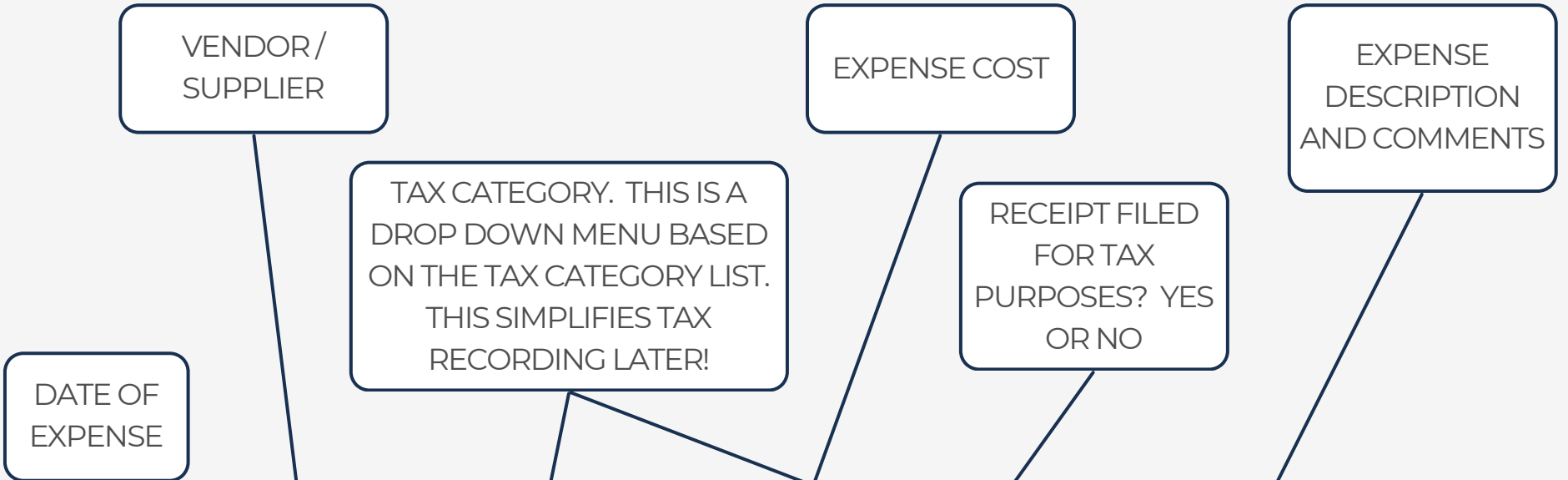
BUSINESS EXPENSE TRACKING

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	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				

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	
$	3,375

Date Range Total	
$	3,375

#	Date (MM/YYYY)	Sales Amount	Sales Units	Average Value	From	Details & Comments	From (Drop Down)
1	Jun-23	$ 255.00	15	$ 17.00	Etsy Shop		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							

DEPOSIT AMOUNT

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

DETAILS AND COMMENTS

DATE (BY WEEK)

DEPOSIT TRACKING
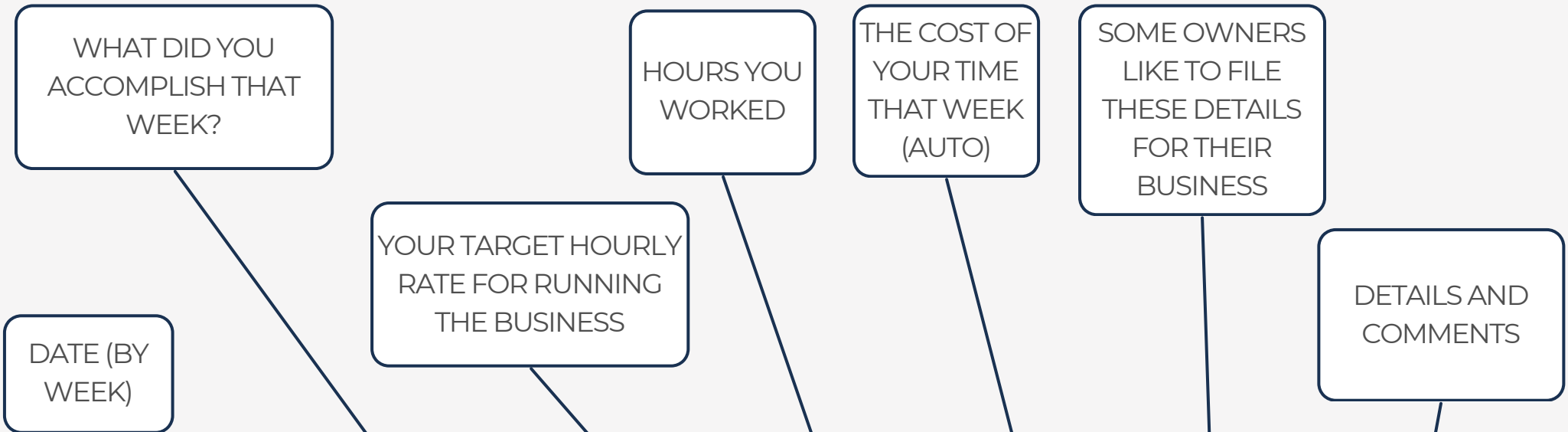
My Etsy Shop

Choose Your Currency	USD

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

Total	
$	11,375

Date Range Total	
$	11,375

#	Date (MM/DD/YYYY)	$ Amount		From	Details & Comments		From (Drop Down)
1	9/5/23	$	125.00	Etsy (Weekly Auto)			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)			

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	

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		Expense Type (Drop Down)
Software	Erank	$ 9.99	12	$ 119.88	$ 9.99					Subscription Service
Business	License	$ 25.00	1	$ 25.00	$ 2.08					Software
		$ -	1	$ -	$ -					Website
		$ -	1	$ -	$ -					Business
		$ -	1	$ -	$ -					
		$ -	1	$ -	$ -					
		$ -	1	$ -	$ -					
		$ -	1	$ -	$ -					
		$ -	1	$ -	$ -					
		$ -	1	$ -	$ -					
		$ -	1	$ -	$ -					
		$ -	1	$ -	$ -					
		$ -	1	$ -	$ -					
		$ -	1	$ -	$ -					

IMPORTANT

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