



SpreadWiseCoTM

Spreadsheets Reimagined

ETSY BOOKKEEPING GUIDE

5.0 - 8/31/2025

BUILT WITH
MICROSOFT
EXCEL



PRODUCT FEATURES & LEARNING TIME

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 READY** ORGANIZATION
- ✓ **DESIGNED BY ETSY** SELLERS, **FOR ETSY** SELLERS
- ✓ **FIVE INTEGRATED CURRENCIES** (*USD, EUR, GBP, CAD, AUD*)
- ✓ **BUILT IN GUIDE** **NOTES**



DASHBOARD LEARNING & SETUP CURVE

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



PRODUCT COMPATIBILITY

SOFTWARE APPLICATION

MICROSOFT EXCEL



GOOGLE SHEETS



APPLE NUMBERS



OPERATING
SYSTEMS



MICROSOFT
WINDOWS



MAC OS

*PRODUCT WAS BUILT WITH
MS EXCEL 365 FOR MAC*

MOBILE USE
OF MS EXCEL



MICROSOFT 365
SHAREPOINT / ONE DRIVE



PHONE OR TABLET
WITH EXCEL APP

****PRODUCT WILL FUNCTION IN MOBILE APPLICATION USES, BUT **BE AWARE** OF THE FOLLOWING**

- *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*

TABS & GUIDES

TABS & GUIDES



EXPENSE
TRACKING



OWNER TIME LOG



BOOKEEPING
DASHBOARD



PDF GUIDE



SALES TRACKING



RECURRING
EXPENSE TRACKER



DEPOSIT
TRACKING



SALES & EXPENSE
TRENDING

LEARN MORE



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

*Enjoy Your
Dashboard!*

ABOUT THIS GUIDE

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.

YOUTUBE TUTORIALS

IF THERE ARE YOUTUBE TUTORIALS AVAILABLE FOR THIS PRODUCT, YOU CAN ACCESS THEM BY CLICKING ON THE YOUTUBE LOGO.



DOWNLOAD THIS GUIDE ANYTIME AT [HTTPS://SPREADWISECO.COM](https://spreadwise.co.com)

FREQUENTLY ASKED QUESTIONS

YOUTUBE TUTORIALS

CLICK THE LOGO 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

IN YOUR PRODUCT 'ABOUT' TAB

DSK

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

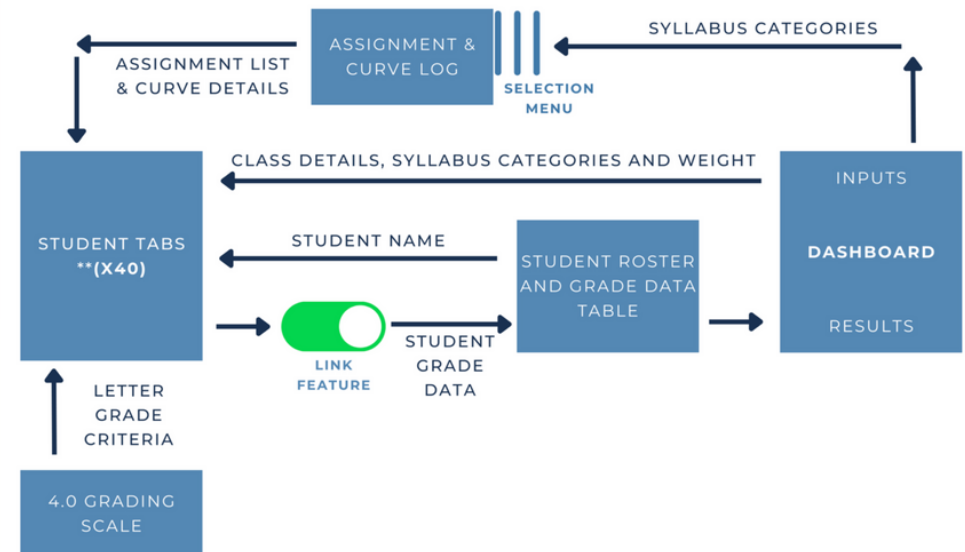
WE PROVIDE A HIGH LEVEL FLOW CHART FOR EVERY TOOL FOR A QUICK REFERENCE OF HOW IT ALL WORKS!

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

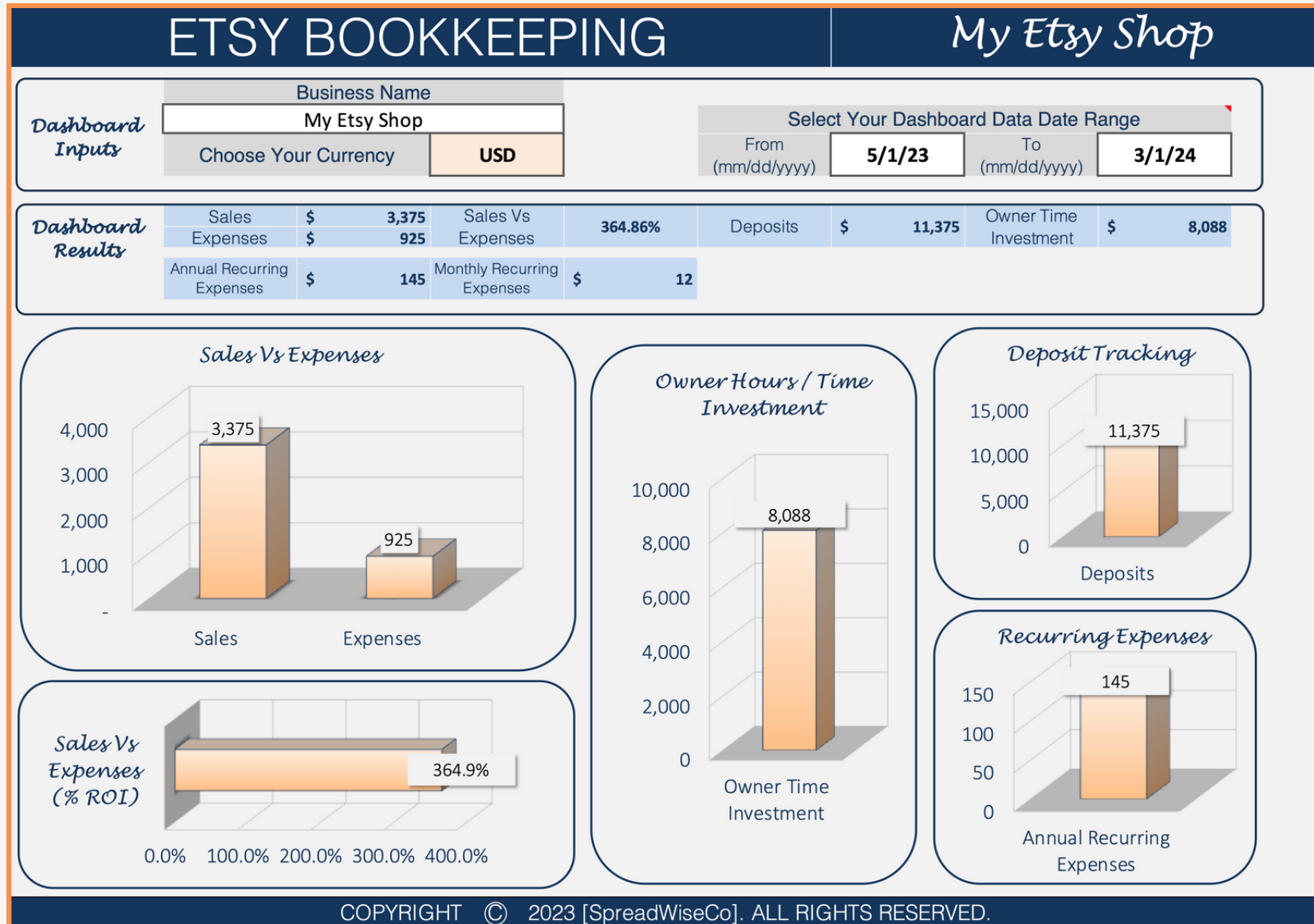


**DASHBOARD IS PRESET WITH (5) STUDENT TABS. BY SIMPLY MAKING A COPY OF THE TAB, YOU CAN QUICKLY LINK UP TO (40)

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

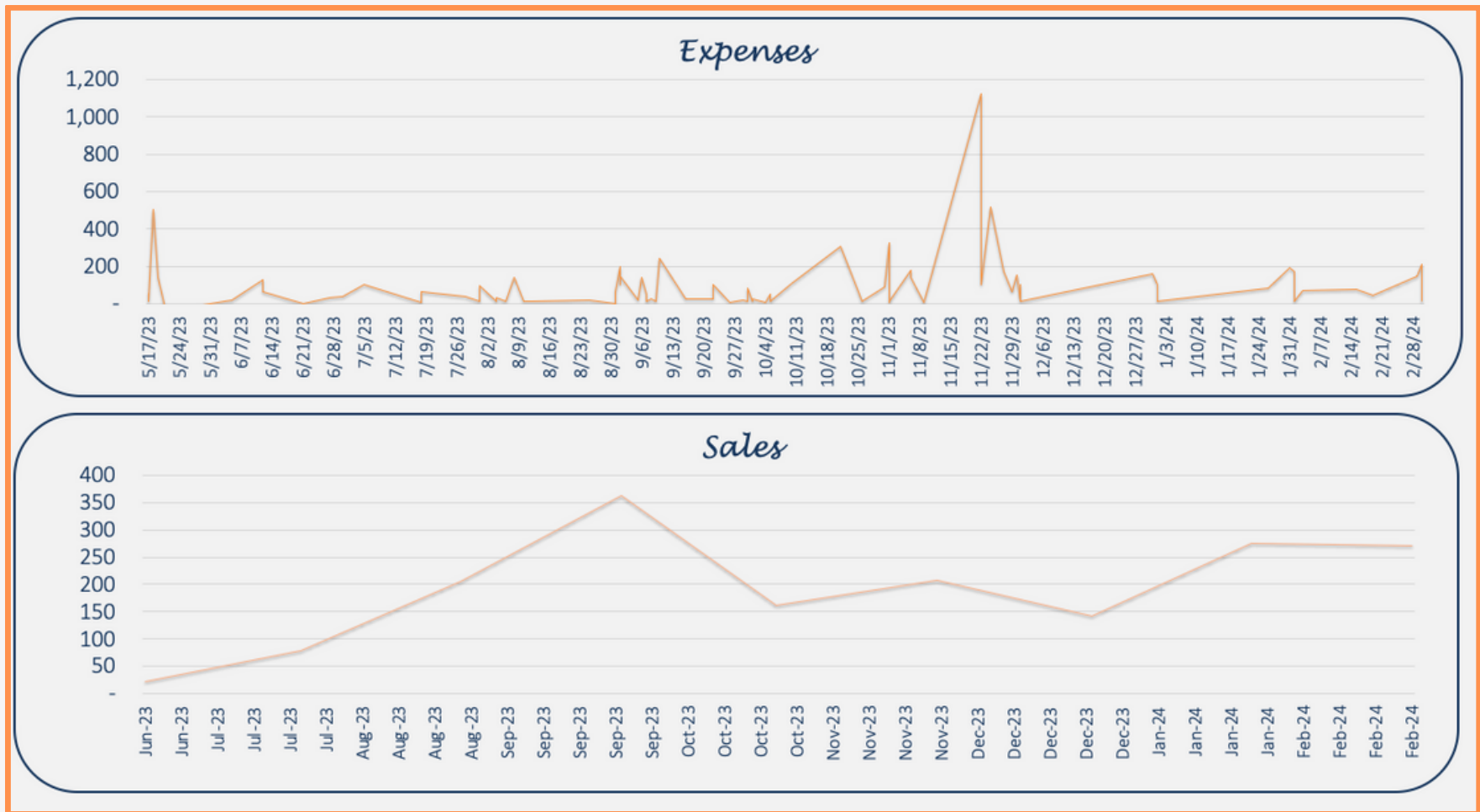
SET YOUR CURRENCY. THIS WILL SELECT YOUR CURRENCY TYPE ON ALL TABS

ETSY BOOKKEEPING					My Etsy Shop						
Dashboard Inputs	Business Name				Select Your Dashboard Data Date Range						
	My Etsy Shop				From	5/1/23	To	3/1/24			
	Choose Your Currency				(mm/dd/yyyy)						
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		Total		Date Range Total		From 5/1/23 To 3/1/24		
		\$ 3,375		\$ 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

From

To

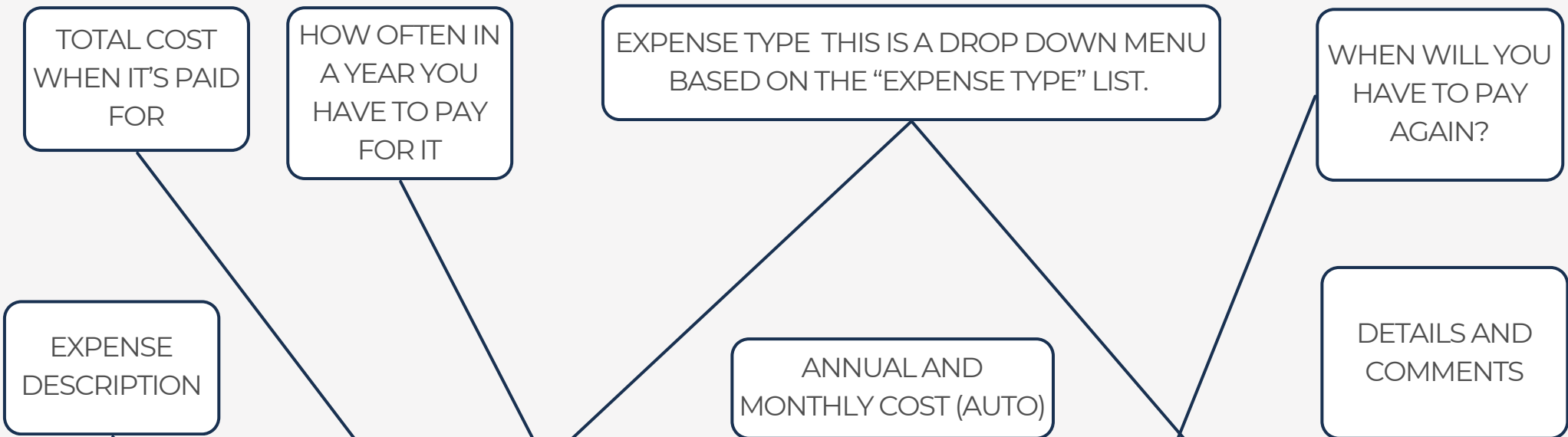
5/1/23

3/1/24

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
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

[illegible]

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