THANK YOU FOR YOUR PURCHASE

Start Here

Welcome to your Small Business Bookkeeping Spreadsheet + Tax Organizer, made for sole owners, freelancers, 1099 workers and online sellers.

Small-Business-Bookkeeping-Spreadsheet.xlsx

14 tabs: Start Here, Setup, Year Summary dashboard, Income, Expenses, Bank Paste, Bank Check, Monthly P&L, Quarterly, Mileage, Invoices, Contractors Paid, Sales Tax, Home Office & Assets. Works in Google Sheets and Excel.

OPEN-IN-GOOGLE.pdf

One-click Make my copy button for Google Sheets (the same link as the green button below).

Tax-Organizer-Checklist (PDF, US Letter + A4)

12 printable pages: cover, how to use, business details, documents to gather, 1099s received, contractors paid, receipts check, vehicle, home office, tax payments, questions for your tax pro and a year-end wrap-up.

START-HERE.pdf (this file)

Setup steps, tips and license.

Google Sheets: make your copy in one click

Sign in to Google, click here, then click Make a copy. It lands in your own Drive.

Make my copy →

Set up in 6 steps

1. Open the spreadsheet. Google Sheets: click the green Make my copy button above (or use OPEN-IN-GOOGLE.pdf). Excel: open the .xlsx file.
2. Setup tab: type your business name and check the tax year (it is set to 2027; change it if you keep books for another year). Rename or add categories if you like.
3. Clear the sample rows on Income, Expenses, Bank Paste, Bank Check, Mileage, Invoices, Contractors Paid, Sales Tax and Home Office & Assets: select only the yellow cells and press Delete. Formula cells are locked, so they stay safe.
4. Log money as it comes in and goes out, or paste your bank download into Bank Paste once a month. Use one or the other for each transaction, never both.
5. Each month, type your bank's ending balance on Bank Check and see OK when your books match. The Year Summary checks say OK when everything adds up.
6. At tax time, print the Tax Organizer Checklist and work through it with your spreadsheet open.

Organizer only: not tax, legal or accounting advice. Talk to a tax professional. The spreadsheet adds up your records; it never tells you what to deduct or what you owe.

Sample

Free sample from pagewisestudio.com

HOW TO USE

Tips, Notes & License

Bank Paste and keyword rules

Download a CSV from your bank, then paste Date, Description and Amount into columns A to C of the Bank Paste tab (Paste special, values only). Each row is matched against the keyword rules on Setup: if the description contains the keyword, it gets that category. First match wins. Type in the My category column to override a row. Choose Skip (personal / transfer) for anything that is not business income or a business cost.

Yellow cells are yours

Type in the light yellow cells. Grey-green cells hold formulas, fill in by themselves and are locked in Excel so they are not wiped by accident (Review > Unprotect sheet, no password, if you want to change the layout). The Mileage rate, Quarterly set-aside % and sales tax rates are left blank on purpose: enter the numbers you use, as we do not supply any rates.

Month-end in 4 steps

1. Paste or log the month's rows. 2. Give every row a category. 3. On Bank Check, type each account's ending balance from your statement and see OK or the difference. 4. On Contractors Paid, add anyone new you paid, with W-9 on file Y/N.

When to move to software

This spreadsheet is made for simple books: one owner, a few accounts, no payroll. If you hire employees, carry stock in many places or need invoices synced to your bank, ask your tax pro whether accounting software is a better fit.

Organizer only

Organizer only. This spreadsheet and checklist help you keep tidy records. They are not tax, legal or accounting advice, and they do not tell you what you can deduct or how much tax you owe. Talk to a tax professional about your own situation.

License

For your own business records. You may use it every year and make copies for your own businesses. Please do not resell, share or redistribute the files.

Need help?

Email support@pagewisestudio.com and we will be happy to help. Enjoying it? Leave a quick review: pagewisestudio.com/review/

Here's to tidy books!

Free sample from pagewisestudio.com

SECTION 2

Documents to Gather

Tick each item as it goes into your tax folder. Skip anything that does not apply to you.

Last year

- [ ] Last year's tax return (all pages)
- [ ] Any letters from a tax agency this year
- [ ] Last year's notes from your tax pro

People you paid

- [ ] W-9 forms from contractors
- [ ] Records of 1099 forms you sent
- [ ] Payroll reports (if you have employees)

Money in

- [ ] 1099 forms you received (see next page)
- [ ] Payout reports from each marketplace or payment app
- [ ] Your invoice list with paid dates (Invoices tab)
- [ ] Records of cash and check sales

Car & home

- [ ] Mileage log (Mileage tab) and odometer readings
- [ ] Car costs: gas, repairs, insurance, parking
- [ ] Home office size and whole-home size
- [ ] Home costs: rent or mortgage, utilities, insurance

Money out

- [ ] Receipts for each expense category
- [ ] 12 months of business bank statements
- [ ] 12 months of business card statements
- [ ] Loan statements showing interest paid

Other records

- [ ] Receipts for equipment and other big purchases
- [ ] Records of any tax payments you made this year
- [ ] Sales tax returns and payment confirmations
- [ ] Health insurance and retirement account statements (ask your tax pro if these apply)

Other documents

Sample

Free sample from pagewisestudio.com