

OVERWHELMED -TO- OWNERSHIP

challenge workbook



ORDERLY
ACCOUNTING
by Katie

Welcome to the road to clarity!

If you're craving **more clarity** and **less chaos** in your business on the numbers side of things...

You're in the right spot!

In five short days we're going to implement good habits immediately and work towards cleaning up the mess you're currently sitting on so you never get overwhelmed again.

Lets get started!

Use this workbook to help you work through this week's steps.

Day 1: Sales Payment Methods

Use the chart below to help you decide what payment methods work for your business.

Consider if your payment method has fees, if the convenience is worth the fee (in my opinion it often is), & if you can use the payment method exclusively for business. If it has fees that are worth it and you can use it exclusively, you will likely choose to continue to accept. If it has fees that aren't worth it, maybe you should stop accepting it. And if it has no fees but you can't easily keep your business income separate, you might want to drop it. Mark Y or N in "continue to accept?" when you've made up your mind. Read my tips for keeping it organized.

Payment Type	Fees?	Is the convenience worth the fee?	Is it possible to use this exclusively for business?	Continue to accept?	Best Practice Tips
Cash					Deposit into your business checking before spending
Check					Deposit into your business checking before spending
Paypal					Transfer to business checking as soon as you get paid
Venmo					Transfer to business checking as soon as you get paid
Cash App					Transfer to business checking as soon as you get paid
Stripe					Link to business checking
Etsy					Link to business checking
Other					
Other					
Other					

Day 1: Business Purchase Methods



#protip: you should pay for all business expenses from accounts you use exclusively for business.

Example: Don't use personal credit cards to pay for business expenses.

Business Only Bank Accounts:

Business Only Credit Cards:

If you've been using personal bank/credit card accounts throughout the year, list them here (and stop using them going forward):

Personal Bank Accounts where business purchases were made:

Personal Credit Cards where business purchases were made:

(print as many pages as needed)

Category Total: \$_____

Day 2: Simple Profit & Loss

Total Sales	\$	
Expenses by Category:		
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Expenses:	\$	
Profit/(Loss): sales minus expenses	\$	

Total Business Miles _____ x Standard Mileage Rate 54.5 cents per mile =

Standard Mileage Deduction: \$_____

(print as many pages as needed)