Pet Sitting & Dog Walking Business Tracker: how to use it

Start here:

Yellow cells are yours to fill in. Green-grey cells hold formulas: leave them alone and they fill themselves.

Drop-down cells only take values from the lists on the Settings tab (or the tab named in the guide). Edit the lists and the drop-downs follow.

The example file is filled with fictional clients, pets and bookings so you can see every number working. The blank file is the same workbook, empty. Use the blank one for your business.

Google Sheets: File > Import > Upload the .xlsx (or open it from Google Drive), then File > Save as Google Sheets. Excel: just open it (Excel 2010 or newer, Windows or Mac). Numbers on Mac also opens it.

Set up (5 minutes):

1. Settings: edit your services and prices (up to 10), your expense categories, the year (F4) and the % of income you set aside for tax (F2).

2. Clients: one row per client: name, pets, notes (vet, key, feeding). Bookings, revenue and money owed fill in.

3. Bookings: one row per job: date, client, service, how many visits or nights. The price comes from your price list; type a price in the override column to charge something else. Mark Paid Yes or No.

4. Expenses: supplies, mileage, insurance, treats, app fees, one row each.

What you get:

Dashboard: bookings, revenue, expenses, profit and tax set-aside by month, revenue by service, money you are still owed.

Clients: who books most and who owes you. Unpaid bookings show red.

This is a record-keeping tool, not tax advice.

Help:

Something wrong, or a column you need? Message us on Etsy; we fix it and update the download for every buyer.

Designed by Tuper. Built with AI tools and tested by us; tell us if anything breaks.