Self-Employed Bookkeeping Spreadsheet: 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 income, expenses and invoices 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: the categories (income and expense lines follow US Schedule C, rename freely), your tax set-aside % (F2), the year (F4) and today's date for the invoice ageing (F6).

2. Ledger: one row per payment in or out: date, who, category, amount (always positive). Type, month, year and quarter fill in.

3. Invoices: one row per invoice you sent: client, number, amount, paid Yes or No. The days outstanding and OPEN / OVERDUE status fill in from the date in Settings F6. Invoices over 30 days turn OVERDUE.

What you get:

Dashboard: income, expenses and net by month; the four quarters with the amount to set aside for estimated tax; every category total for the year; open and overdue invoices.

Quarters match the usual US estimated-tax periods by calendar quarter; check due dates with your tax adviser or tax authority.

This is a record-keeping tool, not accounting software or tax advice. Check your totals with a professional.

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.