



What is *your* current process of tracking Business income and expenses?

1 How are you tracking your revenue?

Are you invoicing and receiving electronic payments?

Through your website?

Through your general ledger package - i.e. QuickBooks or Wave?

Through your bank account?

Are you using Word or Excel?

Are you using a budgeting software only?

Are you using a unique process?

2 How are you tracking your expenses?

Are you using an accounting package?

Are you using Word or Excel?

Are you using a credit or debit card exclusively for business?

Are you using a unique process?

3 Do you know how much you need to sell to cover your costs?

4 Right here, right now, do you know your net profit (loss)?