

The Side-Business Income & Expense Tracker

Quick-Start Guide · Income, expenses, receipts, invoices and mileage for a side business, with a month-by-month summary. Categories are your own.

What's in your download

- Side-Business-Tracker.xlsx: the blank workbook, ready for your details
- Side-Business-Tracker (Example).xlsx: the same workbook filled with made-up data, so you can see how it works
- Quick-Start-Guide.pdf: this guide

Opening the file

The workbook is a standard .xlsx file. It opens in any modern spreadsheet app on a computer, and in free web-based spreadsheet apps (upload the file, then open it). Keep a copy of the original download as a backup.

Set up in five minutes

1. Set up Categories: rename or add your own income and expense labels.
2. Log each sale or payment on Income, and each purchase on Expenses. Amounts are positive numbers.
3. Tick 'Receipt saved' once you've filed the receipt. Untick rows stay amber.
4. Track invoices on Invoices; type the date paid when the money arrives.
5. Log business trips on Mileage with start and end odometer readings.
6. Monthly Summary and Dashboard add up the year. Nothing to type there.

Tab by tab

Dashboard. Income, expenses, invoices, receipts and mileage for the year. Nothing to type here.

Income. Money in, by client or source and category, with invoice numbers.

Expenses. Money out, by vendor and category, with receipt-saved ticks.

Categories. Your own income and expense labels used by the dropdowns and the summary.

Monthly Summary. Income, expenses and the difference for every month, then every category by month.

Invoices. Invoices with due dates, automatic Open/Paid/Overdue status and days overdue.

Mileage. Business trips with purpose and odometer readings; distance calculated for you.

Tips

- Some people keep business money in its own account, which can make logging simpler.
- Photograph receipts the day you get them and name the file with the date and vendor.
- A regular monthly catch-up: log entries, tick receipts, review overdue invoices.
- Use the Notes column for anything you'd want to explain later.

This workbook is a record-keeping tool. It doesn't give tax, legal, or accounting advice, and category names are not tax categories.

Need help?

If something doesn't work the way you expect, contact the support address on the shop page. If the kit isn't right for you, ask for a refund within 14 days of purchase.

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