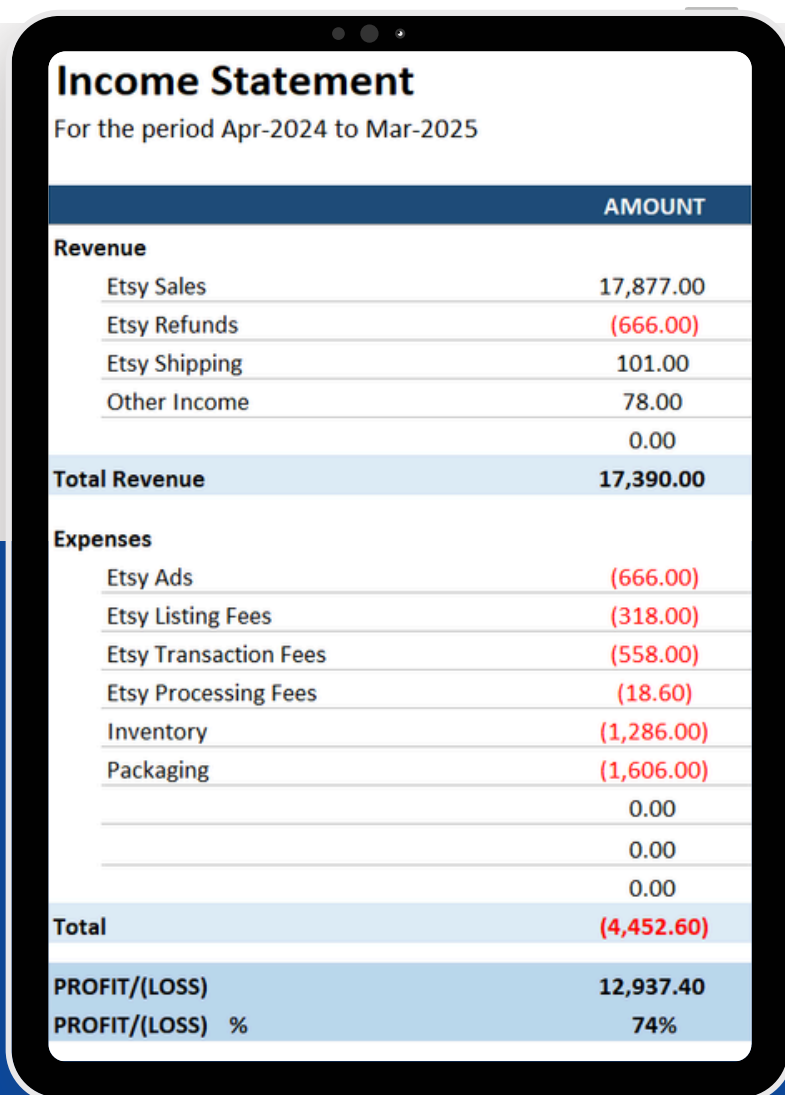


FREE BOOKKEEPING TEMPLATE

For Google Sheets



Income Statement	
For the period Apr-2024 to Mar-2025	
	AMOUNT
Revenue	
Etsy Sales	17,877.00
Etsy Refunds	(666.00)
Etsy Shipping	101.00
Other Income	78.00
	0.00
Total Revenue	17,390.00
Expenses	
Etsy Ads	(666.00)
Etsy Listing Fees	(318.00)
Etsy Transaction Fees	(558.00)
Etsy Processing Fees	(18.60)
Inventory	(1,286.00)
Packaging	(1,606.00)
	0.00
	0.00
	0.00
Total	(4,452.60)
PROFIT/(LOSS)	12,937.40
PROFIT/(LOSS) %	74%



Copyright

This eBook is Copyright © by Easy Bookkeeping Templates.
All rights reserved.

Disclaimer

The use of any products or services offered through Easy Bookkeeping Templates should be based on your own due diligence. You agree that we at Easy Bookkeeping Templates (including sponsors, promoters, advertisers or affiliates), are not responsible for the success or failures you experience in your personal or business life.

Easy Bookkeeping Templates is not a financial or tax adviser. Our products and videos are here to inform you and the information provided does not constitute financial, taxation, legal, business or other professional advice and should not be relied upon as such.

Easy Bookkeeping Templates is not liable or responsible for any financial, tax, legal, business or other decisions you make. If you are looking for advice, you should seek a suitable and qualified adviser.



Hi, I'm Mark

And I created the **FREE Bookkeeping Template** so you could do the books for your small business completely for free.

Software such as Xero and QuickBooks can be expensive and the last thing you need as a small business owner is another cost!



And while there are other spreadsheets out there, they are often too complicated and confusing.

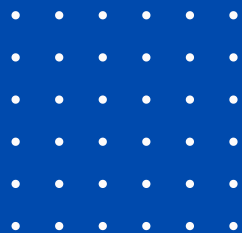
So please enjoy the simplicity and zero cost of this spreadsheet, but keep in mind that if you do need something bigger and better as your business grows, check out the **low-cost ADVANCED Bookkeeping Template**.

Details are on the next page or [right here](#).

Happy bookkeeping!

Mark Cunningham

mark@easybookkeepingtemplates.com



Need More?

If you need more than the **FREE** version offers, check out the **low-cost ADVANCED** version of our **Bookkeeping Template** by [clicking on this link](#).

FEATURES	FREE	ADVANCED
Price (USD)	\$0	\$37
Transactions	500	20,000
Income Categories	5	10
Expense Categories	20	30
Income Statement	Annual	Monthly
Link to Documents	✓	✓
Summary Report	✗	✓
Dashboard with Charts	✗	✓
GST/VAT/Sales Tax	✗	✓
Find Out More		Click Here

SETTING UP

Business Details

To get started, click on the **Business Details** tab at the bottom of your screen in Excel.




Fill in Your Business' Details

Enter the following details into the yellow cells:

- **Business Name** - enter the name of your business. This name will appear on your reports.
- **Starting Month** - choose the month from which you want to start tracking your transactions.
- **Starting Year** - enter the year the Starting Month belongs to. You must enter a number between 2000 and 3000.

Enter your Business Name -->	My Company Pty Ltd
Choose your Starting Month -->	APR
Choose your Starting Year -->	2024



The information in the blue cells will calculate automatically:

- **Start** of Your **Date Range** - is the first day of the Starting Month
- **End** of Your **Date Range** - is the last day of the Ending Month

Start of Your Date Range	01-Apr-2024
End of Your Date Range	31-Mar-2025




Chart of Accounts

Next, click on the **Chart of Accounts** tab at the bottom of your screen in Excel.



Name Your Revenue Categories

Enter the names of up to 5 types of revenue for your business. There are a few different ways you can do this depending on how you want to track your revenue.

For example, if you want to track your revenue by product, enter the product names like this:

CATEGORY TYPE	CATEGORY NAME
Revenue	50 Instagram Post Templates - Beige
Revenue	50 Instagram Post Templates - Red
Revenue	100 Instagram Post Templates - Beige
Revenue	100 Instagram Post Templates - Red
Revenue	Instagram Checklist

Or if you want to categorise your revenue by type, enter the names of the revenue types like this:

CATEGORY TYPE	CATEGORY NAME
Revenue	Etsy Sales
Revenue	Etsy Refunds
Revenue	Etsy Shipping Income
Revenue	Other Income
Revenue	

Chart of Accounts



Name Your Expense Categories

Enter the names of up to 20 types of expenses for your business.

CATEGORY TYPE	CATEGORY NAME
Expenses	Etsy Listing Fees
Expenses	Etsy Transaction Fees
Expenses	Etsy Processing Fees
Expenses	Inventory
Expenses	Packaging
Expenses	
Expenses	
Expenses	
Expenses	
Expenses	
Expenses	
Expenses	



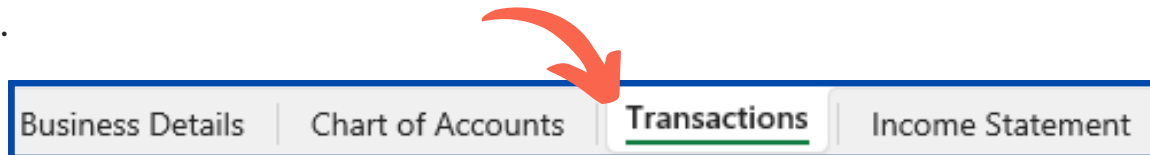
Note: You do not have to fill in all of the category names for Revenue or Expenses i.e. you can leave some lines blank.



TRANSACTIONS

Transactions

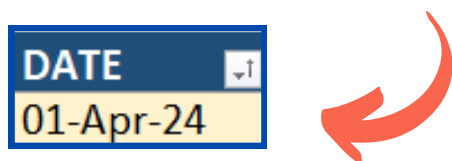
Next, click on the **Transactions** tab at the bottom of your screen in Excel.



In this free template you can enter up to 500 transactions. Check out our advanced templates if you need to enter more transactions.

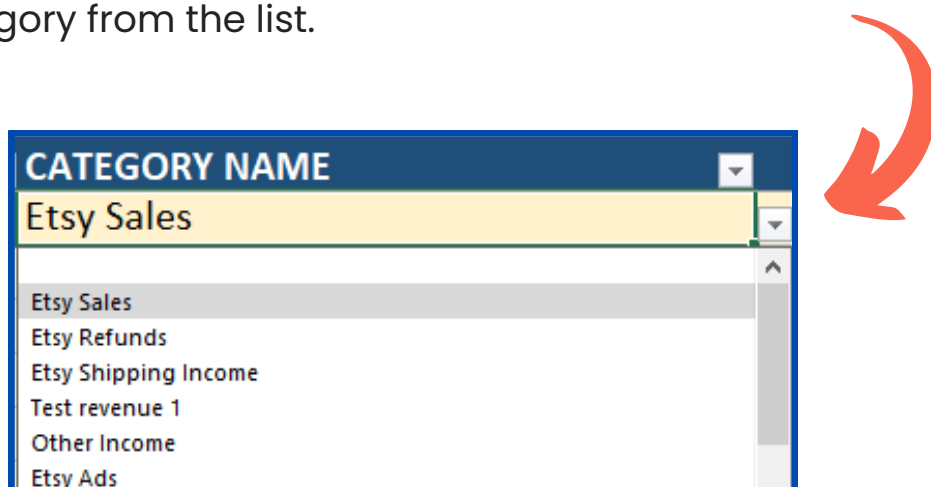
Enter the Transaction Date

Enter the **Date** of your transaction. The date must be within the **Date Range** on the **Business Details** tab.



Choose the Category Name

Click on the drop-down arrow and choose a revenue or expense category from the list.



Transactions



Enter the Amount

Enter **Revenue** amounts as positive numbers, like this:

CATEGORY NAME	AMOUNT
Etsy Sales	1,000.00



Enter **Refunds** of **Revenue** as negative numbers, like this:

CATEGORY NAME	AMOUNT
Etsy Refunds	(50.00)



Enter **Expense** amounts as negative numbers, like this:

CATEGORY NAME	AMOUNT
Etsy Ads	(50.00)



Enter **Refunds** of **Expenses** as positive numbers, like this:

CATEGORY NAME	AMOUNT
Inventory	100.00



Transactions



Enter a Description

Enter a **Description** for your transaction, like this:

DESCRIPTION
Payment for April's Etsy ads



Enter a Reference

Enter a **Reference** for your transaction - an invoice number for example - like this:

REFERENCE
INV-11034



Link to a Document

Enter a **Link** (hyperlink) to a document - such as an invoice - stored in the cloud or on your device, like this:

DOCUMENT
Link



Note: You can leave the Description, Reference and Link fields empty if you want to. It will not affect your reports.



ERROR CHECKING

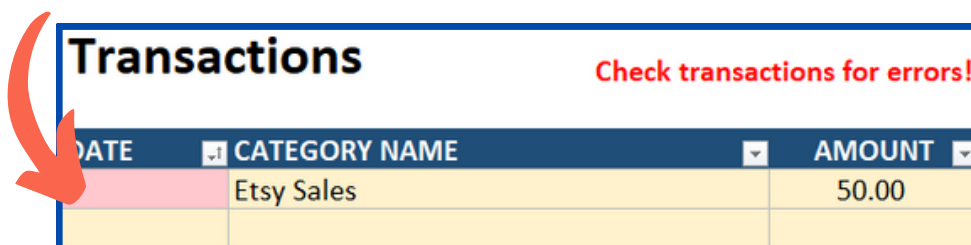
Error Checking



The Transactions tab has some **built-in error checking** to help ensure all your information is entered correctly. Transactions with errors will not flow through to your Income Statement.

Amount with No Date

If you enter an Amount without a Date, the date cell will turn red.



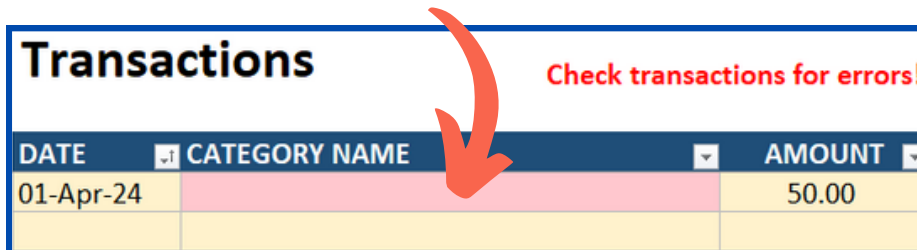
The screenshot shows a table titled "Transactions" with a red error message "Check transactions for errors!". The table has three columns: DATE, CATEGORY NAME, and AMOUNT. The first row has a red background in the DATE column, indicating an error. The CATEGORY NAME is "Etsy Sales" and the AMOUNT is "50.00".

DATE	CATEGORY NAME	AMOUNT
	Etsy Sales	50.00

And this error message will appear.

Amount with No Category

If you enter an Amount without a Category, the category cell will turn red.



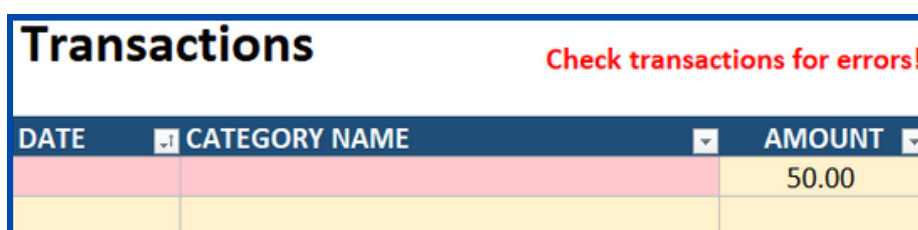
The screenshot shows a table titled "Transactions" with a red error message "Check transactions for errors!". The table has three columns: DATE, CATEGORY NAME, and AMOUNT. The first row has a red background in the CATEGORY NAME column, indicating an error. The DATE is "01-Apr-24" and the AMOUNT is "50.00".

DATE	CATEGORY NAME	AMOUNT
01-Apr-24		50.00

And this error message will appear.

Amount with No Date or Category

If you enter an Amount without a Date or Category, both the date and category cells will turn red.



The screenshot shows a table titled "Transactions" with a red error message "Check transactions for errors!". The table has three columns: DATE, CATEGORY NAME, and AMOUNT. The first row has a red background in both the DATE and CATEGORY NAME columns, indicating errors. The AMOUNT is "50.00".

DATE	CATEGORY NAME	AMOUNT
		50.00

And this error message will appear.



Error Checking



Changing Category Names

If you change a category name after entering transactions using the old name:

- The category name cell will turn red
- The “Check transactions for errors!” message will appear
- The amount will not flow through to the Income Statement

Transactions			Check transactions for errors!
DATE	CATEGORY NAME	AMOUNT	
30-Apr-24	Etsy Refunds	(50.00)	
30-Apr-24	Etsy Shipping Income	101.00	
30-Apr-24	Other Income	1.00	

In this example, the category name “Etsy Shipping Income” has been changed to “Etsy Shipping” after entering a transaction using the old name:

To fix the problem, either change the category name back to the original name, or select the new category name from the drop-down list for every relevant transaction:

30-Apr-24	Etsy Shipping Income	101.00
30-Apr-24		1.00
30-Apr-24	Etsy Sales	(50.00)
30-Apr-24	Etsy Refunds	(21.00)
30-Apr-24	Etsy Shipping	(41.00)
30-Apr-24	Other Income	

Once fixed, the red cells should turn yellow and the amounts will flow through to the Income Statement.

DATE	CATEGORY NAME	AMOUNT
30-Apr-24	Etsy Refunds	(50.00)
30-Apr-24	Etsy Shipping	101.00
30-Apr-24	Other Income	1.00



SORTING BY DATE




Sorting By Date

Transactions Not In Date Order

Sometimes your transactions may be out of date order or contain blank lines:

Not in
date order

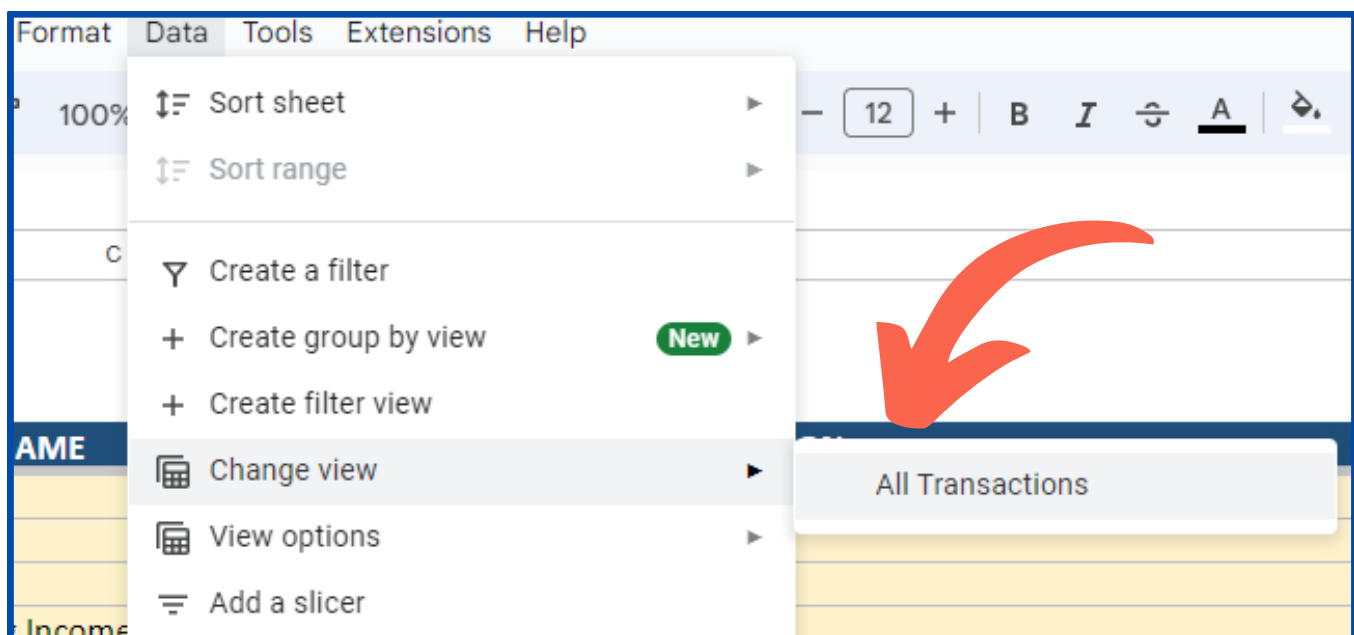
Blank lines
between
transactions



DATE	CATEGORY NAME	AMOUNT
02-Apr-24	Etsy Sales	1,500.00
01-Apr-24	Etsy Sales	2,000.00
30-Apr-24	Etsy Refunds	(50.00)
30-Apr-24	Etsy Shipping Income	101.00
30-Apr-24	Other Income	1.00

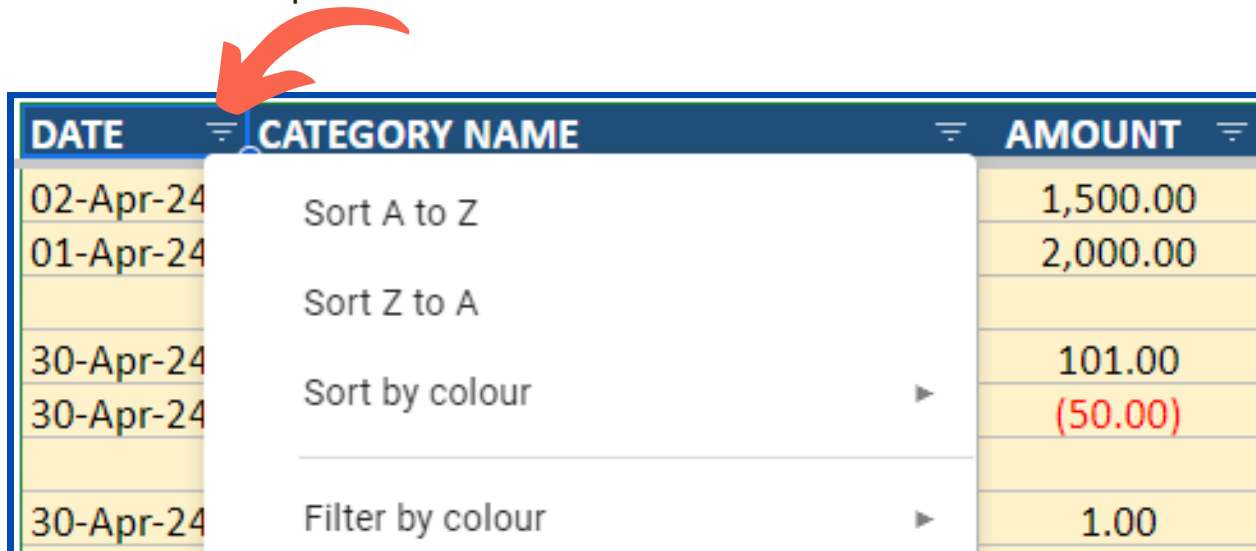
Steps to Sort By Date

Step 1 - Go to **Data** -> **Change View** in the main menu and click on **All Transactions**:



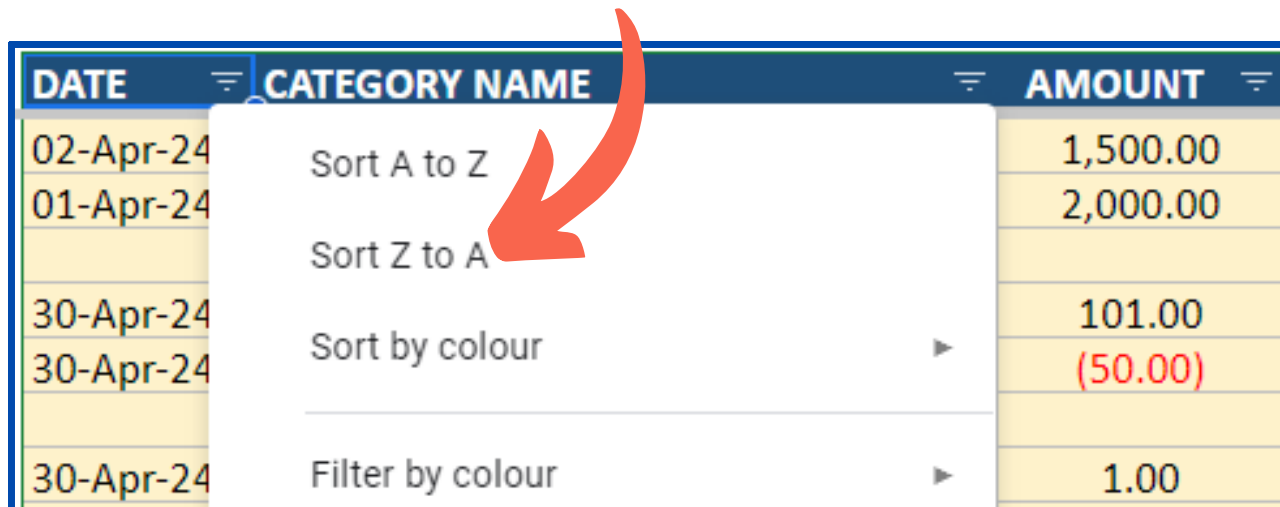
Sorting By Date

Step 2 - Click on the drop-down menu selector in the Date header



DATE	CATEGORY NAME	AMOUNT
02-Apr-24		1,500.00
01-Apr-24		2,000.00
30-Apr-24		101.00
30-Apr-24		(50.00)
30-Apr-24		1.00

Step 3 - Click on "Sort A to Z" in the drop-down menu



DATE	CATEGORY NAME	AMOUNT
02-Apr-24		1,500.00
01-Apr-24		2,000.00
30-Apr-24		101.00
30-Apr-24		(50.00)
30-Apr-24		1.00

The Result

All your transactions should now be in date order with no blank lines between them.

DATE	CATEGORY NAME	AMOUNT
01-Apr-24	Etsy Sales	2,000.00
02-Apr-24	Etsy Sales	1,500.00
30-Apr-24	Etsy Refunds	(50.00)
30-Apr-24	Etsy Shipping Income	101.00
30-Apr-24	Other Income	1.00

REPORTS

Income Statement

Finally, click on the **Income Statement** tab at the bottom of your screen:



Here you will find an Income Statement that provides a summary of your revenue and expenses categories and your total Profit or Loss.

This report may be used to prepare your taxes.

Income Statement	
For the period Apr-2024 to Mar-2025	
	AMOUNT
Revenue	
Etsy Sales	17,877.00
Etsy Refunds	(666.00)
Etsy Shipping	101.00
Other Income	78.00
	0.00
Total Revenue	17,390.00
Expenses	
Etsy Ads	(666.00)
Etsy Listing Fees	(318.00)
Etsy Transaction Fees	(558.00)
Etsy Processing Fees	(18.60)
Inventory	(1,286.00)
Packaging	(1,606.00)
	0.00
	0.00
	0.00
Total	(4,452.60)
PROFIT/(LOSS)	12,937.40
PROFIT/(LOSS) %	74%

Need More?

If you need more than the **FREE** version offers, check out the **low-cost ADVANCED** version of our **Bookkeeping Template** by [clicking on this link](#).

FEATURES	FREE	ADVANCED
Price (USD)	\$0	\$37
Transactions	500	20,000
Income Categories	5	10
Expense Categories	20	30
Income Statement	Annual	Monthly
Link to Documents	✓	✓
Summary Report	✗	✓
Dashboard with Charts	✗	✓
GST/VAT/Sales Tax	✗	✓
Find Out More		Click Here

Thanks!

I just want to say a quick thank you for downloading the **FREE Bookkeeping Template** and to wish you the best of luck with your bookkeeping.

Please keep in mind that if you do need something bigger and better as your business grows, check out the **low-cost ADVANCED Bookkeeping Template**.

Details are [right here](#).

Happy bookkeeping!

Mark Cunningham

mark@easybookkeepingtemplates.com

