



Step 1: Log into your bank account and choose your business c

# Small Business

## Excel Bookkeeping Workbook



**Step 1:** Log into your bank account and choose your business checking account.

transactions. Usually at the top of the



A	B	C	D	E
Date	Description	Expense	Deposit	Account
04/27/2021	Robertson & Associates	300.00		Legal and Professional Services
05/05/2021	Bill's Windsurf Shop		175.00	Income from Services
05/10/2021	Robertson & Associates	250.00		Legal and Professional Services
06/10/2021	Chen's Gas and Oil			
06/10/2021	Home Depot			
06/16/2021	Office Max			
06/19/2021	Books by Bessie			
06/19/2021	Tanaka Nursery			
06/25/2021	Chen's Gas and Oil			
06/26/2021	Tanaka Nursery			
07/05/2021	Kate Whelan			
07/09/2021	Freeman Sporting Goods			
07/09/2021	Tam-Lieu			
07/09/2021	Amy's Bird Sanctuary			
07/09/2021	Hicks Hardware	250.00		Job Supplies
07/10/2021	Hicks Hardware	24.30		Job Supplies
07/11/2021	Hicks Hardware	10.00		Vehicle Expenses
07/21/2021	Squasky Green Car Wash	5.00		Meals and Entertainment
07/21/2021	Bob's Burger Joint	500.00		Legal and Professional Services
07/21/2021	Tony Rondonmura	52.14		Travel Fuel
07/22/2021	Chen's Gas and Oil	255.00		Vehicle Expenses
07/22/2021	Chen's Gas and Oil		694.00	Income from Services
07/23/2021	Cool Cars			Rent of Office
07/23/2021	Hall Properties	215.00		Job Supplies
07/24/2021	Hicks Hardware	18.00		Office Supplies
07/24/2021	Mahoney Mugs			Income from Services
07/25/2021	Dylan Sodhana			Meals and Entertainment
07/26/2021	Rob's Lanes, Inc.			

**Step 3:** Choose Export Transactions and a box like below should pop up. Choose the transactions you need for. If it is for a whole year, choose the whole year. If it is for a specific date range, choose the date range.

C	D
Expense	Payment
82.45	Jc
74.86	Tr
112.00	Jc
74.30	Jc
52.56	Jc
103.55	Ar
56.5	Ar
	U
	U

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**Kevin Pitch**



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*Book-keeping & Accounting for the Small Business* Peter Taylor, 2003 This guide offers a clear approach to book keeping for business managers It is suitable for use by sole traders partnerships and limited companies and includes full coverage of VAT and taxation

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*What is the Administration's Record in Relieving Burden on Small Business?* United States. Congress. House. Committee on Government Reform. Subcommittee on Energy Policy, Natural Resources, and Regulatory Affairs, 2004

*eBay Business All-in-One Desk Reference For Dummies* Marsha Collier, 2005-04-15 Bestselling author Marsha Collier presents readers with an all new guide that goes beyond all previous eBay business books offering one stop guidance on eBay techniques as well as entrepreneurial fundamentals She provides in depth coverage on the most critical eBay topics including merchandise sourcing marketing advertising and customer service The minibooks that make up the guide cover eBay registration navigation and buying getting ready to sell digital photography and scanning for sales pages eBay selling and marketing getting legal and licensed using auction management software setting up an office PCs Internet networking and shipping and PayPal Marsha Collier's eBay books have sold hundreds of thousands of copies and her *Starting an eBay Business For Dummies* is currently the bestselling eBay reference on the market This one stop reference examines not only eBay techniques and issues but also the basic business strategies

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## **Table of Contents Small Business Keeping Excel Template**

1. Understanding the eBook Small Business Keeping Excel Template
  - The Rise of Digital Reading Small Business Keeping Excel Template
  - Advantages of eBooks Over Traditional Books
2. Identifying Small Business Keeping Excel Template
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Small Business Keeping Excel Template
  - User-Friendly Interface
4. Exploring eBook Recommendations from Small Business Keeping Excel Template
  - Personalized Recommendations
  - Small Business Keeping Excel Template User Reviews and Ratings
  - Small Business Keeping Excel Template and Bestseller Lists
5. Accessing Small Business Keeping Excel Template Free and Paid eBooks
  - Small Business Keeping Excel Template Public Domain eBooks
  - Small Business Keeping Excel Template eBook Subscription Services

- Small Business Keeping Excel Template Budget-Friendly Options
- 6. Navigating Small Business Keeping Excel Template eBook Formats
  - ePub, PDF, MOBI, and More
  - Small Business Keeping Excel Template Compatibility with Devices
  - Small Business Keeping Excel Template Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Small Business Keeping Excel Template
  - Highlighting and Note-Taking Small Business Keeping Excel Template
  - Interactive Elements Small Business Keeping Excel Template
- 8. Staying Engaged with Small Business Keeping Excel Template
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Small Business Keeping Excel Template
- 9. Balancing eBooks and Physical Books Small Business Keeping Excel Template
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Small Business Keeping Excel Template
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Small Business Keeping Excel Template
  - Setting Reading Goals Small Business Keeping Excel Template
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Small Business Keeping Excel Template
  - Fact-Checking eBook Content of Small Business Keeping Excel Template
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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