

PREPARING YOUR BUSINESS FINANICES

YOUR BUSINESS FINANCES

If you are a new business taxes as a sole proprietorship, you may not have financial software or have been keeping your business money organized throughout the year. You can use these instructions to help you organize your business finances for tax prep.

Please note that this is for illustrative and general purposes only. We do not make any guarantee or certification that following these steps ensure your finances are organized correctly

STEPS TO ORGANIZING YOUR BUSINESS FINANCES

1. List all accounts through which business income and expense flows including checking, savings, credit card and any other accounts
2. Save copies of every month of statements (click here to download [our folders](#) here to make it easy)
3. Export a CSV for every one of the accounts listed in step #1 for every month of the year that business money ran through this account (instructions below)
4. Organize the money & fill out the [Tax Worksheet](#)
5. Save copies of all business receipts and invoices



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EXPORTING THE CSV

1. Log into your accounts one by one and follow the steps below for every account
2. Access the transactions and look for a filter. What this looks like will vary by the bank or credit card but it may look something icons below. It may be above or below the transaction list
3. If you see a funnel in the icon list like the one below, try that first. If not, look for something that would indicate it's a filter



SET THE DATE RANGE

You can select the entire year at once, or the portion of the year that business money flowed through. In this example, this account had money for the entire year. Then click “Apply Filters.”

The screenshot shows a filter configuration interface with the following fields:

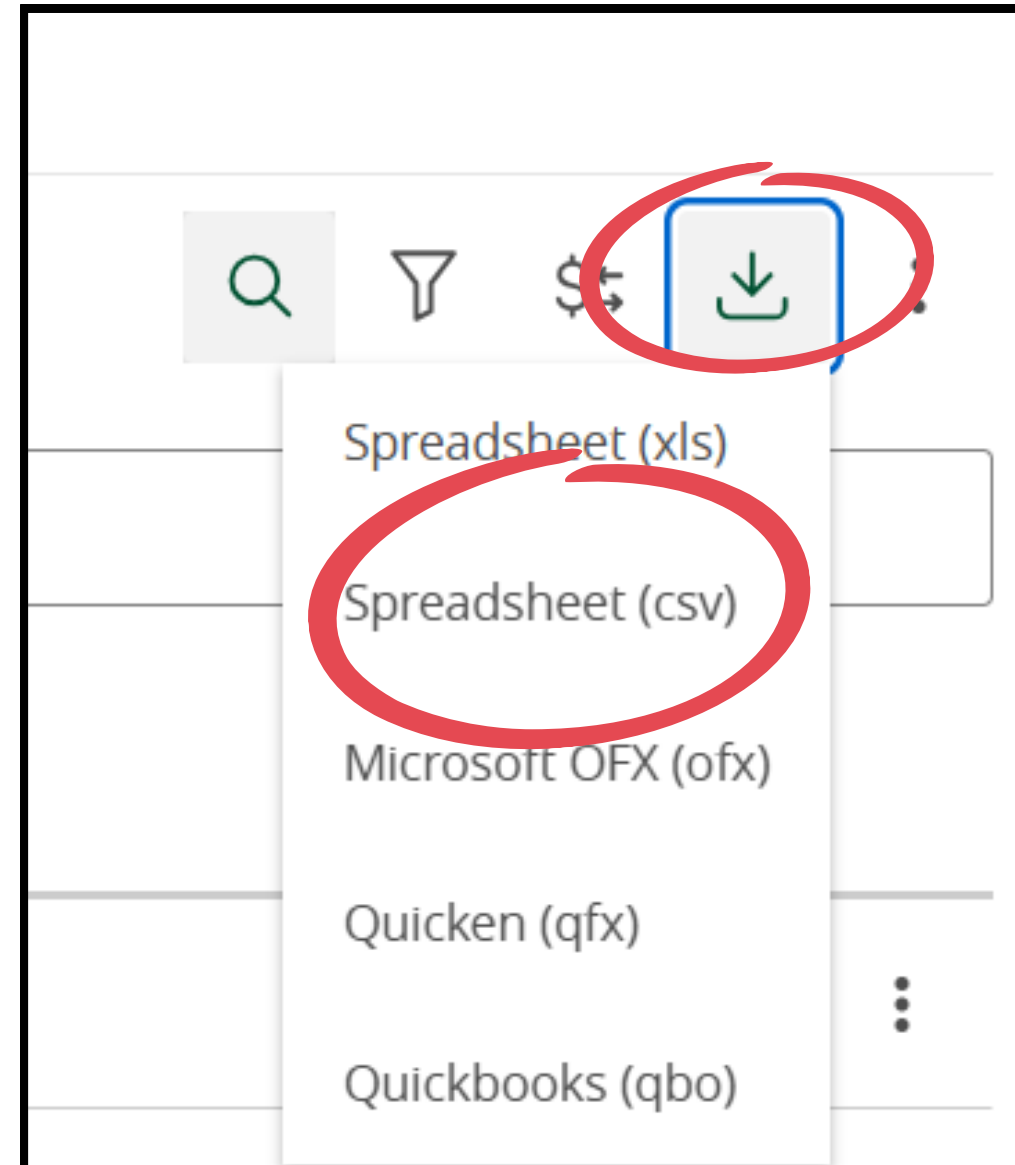
- Start Date:** 01/01/2025
- End Date:** 12/31/2025
- Description:** (empty text field)
- Transaction Type:** (dropdown menu)
- Min Amount:** \$ 0.00
- Max Amount:** \$ 0.00
- Starting Check #:** (empty text field)
- Ending Check #:** (empty text field)
- Category:** (dropdown menu)

At the bottom right, there are two buttons: a grey "Reset" button and a green "Apply Filters" button, which is circled in red.

DOWNLOAD THE TRANSACTIONS

Go back to the icons and click the download one. If you don't see the exact download icon on the right, look for something similar.

Choose Spreadsheet csv.
Download, rename the file by the account name and save.



FILL OUT THE TAX WORKSHEET

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The screenshot shows an Excel spreadsheet titled "Accounting Worksheet" for the year 2025. The spreadsheet is organized into sections: Business (Schedule C), Income, Cost of Goods Sold, and Expenses. The Income section shows Total Receipts of 2000, 1099 Income of 50000, and a Total Income of \$52,000.00. The Cost of Goods Sold section shows Supplies/Materials, 1099 Subcontractors, and Wages (not paid to you), with a Total COGS of \$-. The Expenses section lists Advertising, Auto/Vehicle, Commission, Contract Labor, Insurance (not health), Interest, Legal & Professional, Office Expense, Rent/Lease, Repairs/Maintenance, and Supplies (General).

Accounting Worksheet		Year	2025
Business (Schedule C)			
Income			
Total Receipts			2000
1099 Income			50000
Other Income			
Total Income	\$		52,000.00
Cost of Goods Sold			
Supplies/Materials			
1099 Subcontractors			
Wages (not paid to you)			
Total COGS	\$		-
Expenses			
Advertising			
Auto/Vehicle			
Commission			
Contract Labor			
Insurance (not health)			
Interest			
Legal & Professional			
Office Expense			
Rent/Lease			
Repairs/Maintenance			
Supplies (General)			

ARCHIVE EVERYTHING!

1. In addition to saving your receipts and month-by-month statements, keep a copy of this work sheet. You can also pdf the sheet for a copy.
2. Provide the worksheet to us to prepare your taxes.
3. If you have any questions, please do not hesitate to reach out!



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REMEMBER!

1. Report all income
2. Document and keep proof of all expenses
3. Add numbers carefully
4. Provide the correct data for your tax return
5. Keep copies/proof for everything!