

BALANCE LIKE A BOSS

*5 EASY STEPS TO BALANCE
YOUR BUSINESS BOOKS*



BY HEATHER DAVIS

Hey there, fellow boss babe!

My name is Heather, and as an accountant and entrepreneur, I know firsthand the balancing act of running a business and keeping your finances in check. Believe me, I've been there — from sorting through receipts to trying to make sense of my profit margins. It can be overwhelming, but it doesn't have to be.

In this ebook, I'm excited to walk you through 5 easy steps to balance your business books like the pro you are. Whether you're a seasoned entrepreneur or just starting out, keeping your financials on track is the key to growing a successful and sustainable business.

Throughout these pages, I'll be breaking down the basics in a way that's simple and straightforward. You don't have to be a math whiz or have a background in finance to master these steps. All you need is a willingness to learn, a bit of focus, and of course, the desire to see your business thrive.

So grab your coffee (or wine, no judgement here!) and let's dive into balancing those books—like a boss!



xoxo,
Heather


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STEP 1: GATHER YOUR FINANCIAL DOCUMENTS

Before we start, you'll need to round up all the pieces of your financial puzzle. This means collecting things like:

- Bank statements
- Receipts (both paper and digital)
- Invoices you've sent to clients
- Any other records of money going in and out of your business

Don't worry if things are scattered. Just gather everything in one place, whether that's a folder on your computer or a shoebox of receipts (we've all been there!). Having everything handy will make the next steps way easier.



Pro Tip: Consider using cloud storage like Google Drive or Dropbox to keep everything organized and easy to find in the future.

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STEP 2: RECONCILE YOUR BANK ACCOUNTS

Now that you've got all your documents, it's time to make sure everything adds up. This part is called "reconciling," which is just a fancy way of saying you're going to match your bank records with your business records.

Open your bank statement and go through each transaction one by one. Does every payment and expense show up in your records? If something is missing or doesn't match, this is your chance to catch it.

You can do this manually with a spreadsheet or use bookkeeping software (which is a huge time-saver, by the way). Using a tool like QuickBooks can help automate a lot of this for you. But if you prefer to go old school, a simple checklist or Excel sheet works just fine!

*Why this matters:
Reconciling helps you
catch mistakes and makes
sure you aren't missing
any money (which is super
important!).*


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STEP 3: CATEGORIZE YOUR TRANSACTIONS

Okay, now that everything is in sync, let's talk about categories. Every time money comes in or goes out, you should categorize it. This helps you see where your money is really going. Common categories for entrepreneurs include:

- Income (yay!)
- Advertising and Marketing
- Office Supplies
- Rent/Utilities
- Travel and Meals (those client lunches count!)

When you categorize your transactions correctly, it's easier to understand how your business is performing, and trust me, it'll save you a lot of headaches when tax season rolls around.



Friendly tip: If you're not sure where something goes, take a guess and move on. You can always update it later if needed.

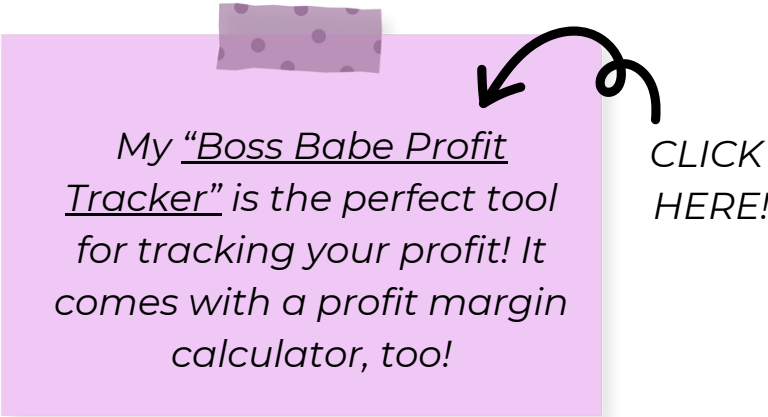
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STEP 4: REVIEW YOUR INCOME AND EXPENSES

Now that everything is categorized, let's take a look at the bigger picture. This step is where you see how much money came in versus how much went out. In other words, are you making a profit or losing money?

You don't need to be a math whiz to figure this out—just subtract your expenses from your income. If the result is positive, congratulations, you're profitable! If it's negative, don't panic. It just means you might need to cut back on some expenses or find ways to increase your income.

Keep an eye on trends! Are certain expenses growing faster than your income? Do you have months that are more profitable than others? This is the time to figure that out so you can make adjustments.



My "*Boss Babe Profit Tracker*" is the perfect tool for tracking your profit! It comes with a profit margin calculator, too!


CLICK
HERE!

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STEP 5: ADJUST AND PLAN FOR THE FUTURE

Finally, we're at the last step. Now that you know where your money is going and how your business is performing, you can start making smart decisions. Maybe you need to cut back on unnecessary expenses or invest more in areas that are working.

Use this information to create a budget or even start forecasting for the future. The more you know about your finances, the easier it will be to plan for growth, take on new projects, or even hire some extra help!



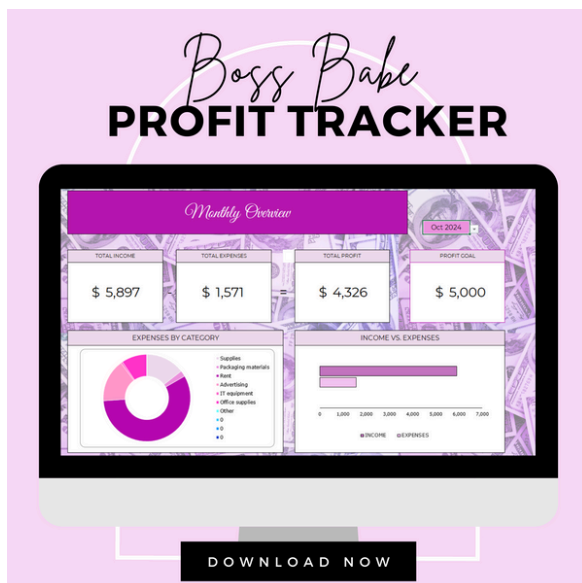
Pro Tip: Setting aside time each month to review your finances will keep you on top of things. It might not sound fun, but your future self will thank you!

You've Got This!

Balancing your books doesn't have to be scary or overwhelming. By following these five easy steps, you'll have a clear view of your business's financial health, and you'll be ready to make confident decisions. It's all about staying organized, consistent, and keeping an eye on the bigger picture.

And remember, the more you practice, the easier it gets.
So, go ahead and start balancing those books...
like the boss you are!

If you're looking for a simple way to track your finances, I've got the perfect tool for you!



- Track your income and expenses.
- Quickly see your profits.
- Track spending trends!
- NO manual calculations!
- **ONLY \$17!**