BITE-SIZED BOOKKEEPING FOR 2020

ACTION STEPS MASTER CHECKLIST

- [ ] Set up your 2020 bookkeeping software or download the Etsy Seller Spreadsheet from Paper + Spark.
- [ ] Enter or import in sales for each month (via Orders CSV).
  - [ ] January
  - [ ] February
  - [ ] March
  - [ ] April
  - [ ] May
  - [ ] June
  - [ ] July
  - [ ] August
  - [ ] September
  - [ ] October
  - [ ] November
  - [ ] December
- [ ] Check for & enter any full refunds issued each month (available on the Etsy Payments CSV).
  - [ ] January
  - [ ] February
  - [ ] March
  - [ ] April
  - [ ] May
  - [ ] June
  - [ ] July
  - [ ] August
  - [ ] September
  - [ ] October
  - [ ] November
  - [ ] December
- [ ] Enter your Etsy fees, postage labels, and advertising expenses for each month. (These can be found under your Payment Account).
  - [ ] January
  - [ ] February
  - [ ] March
  - [ ] April
  - [ ] May
  - [ ] June
  - [ ] July
  - [ ] August
  - [ ] September
  - [ ] October
  - [ ] November
  - [ ] December

BITE-SIZED BOOKKEEPING FOR 2020

ACTION STEPS MASTER CHECKLIST

- [ ] Enter sales & refunds from non-Etsy sources.
  - [ ] January
  - [ ] February
  - [ ] March
  - [ ] April
  - [ ] May
  - [ ] June
  - [ ] July
  - [ ] August
  - [ ] September
  - [ ] October
  - [ ] November
  - [ ] December

- [ ] Enter selling & transaction fees from non-Etsy sources.
  - [ ] January
  - [ ] February
  - [ ] March
  - [ ] April
  - [ ] May
  - [ ] June
  - [ ] July
  - [ ] August
  - [ ] September
  - [ ] October
  - [ ] November
  - [ ] December

- [ ] Set up a physical & digital folder system to organize documents.
- [ ] Print or save monthly bank statements.
- [ ] Print or save monthly PayPal statements (if applicable).
- [ ] Gather any additional 2020 receipts, invoices, or documentation related to your business transactions.
- [ ] File & sort documentation in your folder organization system.

BITE-SIZED BOOKKEEPING FOR 2020

ACTION STEPS MASTER CHECKLIST

- [ ] Enter 2020 bank account activity in your bookkeeping system.
  - [ ] January
  - [ ] February
  - [ ] March
  - [ ] April
  - [ ] May
  - [ ] June
  - [ ] July
  - [ ] August
  - [ ] September
  - [ ] October
  - [ ] November
  - [ ] December
- [ ] Enter 2020 PayPal account activity in your bookkeeping system.
  - [ ] January
  - [ ] February
  - [ ] March
  - [ ] April
  - [ ] May
  - [ ] June
  - [ ] July
  - [ ] August
  - [ ] September
  - [ ] October
  - [ ] November
  - [ ] December
- [ ] Check & review 2020 Seller Spreadsheet or the financial statements generated by your bookkeeping software.
- [ ] Print & organize necessary summary documents.
- [ ] Hand off to your tax preparer.
- [ ] Save & create backup copies of your spreadsheets and important documents.
- [ ] Set up your system for 2021 and set recurring reminders to update your books consistently.
- [ ] Celebrate and reward yourself for your hard work!

TINY STEPS + DAILY ACTION

- [ ] January 1
- [ ] January 2
- [ ] January 3
- [ ] January 4
- [ ] January 5
- [ ] January 6
- [ ] January 7
- [ ] January 8
- [ ] January 9
- [ ] January 10
- [ ] January 11
- [ ] January 12
- [ ] January 13
- [ ] January 14
- [ ] January 15
- [ ] January 16
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- [ ] January 20
- [ ] January 21
- [ ] January 22
- [ ] January 23
- [ ] January 24
- [ ] January 25
- [ ] January 26
- [ ] January 27
- [ ] January 28
- [ ] January 29
- [ ] January 30
- [ ] January 31

- [ ] February 1
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- [ ] April 1
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- [ ] April 10
- [ ] April 11
- [ ] April 12
- [ ] April 13
- [ ] April 14
- [ ] April 15 - TAX DAY

DECEMBER 2020

SUN	MON	TUES	WEDS	THURS	FRI	SAT

JANUARY 2021

SUN	MON	TUES	WEDS	THURS	FRI	SAT

FEBRUARY 2021

SUN	MON	TUES	WEDS	THURS	FRI	SAT

MARCH 2021

SUN	MON	TUES	WEDS	THURS	FRI	SAT

APRIL 2021

SUN	MON	TUES	WEDS	THURS	FRI	SAT

NOTES