

BUSINESS expenses info sheet

Using this Business Expense Tracker is a great way to make sure you're keeping track of your receipts and expenses for your small business. By tracking each purchase made for your business on this document as well as your accounting software, you have a great way to stay prepared and organized for tax season, saving you time and stress. You can double check yourself throughout the year to make sure you're not missing anything.

****Tip:** when you're meeting with your tax professional, it's not necessary that you bring all receipts as long as all receipts have been recorded on your accounting software and listed on this document. If you've tracked expenses all year long and used this document to double check yourself, your preparer should only need your expense tracking software login information.

NR (NOT RECORDED): Check this box when that expense has been categorized in your expense tracking software.

R (RECEIPT): Check this box when your receipt for this purchase has been filed or scanned into your receipt tracking software.

DATE: Record the date the purchase was made.

DESCRIPTION: Brief description of your purchase.

AMOUNT: Record the amount paid for item purchased.

If you're needing an extra hand tracking expenses and income, reconciling accounts, or any other accounting processes, contact Aue And Company. With 10+ years of accounting throughout our building, we have the experience and expertise to handle your accounting needs!



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