

# Question #1: What to Track , How to Document & Where to Report

## What to Track

- Income (Revenue)
- Expenses
  - Ordinary & necessary expenses
  - Auto mileage & maintenance
  - Payments for labor
  - Small office/home office
  - Cash, bank & credit card
- Assets (inventory & equipment)
- Liabilities (loans, credit cards)
- Equity/Owner transactions
- Permanent Business Docs
- Tax returns and tax forms

## How to Document

- Export transactions from online bank/credit card accounts(csv) and create Profit/Loss & Balance Sheet
- Automate bookkeeping with bank & credit card transactions download into electronic accounting solution
- Utilize apps to capture receipts through mobile/scanner
- Utilize a secure cloud storage to organize documents
- **How to document by document type**
  - Income documents include: bank deposit with notes, customer invoices, POS reports, Forms 1099s
  - Expense documents include: check register, 3rd party payments, petty cash receipts, bank w/draw with notes
  - Mileage log must include: date, destination, purpose and amount of miles for each business related entry
  - Assets documents include: list of assets that need to be considered for depreciation

## Where to Report

- Form 1040, Schedule C Profit/Loss + Schedule SE (for Sole Prop)
- Form 1040-ES quarterly estimated federal taxes
- Form 1120S (for S Corp)
- Form 1120 (for C Corp)

**Know your Tax Deadlines!**

