



**Janet Ickes**

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*Excel with Me*

*Training & Consulting, LLC*

## Excel with Me - Let's make 2020 a Great Year End!

Now is the perfect time to *EXCEL*—when it comes to year end! Examine your books, cleanup any issues, review your numbers! Then start 2021 off with a profit approach! Like to Learn More, schedule a complementary Crush the Cash Flow Monster Session!

***Visit [www.excelwithme123.com](http://www.excelwithme123.com) to schedule a time!***

**Check off these Year End items as you complete to help you Excel in 2019!**

### ***1. Sales***

- ◇ Review outstanding balances & update
- ◇ Send Year End Statements those outstanding

*Challenge:-ID Income Sources - beneficial to track in 2020 & create them*

### ***2. Expenses***

- ◇ Gather all expenses to 1 place
- ◇ Note: Date/Amount/Desc on tracker; total
- ◇ Review categories—update accordingly

*Challenge:-Set up Improved System for 2020*

### ***3. Reconciliations***

- ◇ Ensure all accounts (bank & credit cards) are reconciled
- ◇ Correct all non-reconciled items for year

*Challenge:-Schedule time each month to complete*

### ***4. Reports***

- ◇ Run & Review Income Statement
- ◇ Run & Review Balance Sheet
- ◇ Run & Review Cash Flow Statement

*Challenge:-Set up Monthly Meeting with Self*

### ***5. Misc***

- ◇ Ensure 1099s and/or W2s are processed
- ◇ Ensure Year End Taxes are set to be paid
- ◇ Schedule appointment with Accountant
- ◇ Plan & establish your *Goals & Budget* for 2020

### ***6. QBO Transactions***

- ◇ Ensure all transactions are reviewed (bank/cc)
- ◇ Clear-Unapplied Payments & Uncategorized Expenses

*Challenge:-Commit to learning 1 more feature*



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**Check off these Year End items as you complete to help you Excel in 2019!**

### ***1. Transactions***

- ◇ Ensure all transactions are reviewed for bank & credit card accounts
- ◇ Add additional accounts as needed to Chart of Accounts

### ***2. Customers***

- ◇ Confirm customer balances
- ◇ Clear outstanding balances
- ◇ Send all customers—Year End Statement
- ◇ Correct unapplied credits

### ***3. Expenses***

- ◇ Ensure all expenses are entered for bank & credit card transactions
- ◇ Review categories—correct accordingly
- ◇ Correct—uncategorized expenses

### ***4. Reconciliations***

- ◇ Ensure all accounts (bank & credit cards) are reconciled
- ◇ Correct all non-reconciled items for year

### ***5. Reports***

- ◇ Run & Review Income Statement
- ◇ Run & Review Balance Sheet
- ◇ Run & Review Cash Flow Statement

### ***6. Other***

- ◇ Ensure 1099s and/or W2s are processed
- ◇ Ensure Year End Taxes are set to be paid
- ◇ Schedule appointment with Accountant
- ◇ Plan & establish your *Goals & Budget for 2020*



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Now is the perfect time to *EXCEL*—create good habits that will streamline and make working “on” your business simple! Would you like to learn more, schedule a Virtual Coffee Break today!

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## Daily

### *Transactions*

- ◇ Scan Receipts
- ◇ Track Mileage
- ◇ Make Client Calls
- ◇ Track Clients CRM

## Weekly

### *Transactions*

- ◇ Code all transactions to appropriate category
- ◇ Follow up on outstanding customer balances
- ◇

## Monthly

### ◇ Invoice Customers

### ◇ *Reconcile Accounts*

- ◇ Reconcile all Bank Accounts

### ◇ Reconcile all Credit Card Accounts

### *Run Reports*

- ◇ Run & Review Income Statement
- ◇ Run & Review Balance Sheet
- ◇ Run & Review Cash Flow Statement
- ◇
- ◇ Correct all non-reconciled items for year

### ***3. Ex***

- ◇ Ens
- crec
- ◇ Rev
- ◇ Cor

# NOVEMBER 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
			<i>Email: YE</i>	<i>Happy Thkgv</i>	<i>Specials</i>	<i>Dec Posts</i>

# DECEMBER 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
	Transactions	Customers	Expenses;YE	Recons	Reports	Email #2
8	9	10	11	12	13	14
	Other	21 Days	3 Mo-Tame CF	Webinar-2pm		
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Year End Review-Save \$25	21 Days Save \$50	3 Mo-Tame CF Save \$300	