

Free Products



Cash Tracker

Regardless of how you use your accounting system, it can be difficult to find ways to save on unnecessary expenses, especially if you are an aspiring entrepreneur hoping to accumulate the funds necessary to invest in your business. "**Cash_Tracker.xlsm**" is a useful tool that helps to classify income and expenses to create a budget to show where you spend your money, and to identify opportunities to streamline your spending to set money aside for business goals.

It is a good habit to look at your spending at least monthly, to see where your money is going. Of course, it is best to evaluate spending before you purchase, but much spending is somewhat impulsive. Grocery shopping is one example of simply filling up a shopping cart without being fully aware of the total cost until you reach the checkout. It is usually impractical to navigate the store and make decisions based on sticking within a fixed budget, putting unnecessary items back on the shelf to make funds available for more important items.

For both household- and business budgeting, you must review where you spend your money, and whether those expenditures are fixed or variable. Fixed costs (like rent) are difficult to change (moving is expensive). Variable costs can more easily be controlled and should be reviewed more carefully. The simplest way to do this is by breaking down your monthly bank statements and categorizing all the expenditures, to get a handle on where you spend your money, but you can also explore your cash-register tapes to get a more accurate breakdown.

You can have both your household tracking and business tracking in the same Excel™ workbook, by creating copies of this worksheet and reserving each for a different purpose. You can similarly create copies for each credit card statement. You will likely track how much of each month's income from the business is transferred to your personal income via bank accounts, so you create an audit trail of where your money comes from. Credit card payments become expense categories for the account from which you make those payments, while credit card usage is tracked separately in the same way as your bank account.

There is nothing sexy about this tool, but it has nice ways to classify and recapitulate spending for your review. It can help you to refine your budgets, so you can monitor more closely if you are on track to achieving your goals, notwithstanding the notion that many people dislike using an accounting system to manage their finances. It certainly does not replace your accountant, or more conventional accounting systems, but it is free for the asking, a price you cannot beat.