5 Ways To Accurately Track Expenses

This is an extra resource to go along with the original article:

Create Your Profit Forecast The Easy Way

Tracking your business expenses is vital if you want to monitor all of them and create accurate profit forecasts. Here are some tips for expense tracking.

#1. Use a good accounting software

Most of the good ones can be hooked up to bank accounts and websites so that all income and expenses are automatically recorded.

#2. Use a business bank account and credit card

Again, these can be hooked up to your accounting software for automatic reporting. The other thing is that if you stick with keeping business expenses with the business account, you don’t have to untangle personal vs. business expenses.

#3. Deal with receipts immediately

Many businesses end up scrambling around, looking for receipts at the last minute. Avoid the hassle by using a photograph solution as soon as you get the receipt. Some accounting programs have these where you can take a photo of the receipt and it automatically stores it, or you could use an app such as Shoeboxed which hooks up with various accounting solutions.

#4. Avoid cash transactions if possible

If you keep cash for expenses, it can be easy to let it sift away here and there, with no accurate record of what those expenses were. It’s easier to avoid cash and use your business credit card if possible.

#5. Set aside time

You don’t need much if you do it often. Setting aside 15-20 minutes each week to update your expenses will give you better accuracy and save you spending a long time later on.