



Business Financial Advisors

Financial Functions, Tools, and Forms

Always use the simplest tool
that does the job.

You don't need:

- ++ A chart of accounts
- ++ To categorize transactions
- ++ To import transactions from your bank
- ++ To reconcile bank, credit card, and loan accounts

Function	Tool(s)
Invoice customers	Custom form Invoicing software Accounting software (limited use)
Process credit card receipts	Credit card processing service
Pay bills	Debit card or check Credit card
Payroll	Payroll service
Financial statements for tax returns	Fast Track Accounting (Piazza Rosso)

continued over

Tax returns and
tax-related issues

Tax advisor (CPA, Enrolled Agent)

Working capital

Cash
Receivables
Inventory
Payables
Short-Term debt

DIY Manage Money form
Bank account
Receivables list
Inventory Talley Sheet form
Payables list
Short-Term Debt list

**To fund cashflow
shortfalls**

Credit card
Loan

Other forms

Business

Invoice
Sales and Deposits
Timesheet
Petty cash
Expense Report
Mileage Log
Assets (purchase, sell, etc.)
Sales Tax Summary

Manage money

Cash IN list
Cash OUT list
Cashflow Summary
Sales list
Cost of Sales list
Operating Costs list
Sales, Margin, and Op Costs Summary
Receivables Percentage of
Current Month's Sales