



Business Financial Advisors

## Financial Functions, Tools, and Forms

Always use the simplest tool  
that does the job for you.

**You don't need:**

- ++ Accounting software
- ++ 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

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**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