SHARP NUMBERS BOOKKEEPING

Business Expense Tracker

Log it the day you spend it. Snap the receipt, file it, move on.

Business: _____ **Month / Year:** _____

Date	Vendor / What it was	Category	Amount	Receipt?

TOTAL THIS MONTH: _____ (add up the Amount column)

Common Categories — pick one, keep it consistent

Supplies · Meals · Travel · Vehicle / Mileage · Software · Rent · Utilities · Marketing · Professional Services · Other

Tip: "Other" more than twice a month means you need a new category.