# Process

There are three tabs to this spreadsheet, as you'll see along the bottom:

**Summary / Income / Expenses**

In each of these tabs you only need to enter information in the GREY boxes.
The majority of information is entered into the Income and Expenses tabs, and the spreadsheet will then automatically fill in the info on the Summary page.

## Summary

Simply enter the required information in the three grey boxes;
**Business Name**, **ABN**, and the **Date Range** for the data you're entering in the other tabs.

## Income

Remembering to only enter information into the GREY boxes, this is where you list all the income you've received in the relevant date range.

**Date:** the date you raised the invoice

**Details:** a short sentence explaining what the income is, usually include the name of the client or income source

**Code:** in this box you enter the letter which corresponds with the appropriate Income type.
You'll see across the top of the page there are examples of Income types with a letter above them. that's the letter you enter in here.

**Amount:** this is where you enter the income amount

The amount you enter should now automatically appear in the appropriate column in the blue section. It will also appear in the relevant place on the Summary page.

**NOTE:** f the Income Types don't cover the income you receive and you don't want to just dump everything in the 'Other' column, you can use the three empty columns to the right (X, Y and Z). Just enter the name of the income type in the grey box below those letters.

## Expenses

The idea with the expenses tab is exactly the same as the Income tab.