



# Pre-GnuCash Checklist



**Before you open GnuCash, let's gather your financial "puzzle pieces."**

The biggest mistake new users make is trying to learn the software *while* digging through disorganized piles of receipts and statements. By spending time on this checklist, you will be able to fly through the setup process in record time.

## Step 1: The Account Snapshot

List the accounts you need to track. If it has a balance, it needs a home in GnuCash.

Account Name	Institution (Bank/Platform)	Current Balance (As of Today)
Business Checking		
Business Savings		
Business Credit Card		
PayPal/Stripe/Etsy		
Petty Cash (Cash on hand)		

## Step 2: Income & Expenses

- **Income Streams:** List ways you make money

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

- **Fixed Expenses:** List 3 fixed business expenses that comes out of your bank every month, regardless of sales? (e.g., Software subscriptions, website hosting, insurance).

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

- **Variable Expenses:** List 3 expenses that fluctuate (e.g., Advertising, Shipping supplies, Raw materials).

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## Step 3: The "Paper Trail" Audit

Collect these items.

- **The Most Recent Statement:** Grab the last physical or digital statement for every account **listed in Step 1**.
- **The "Unpaid" List:** Write down any invoices you've sent to clients that haven't been paid yet, or any bills you owe to vendors.
- **Expenses:** Have all your business expenses handy that you plan to track.