

WS-MENU		TruckersBooks ©	US FUNDS BUSINESS OPERATING EXPENSE SPREADSHEET												Business Year Ending	25-Jan-11											
SEND ▶ ITAX		Tbooks Client Demo Master				Total US Miles This Month		0.0	Total Miles Everywhere		0.0	For the Month of	March			0.986											
To Enter your business expense, go to the type of expense you wish to enter column and enter each expense from the invoice or other source document.																											
To navigate to each expense category column in the spreadsheet, select the expense from the chart-of-account list bar, click the expense and the system will take to the expense column																											
Chart-Acc List	1	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	19	20	21	22	23	26	27	28	30	31	
	Cell/Office Phone	TRUCK	LICENCE	TRUCK	POSTAGE	FUEL TAX	FUEL &	FAX-COMP	TRUCK	TIRES &	PARTS &	TRUCK	TOLLS WGT	OFFICE	BANK & INT	TRUCK STP	MOTELS	CASH EXP	WORK	TRUCK/Trailer	Accounting	Travel	Broker	INSURANCE	Mgmt Service	Delivery &	
	Phone Cards	INSURANCE	PERMITS	PARKING	COURIER	SERVICE	HVUT TAX	SRV-INTRNET	REPAIRS	REPAIRS	SUPLIES	WASH	& SCALES	SUPLIES	CHARGES	MISC EXP	HOTELS	LUMPER	WEAR	LEASE/Rent	LEGAL &	Air/Bus/Taxi	Tolls	SHIPPING	Commissions	Admin Exp	
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1- Phone/Service																											
2- Diesel Fuel IFTA																											
2A-DIESEL FUEL																											
3- Truck Insurance																											
4- License/Permits																											
5- Truck Parking																											
6- Postage																											
7- IFTA Services																											
8- IFTA-HVUT Tax																											
9- Fax-Internet																											
10- Truck Repair																											
11- Tires																											
12- Truck Parts																											
13- Truck Wash																											
14- Tolls-Scales																											
15- Office Supplies																											
16- Bank Charges																											
17- Truck Stop Exp																											
18- Meals & Ent																											
19- Motels																											
20- Work Wear																											
21- Lumper																											
22- Truck/Eq Lease																											
23-Accounting																											
24- Auto Exp																											
25- Home Office																											
26- Travel-Bus Etc																											
27- Broker Fees																											
28- Personal Ins																											
29- Driver Service																											
30- Mgmt. Service																											
31- Deliver/Admin																											

This spreadsheet is similar to the Canadian Funds Spreadsheet in how to use it. The exception is that the expenses you enter in this spreadsheet will always be expense in US funds only. You will navigate the worksheet the same way, by selecting the type of expense you wish to enter and click the link from the menu bar on the left and the system will take you to the selected expense column in worksheet or to the selected worksheet page in the workbook.