

## **Year-end figures**

The following reports are all you need for your year-end tax reports: 1) Annual Product Purchases, 2) Annual Gross Receipts, 3) Annual Expenses, 4) Inventory Listing by Category report for Section 1 items. Depending on the state you are in, you could also printout the Non-Recoverable Sales Tax report.

Accountants love these reports because they are clear and concise. Information can easily be transferred to an official IRS Schedule C Form.

## **Accounting Forms**

This is an area that can be very confusing. Here is the bottom line. Your job is to be a Consultant, Director, or National. You do not make money filling out balance sheets or income statements or check registers. That is why you have an accountant. Boulevard® simplifies your part of the paperwork process so that you can give your accountant the necessary figures for them to do their job, while you are focusing on being successful at yours. Our Expense Tracking system is truly all you need to run that part of your business so that you can focus on your MK careers.

## **Commissions and Other Income**

These are just some examples of ways to really utilize your Expense section. Make appropriate categories and code each as income (Inc.). When looking at the Annual Expenses Report, they will be summarized separately.

## **Miscellaneous Sales**

Many times an occasion will arise when you need to do an invoice but you don't want to create a profile card for that person. (e.g., a guest at a class who already has a consultant). Create a customer named "House." It can be used over and over again. It is also a great idea to record the customer name in the Notes section of the invoice for tracking purposes.