Financial Savvy

Financial Savvy

ORGANIZATIONAL NEEDS-

1. **CONTAINER**-bin, box, basket
   Mini card files w/tabs
   1)To Be Entered
   2)1-31, (2 days, 2 weeks for follow up—or—use 99 cent NB)
   3)Waiting for product
   4)Payment plans/waiting for payment
2. **FINANCIAL SAVVY BINDER**
   1. Jan-Dec Tabs
   2. Clear page protectors
   3. Financial tracking page & use Datebook Mileage Log

12 month tabs-Jan.-Dec

1) Print tax sheet for each month.
   Drop in **ALL** receipts for the month into the clear page protector.
   At **END of month** Total all receipts and add to tax sheet.
2) Consultant Bank copy of receipt—for income.
3) MK bank statement
4) Copy of monthly commission check.
5) MK Corp intouch receipts-circle UPS shipping.
6) Weekly accomplishments.
7) Mileage log

3.CUSTOMER BINDER A-Z

FILE-LASTLY after you properly follow up, file the top copy of the receipt behind the profile card in an individual page protector under their last name.

WHAT YOU DO AFTER EVERY APPT AS SOON AS YOU GET HOME!

YOU ARE NOT ONLY THE PRESIDENT & CEO, HEAD of SALES & CUSTOMER SERVICE BUT YOU ARE THE **CFO, THE CHIEF FINANCIAL OFFICIER,** of YOUR BUSINESS!! So AS SOON AS YOU GET HOME you get to tell your hubby, bf, kiddies, that you aren't done yet, you MUST be the CFO! **Hubbies understand the MONEY!**

At every appointment when you give the products to each customer do a BLUE OR BLACK check mark next to each product you GIVE THEM and put an "O" next to what you DON'T have b/c you "OWE" it & have to "ORDER" it! So that way you and customer know what they have and what you owe to them!

Then process for when you get home: (should take no longer than 30mins, 15 as you get quicker)

ENTER PROFILES/RECEIPTS

www.marykayintouch.com

1. Go to **PROPAY** and charge every card!

(at the bottom of the left of your screen "click update favorites" and find "propay" (don't spend tons of time looking at all the options lol) and "check the box" click save, then go back to main screen & PROPAY will be at the end bottom as a quick link!)

- Login, click the **GREEN** button that says **Process a Card**, then only put in the 4 main pieces of info: **Card #, Exp Date, Billing Zip Code, & Amount** to be charge that day (in case you are splitting payments), **Click Submit, Submit again** and then last page is Confirmation page. Should say Transaction Successful and then WRITE the **AUTHORIZATION CODE** at the top of **every receipt write PD (for PAID), circle it!**

Then if you want to store the customers info put in name for person and DO NOT put in email b/c propay will email them! Then you will have secured payment stored for reorders

2. **REORDER EVERYTHING YOU SOLD** & What you need in supplies

-GO TO ORDERING>ONLINE ORDERING > Create a New Cosmetic Order

-GO TICKET by TICKET and reorder everything you sold and 2 of what you put an "O" by b/c you need for customer & 1 for store! PUT A PINK or RED check mark next to EVERYTHING you REORDER so you know you got everything, including Rollup Bags!

-Once you reorder everything, check your samples, wet clothes, trays, etc and Reorder what you are low on! **THIS IS SMART INVENTORY MGMT, should be using 60/40 split**!

-Click through to the end and if you have enough in your PROPAY/MK CHECKING then reorder RIGHT AWAY! That way you & your customers won't be waiting for product:) If not enough until you deposit the cash/ checks from customers then SAVE the order! Go TOMORROW & deposits funds & REODER right away!

-Take the 2nd Copy (consultant copy) & put into the correct MONTH in FINANCIAL SAVVY Binder for your expenses & then the rest of sales ticket files in MY CUSTOMERS after weekly accomplishments.

3. **ADD CUSTOMERS** to your customers

-go to Business Tools>myCustomers>Add a Customer

-add in the right side for all contact info so that it is ready to go for PCP

4. **Enter WEEKLY ACCOMPLISHMENTS**—tracks sales for taxes & submits for recognition

Go to **Business Tools>Weekly Accomplishments>Enter weekly accomplishments**

Click correct week from drop down at the top left

Enter into the info into the boxes, then **CLICK NEXT** all the way thru to **SUBMIT!**

Put a pink highlighted check on the receipt on upper corner when entered.

5. **Follow up Container**—2days-File receipt in the date that corresponds for 2 days—follow up. Put into datebook!

2weeks-After you follow up on that day move the receipt to the two wks. Put into datebook!

ONCE FOLLOW COMPLETE PUT THE CUSTOMER PROFILE & SALES TICKET INTO YOU'RE MY CUSTOMERS BINDER!

INCOME AND EXPENSE SUMMARY FOR MARY KAY CONSULTANTS

Prepared by Dennis Mason, CPA PC
(248) 960-9980 email masoncpa@comcast.net

INCOME

Sales (Total of pink slips without sales tax)	
Commissions	
Prizes and awards	

INVENTORY

Sec 1 purchases	
Personal use	
Ending inventory	

EXPENSES

Automobile

Total miles driven	
MK miles driven	
Gas	
Insurance	
Repairs, car wash	
Cost of lease	

Promotion

Advertising	
PCP	
Cards, flowers, etc	

Office expenses

Supplies	
Small equipment	

Supplies

Sec 2 purchases	
Cotton balls, wash cloths	
packing supplies	

Travel

Airfare	
Hotel	
Taxi, shuttle, tips	

Meals

While traveling	
Entertaining, recruiting	

Room\booth rent ______

Seminars

Workshops	
Meeting expenses	

Telephone

Land line	
Cellular phone	
Internet fees	

Postage

Postage and UPS	
MK freight charges	

Interest

Bank loan	
Credit cards	

Wages

Secretary	
Minor children	

Directors suit or or red jacket	
Cleaning	
Pro Pay fees	

Office at home

Sq feet of office	
Sq feet of home	
Original cost of home	
Rent paid	
Utilities	
Homeowners insurance	