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Numerawise Solutions - Simple manual bookkeeping for small businesses. Page 1

Manual Bookkeeping Template & Checklist

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Monthly Bookkeeping Checklist

- ☐ Record every sale and expense in the cash book
- ☐ Separate business and personal transactions
- ☐ Reconcile the cash book against your bank statement
- ☐ Reconcile each credit card and loan account
- ☐ Chase unpaid customer invoices (accounts receivable)
- ☐ Pay and record supplier bills (accounts payable)
- ☐ Set aside money for sales tax and income tax
- ☐ File and back up receipts (digital copies are fine)
- ☐ Review your profit, expenses, and cash balance
- ☐ Close the month - lock the numbers you've filed

Simple Chart of Accounts (starter categories)

INCOME	Sales / Services, Other income, Refunds received
COST OF SALES	Materials, Subcontractors, Merchant/processing fees
EXPENSES	Rent, Utilities, Payroll & wages, Insurance, Vehicle/fuel, Software, Marketing, Office supplies, Professional fees, Bank charges
TAXES & LIABILITIES	Sales tax collected, Payroll tax, Loans payable
OWNER	Owner draw / contribution

When manual bookkeeping stops keeping up

Once you have real transaction volume, moving to QuickBooks Online - or handing the books to a professional - saves time and cuts errors. Numerawise Solutions can set it up, clean up past months, and keep it current. numerawisesolutions.com