



Bookkeeping Basics

Why Bookkeeping Matters

Bookkeeping isn't just for tax season — it helps you:

- See how your business is really doing
 - Make better money decisions
 - Stay compliant with taxes and reporting
-

What It Includes

- Recording income & expenses accurately
 - Reconciling accounts (making sure your books match your bank)
 - Categorizing transactions properly (e.g., advertising vs. supplies)
 - Tracking assets, liabilities, and owner draws
-

Choose a Method

- Manual spreadsheet (great for very small businesses)
 - Cloud accounting software:
 - *Beginner-friendly:* [Wave](#), [Zoho Books](#)
 - *Powerful & scalable:* [QuickBooks](#), [Xero](#)
-

Set a Schedule

- Weekly: Categorize income and expenses, upload & save receipts
- Monthly: Reconcile accounts and review reports
- Quarterly: Check profits, set aside money for taxes, adjust strategy



Bookkeeping Basics



Professional Tips

- Open a separate business bank account
- Store receipts digitally — snap a photo and upload to the cloud
- Keep personal and business finances separate
- Consider hiring a bookkeeper or tax professional as your business grows



Need Help?

We can help you set up your **chart of accounts**, get your **books organized**, or take it off your plate completely with **full-service bookkeeping**. Whether you're just starting or ready to scale, we've got you covered.



[Book a Discovery Call](#) or



[Send a Message](#)

<https://bewellfinance.org>