YOUR QUICK TOUR

Small habits beat a year-end rescue

Bookkeeping becomes easier when every transaction follows the same clear path and someone owns each step.

Meet Kareem and the receipt mountain 3

Use the bookkeeping loop 4

Separate business activity 5

Keep source documents and an audit trail 6

Build a simple chart of accounts 7

Post and reconcile every week 8

Close the month calmly 9

Prevent common mistakes 10

10 business ideas with first tests 11

Your seven-day bookkeeping sprint 13

Your bookkeeping worksheet 14

YOUR FINISH LINE

One capture inbox, one useful account list, one reconciled bank period and one weekly routine with clear ownership.

01 / MEET YOUR GUIDE

Kareem escapes the receipt mountain

Fictional example: Kareem, his repair studio and all events are invented.



THE MONTH-END SCRAMBLE

Receipts sit in bags, supplier bills live in chat messages and customer payments have vague bank descriptions. Kareem guesses at several categories.

THE WEEKLY RESET

He creates one digital inbox, records transactions every Friday, attaches evidence and reconciles the bank. Unclear items go to a question list.

THE LESSON

Good bookkeeping is not perfect memory. It is a repeatable trail from the real transaction to the record, evidence and review.

02 / THE BOOKKEEPING LOOP

Give every transaction a clear path

The same small loop works for sales, purchases, expenses, payroll, assets, loans and owner movements.

1 / CAPTURE

Collect the invoice, receipt, contract, bank detail or other source document while the transaction is fresh.

2 / CLASSIFY + RECORD

Choose the correct date, contact, account, amount, tax treatment, description and reference. Flag uncertainty instead of guessing.

3 / MATCH + RECONCILE

Match documents to payments and receipts. Compare the books with bank, card, customer and supplier records.

4 / REVIEW + CLOSE

Resolve differences, approve adjustments, check reports, lock the period where suitable and keep the evidence retrievable.

ONE OWNER PER STEP

Decide who captures, records, approves, pays, reconciles and reviews. Small teams should still separate duties where practical.