

Six easy steps. . .

Basic Bookkeeping



Step 1

Gather your financial documents – bank and asset statements, credit card and loan documents, income forms and expense receipts.

Step 2

Categorize your transactions into income, expenses, assets, and liabilities.



START

Step 3

Reconcile the transactions and accounts consistently.



Step 4

Prepare financial statements - Profit and Loss shows money in and money out. Balance Sheet shows big picture of your financial health.



Step 5

Review the financial statements to make better financial decisions.



Step 6

Share your findings with those that need to know - associates, family, etc.

FINISH