AUTUMN RIVER CO.

BOOKKEEPING & VA SUPPORT

# *The* Bookkeeping Setup *Starter Kit*



*A simple guide to get your books organized, consistent, and working for you.*

A SIMPLE FOUNDATION TO BEGIN

# Set up your books with confidence

## Before you pick the software

Start with your actual business activity, not a complicated chart of accounts.

- ☐ **List** the business bank and credit card accounts you use.
- ☐ **Identify** how customers pay you and where fees are withheld.
- ☐ **Confirm** whether you send invoices, collect sales tax, carry inventory, or run payroll.
- ☐ **Ask** your tax professional which accounting method and filings apply to your business.

## Your starter setup checklist

| | |
|---|---|
| | **Use a dedicated business bank account** and keep personal spending separate. |
| | **Choose an accounting platform** that fits your transaction volume and needs. |
| | **Create sensible categories** for income and major expenses; avoid unnecessary detail. |
| | **Set a consistent way to capture receipts** and supporting documentation. |
| | **Connect accounts carefully** and confirm the correct starting dates and balances. |
| | **Plan a 20-minute weekly money review** and a monthly reconciliation. |
| | **Decide who handles invoices**, customer payments, bills, and bookkeeping questions. |

## *My first setup step*

The first bookkeeping step I will take: _____

_____

My weekly review day: _____

A SIMPLE MONTHLY RHYTHM

# Keep your setup working

## A practical monthly routine

| WEEK | QUICK ACTION |
|---|---|
| **Each week** | Save receipts, review new transactions, and follow up on unpaid invoices. |
| **Month-end** | Reconcile every bank and credit card account; review open bills/invoices. |
| **After close** | Review income, spending, cash flow, and questions for your advisor. |

## Common setup pitfalls

- ☐ Treating transfers between your accounts as business income or expenses.
- ☐ Counting credit card payments twice.
- ☐ Connecting the same bank feed more than once.
- ☐ Using a large generic chart of accounts without thinking about your business.
- ☐ Assuming imported transactions equal complete books.

## Your first three next steps

1. Gather accounts and payment **methods**.
2. Choose a place to save receipts.
3. Set a repeating time to review and reconcile or assign the work to someone who can.


## *A little breathing room for your business*

You do not have to tackle every behind-the-scenes task alone. Autumn River Co. helps small business owners organize their books, establish practical systems, and stay on top of back-office work.

**BOOK A FREE 30-MINUTE CALL**


Educational resource only; not individualized tax, legal, or accounting advice. Do not change historical bookkeeping entries solely based on this guide.