ALLORNOTHINGHQ

Bookkeeping Companion Guide

A monthly routine, record checklists, category examples and printable logs for Etsy sellers, resellers and small online businesses. Companion to the 2027 Bookkeeping and Tax Organizer workbook.

A record-keeping guide. Not tax, legal or accounting advice. Not affiliated with any tax authority, marketplace or software company.

How to use this guide

This guide goes with the **2027 Bookkeeping and Tax Organizer** workbook. The workbook holds your numbers. This guide gives you a routine, checklists and printable pages to keep the numbers clean.

In this guide

- [ ] A **monthly routine** you can finish in under an hour once it is a habit
- [ ] What **records to keep** and where they come from
- [ ] **Category examples** to help you sort expenses
- [ ] How to keep **business and personal money apart**
- [ ] Printable **receipt log**, **mileage log** and **monthly close** pages
- [ ] A **quarterly tracker** and a **year-end checklist**
- [ ] A short **glossary**

> **Important.** This is a record-keeping guide. It is not tax, legal or accounting advice, and it does not calculate your taxes. Tax rules, rates, forms and due dates differ by place and situation and change over time. This guide contains no tax rates and no dollar limits. Ask a qualified tax professional how to report your income and expenses, and what to keep and for how long.

The monthly routine

Pick one day each month. Put it on your calendar. Tick the boxes.

Every week (10 minutes)

- [ ] Save new receipts: photo or scan, one folder per month
- [ ] Enter new expenses on the **Expenses** sheet
- [ ] Log any business trips on the **Mileage** sheet
- [ ] Glance at payouts from each marketplace and payment processor

Every month (30 to 60 minutes)

- [ ] Enter all sales and refunds on the **Income** sheet. Use each marketplace's monthly report or payout list
- [ ] Enter fees on the **Income** sheet (not on **Expenses**)
- [ ] Compare the **Income** totals with your bank and payment processor statements. Note any difference
- [ ] Check **Expenses** for rows marked No receipt and look for the receipt
- [ ] Update **Inventory** for items bought, listed and sold
- [ ] Look at the **Monthly** sheet: is the number what you expected?
- [ ] Back up the file (a second place, not the same computer)
- [ ] Print or save the **Monthly close** page

Every quarter

- [ ] Fill in the **Quarterly tracker** page
- [ ] Look at the set-aside example on the **Monthly** sheet and decide your own number with a tax professional
- [ ] Note any payments you made and the date
- [ ] Review the **By Category** sheet: anything in Other that deserves its own category?

> **Tip.** Do the monthly close on the same day your bank statement arrives. A short, regular session beats a weekend pile-up in April.

Records to keep

What to save, and where it usually comes from. Ask your tax professional how long to keep each.

Record	Where it comes from	Where I keep it
Sales and payouts	Each marketplace's reports and payout lists; payment processor reports	
Fees	Marketplace and processor statements	
Refunds and chargebacks	Marketplace and processor reports	
Bank statements	Business bank account	
Receipts and invoices	Email receipts, shop receipts, photos	
Subscriptions	Card or bank statements and vendor accounts	
Mileage	Your log with date, trip purpose, start, end, miles	
Inventory purchases	Receipts from sources and sellers	
Contractor payments	Invoices and payment records	
Year-end forms	Any tax forms sent to you by marketplaces or clients	
Legal and registration	LLC papers, business license, EIN letter	