JLG BUSINESS LEARNING COLLECTION

Bookkeeping and Tax Readiness

Create records you can explain and a close you can repeat.

Guide + workbook + knowledge check + 30-day implementation plan

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How to use this book

Read one chapter, complete its related worksheet, and choose an evidence-backed next action. Use the knowledge check to test understanding, then follow the 30-day plan. The worksheets are reusable: complete them on paper or use the companion CSV files in your spreadsheet software.

Who it is for: Owners preparing reliable records for bookkeeping and tax professionals

Your completed output: A transaction evidence workflow, monthly close checklist, cash plan, and tax-professional handoff.

Scope: this is business education and planning support. It is not an individualized legal, tax, investment, credit repair, or lending opinion. Use qualified professionals and the actual requirements of relevant agencies and institutions for decisions that require them.

Examples in this collection are hypothetical teaching cases. Self-assessment scores measure your own evidence and preparation; they are not validated diagnostic or approval scores. No revenue, tax, credit, or financing result is promised.

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Companion worksheets / Self-assessment / Knowledge check / Answer explanations / 30-day implementation / Source notes

1. Design the record flow

A financial system should answer what came in, what went out, why it happened, and where the evidence is stored. The IRS allows a recordkeeping system suited to the business that clearly shows income and expenses. Choose a process the owner can maintain rather than the most elaborate software demonstration.

Trace one sale from agreement to invoice, payment, bank deposit, and recorded income. Then trace one purchase from approval to receipt, payment, and recorded expense. Identify every place the information can be lost. Assign a capture method and an owner to each step.

Keep a transaction log that records date, counterparty, amount, purpose, category, account, and evidence location. A bank description may be too vague to explain business purpose. Add the explanation while the facts are fresh. IRS guidance identifies supporting details such as payee, amount, date, proof of payment, and description.

Avoid storing full account numbers or tax identifiers in a general worksheet. Use an account nickname and secure the actual documents. A useful records process should support professional review without spreading sensitive information among unnecessary systems.

Apply it: identify one fact you can prove, one unresolved question, and one decision this chapter changes. Enter them in the decision log.