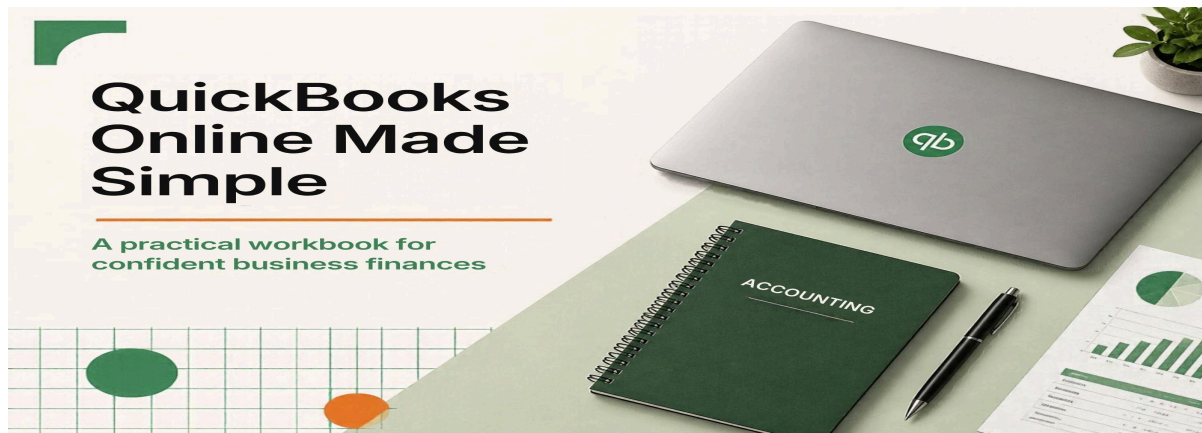




A Companion Workbook for Business Owners
By RW Bookkeeping AZ

Welcome & How to Use This Workbook

This workbook is designed to help you apply what you learned in the *QuickBooks Online Made Simple* ebook. Each section includes simple prompts, reflection questions, and fillable spaces so you can map out your QuickBooks setup with clarity and confidence.

Take your time. Move at your own pace. Let this be a grounding, supportive experience.

What I want to feel in my bookkeeping system:

My biggest bookkeeping challenges right now:

Choosing the Right QuickBooks Subscription

QuickBooks Subscription Tiers				
FEATURES	TIER 1	TIER 2	TIER 3	TIER 4
 Track Income & Expenses	✓	✓	✓	✓
 Send Invoices & Estimates		✓	✓	✓
 Connect Bank Accounts		✓	✓	✓
 Run Reports		✓	✓	✓
 Manage Customers			✓	✓
 Automate Workflows				✓

Use this page to clarify what you truly need from your QuickBooks plan.

1. What features matter most to my business?

(Examples: invoicing, inventory, time tracking, reporting)

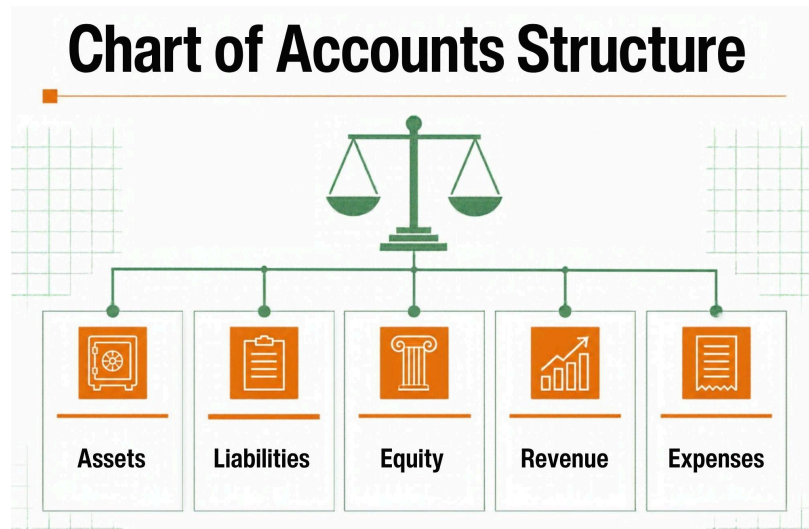
2. My business type:

- ☐ Service-based
- ☐ Product-based
- ☐ Hybrid
- ☐ Other: _____

3. My current subscription level (if any):

4. Do I need to upgrade, downgrade, or stay where I am? Why?

Setting Up Your Chart of Accounts



This section helps you map out the categories that make sense for your business.

1. My income streams:

2. My main expense categories:

3. Accounts that feel confusing or cluttered:

4. Accounts I may want to add or remove:

Bank & Credit Card Feeds

Use this page to track your connected accounts and create a simple review routine.

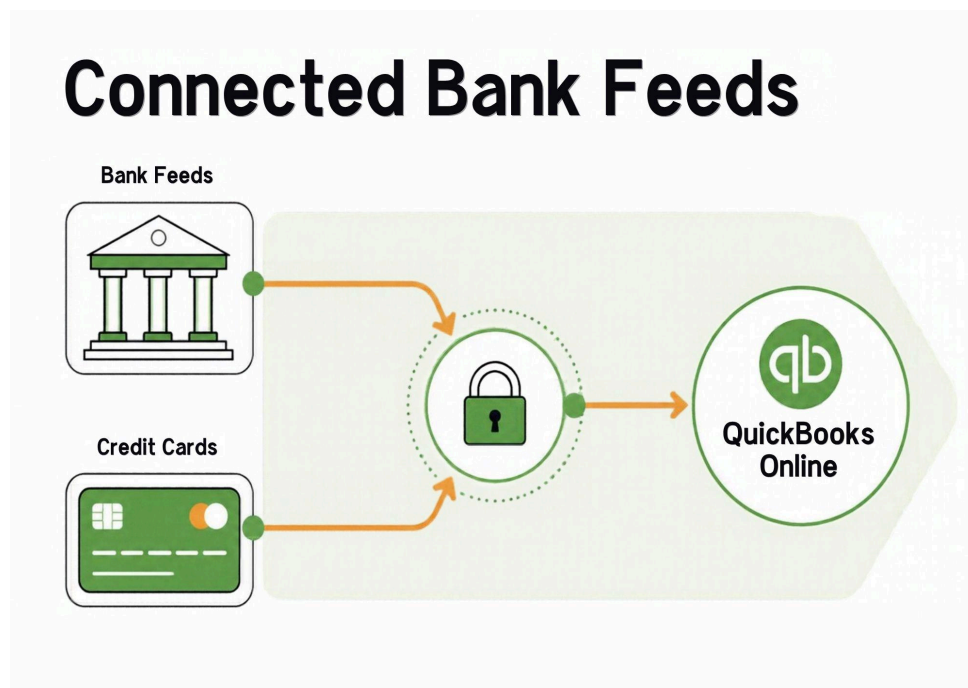
1. Accounts I need to connect:

- Bank: _____
- Credit Card: _____
- PayPal/Venmo: _____
- Other: _____

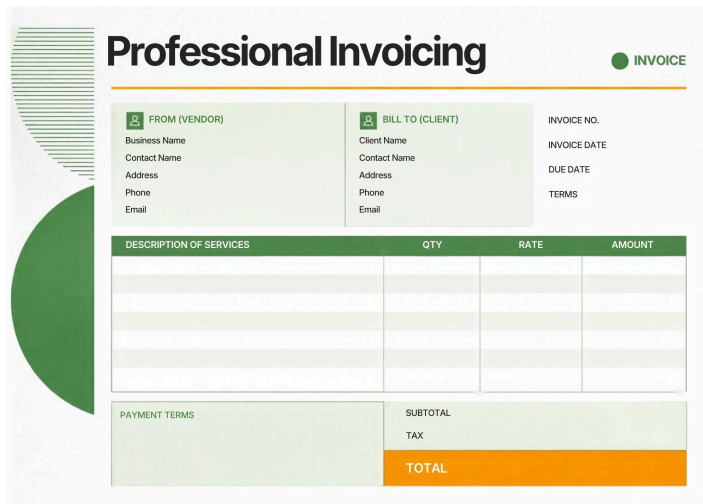
2. My weekly review routine (day/time):

3. Signs my bank feed may need attention:

4. Notes about recent disconnects or issues:



Invoicing With Confidence

A professional invoice form template with a green and orange color scheme. It includes fields for vendor and client information, a table for services, and a summary section.

Professional Invoicing INVOICE

FROM (VENDOR)		BILL TO (CLIENT)		INVOICE NO.
Business Name		Client Name		
Contact Name		Contact Name		INVOICE DATE
Address		Address		DUE DATE
Phone		Phone		TERMS
Email		Email		

DESCRIPTION OF SERVICES	QTY	RATE	AMOUNT

PAYMENT TERMS	SUBTOTAL
	TAX
	TOTAL

This page helps you refine your invoicing process and improve cash flow.

1. My current invoicing process:

2. What feels unclear or inconsistent:

3. Services/products I invoice for most often:

4. Payment terms I want to use consistently:

5. Notes for improving my invoicing workflow:

Tracking Expenses & Mileage



A simple place to organize your expense habits and mileage needs.

1. How often I currently categorize expenses:

2. What gets in the way of consistency:

3. My plan for attaching receipts:

4. Do I need mileage tracking?

☐ Yes

☐ No

If yes, how will I track it?

Running Essential Reports

Use this page to reflect on what your reports are telling you.

1. Profit & Loss — What I want to understand better:

2. Balance Sheet — What feels confusing or unclear:

3. Cash Flow — What I want to track more closely:

4. How often I want to review reports:

- ☐ Weekly
☐ Monthly
☐ Quarterly
☐ Other: _____



Avoiding Common QuickBooks Errors

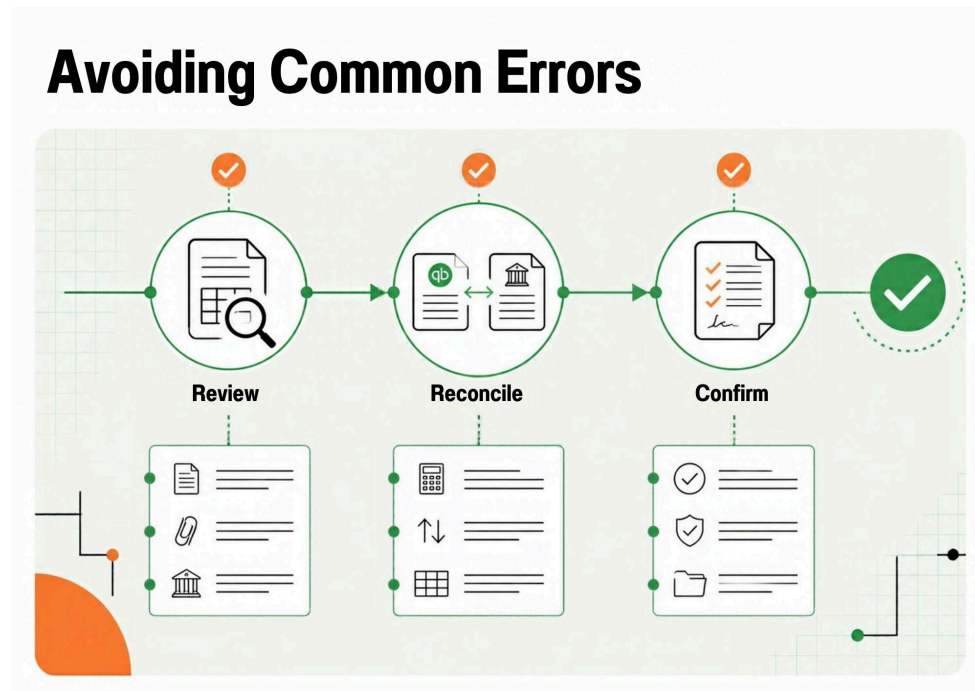
A space to identify patterns and create supportive habits.

1. Errors I've made before or worry about:

2. My plan to avoid duplicates:

3. My plan to categorize more accurately:

4. My monthly reconciliation routine:



Reflection: Bringing It All Together

1. What feels clearer after completing this workbook:

2. What still feels confusing or overwhelming:

3. What support would feel helpful right now:

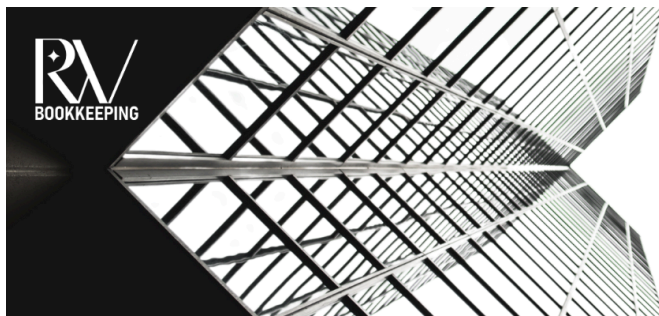
Your Next Step Toward Clarity

Your books deserve to feel clean, calm, and supportive — and you don't have to get there alone.

If your QuickBooks file feels messy, behind, or confusing, RW Bookkeeping offers gentle, judgment-free cleanups and catch-ups that help you get back on track quickly.

Click below to schedule your free consultation.

[Your clarity starts here.](#)



Stress Less, Profit More.

Rea Winton - RW Bookkeeping