Bookkeeping Business Course Program

Work, Money & Place | Local review edition v2 | November 21, 2026

A bounded service, evidence and a complete owner cycle.

Start with one supported client month

Practice a one-account monthly close, then estimate the full service before quoting.

Use fictional records first; tax filing, payroll and moving client money stay outside this offer.

Begin learning with L01. Check conditions and demand in L02 before buying or accepting paid work.

Five steps to a readiness decision

1. Choose the narrow service — L01 / F01. One-account monthly offer with explicit exclusions

2. Check demand and actual conditions — L02, L03, L04 / F02, F03, F04. Unsent demand plan and dated operating/data register

3. Rehearse the complete close — L05, L06, L07, L08, L09 / F05, F06, F07, F08, F09. Supported journal, reconciliation and internal schedules

4. Estimate before setting the price — L10, L11, L13 / F10, F11, F13. Independent whole-cycle costs and precise confirmation

5. Verify readiness and handoff — L12, L14 / F12, F14. Release procedure and evidence-based next-step decision

Stop at missing conditions or evidence. The route is a study order, not permission to sell or perform unverified work.

A complete one-checking-account monthly internal-management cash-basis close for a simple solo service business, with supported opening records and up to 15 unique transactions. Includes source inventory, double-entry journal, duplicate/exception handling, bank reconciliation, internal activity/cash/equity schedules and owner handoff.

A prospective US owner-operator without assumed bookkeeping expertise, who will demonstrate the selected workflow and obtain competent review and actual operating clearance before real client work.

540 minutes (9 hours) of lesson study and written exercises, equal to lesson allowances. Actual research, instruction, practice, review and operating setup require additional variable time; no fixed readiness-hours claim.

Start here

Read the five-step route, then use the fictional evidence before handling real records. This course teaches a bounded complete ledger-to-handoff task and a separately costed service business.

All case names, evidence, approvals, outcomes and rates are invented. No real messages, accounts, purchases, bank access or publication are performed or authorized by this course.

Nine study hours do not establish beginner readiness or a credential. Actual practice, competent independent review, local checks and secure operation require additional variable time. Course

materials are free to read and download. Any paid application will be a separate optional product with its own disclosed terms.

First action: Complete F01 and the unsent F02/F03 research plan; use fictional records in L05–L09 before collecting real data or buying a commercial software stack.

Course route

Choose a suitable service and operating conditions

L01 Choose one small client month and define the service. Output: A bounded monthly offer and clear decline examples Study and exercise allowance: 30 minutes.

L02 Test demand without buying a software stack. Output: A service profile, unsent outreach and a two-week cohort decision Study and exercise allowance: 35 minutes.

L03 Verify actual operating, title and data conditions. Output: A dated Seattle example and an unresolved-conditions register Study and exercise allowance: 35 minutes.

L04 Set up a secure evidence trail and limited access. Output: A data map, access register and successful fictional restore test Study and exercise allowance: 40 minutes.

Work the complete client month

L05 Onboard from a supported opening balance. Output: An opening-balance certificate of evidence and source inventory Study and exercise allowance: 40 minutes.

L06 Build the chart and post a balanced journal. Output: A complete 15-entry journal with source IDs and debit-credit checks Study and exercise allowance: 45 minutes.

L07 Review imports, duplicates and unresolved items. Output: A reviewed import register and two resolved exceptions Study and exercise allowance: 40 minutes.

L08 Reconcile the bank without an unexplained adjustment. Output: A zero-difference reconciliation with subsequent-clearing evidence Study and exercise allowance: 50 minutes.

L09 Close the month and explain profit versus cash. Output: A balanced trial, internal activity summary and cash bridge Study and exercise allowance: 45 minutes.

Estimate confirm and deliver

L10 Estimate the complete service cycle before setting a fee. Output: An independent estimate separate from client books Study and exercise allowance: 40 minutes.

L11 Write a precise estimate and fictional confirmation. Output: A full scope, price and approval specimen Study and exercise allowance: 30 minutes.

L12 Deliver the packet and close the relationship loop. Output: A handoff, receipt, correction route and recoverable archive Study and exercise allowance: 35 minutes.

Handle adversity and prove readiness

L13 Cost a late-record month and a no-sale outcome. Output: Separate adverse outcomes with cash and economic effects Study and exercise allowance: 35 minutes.

L14 Prove readiness on a fresh month and plan capacity. Output: A fresh November practice month, reviewed exception decisions and a bounded readiness decision Study and exercise allowance: 40 minutes.

Starter boundaries

- Tax advice, tax-method elections, return preparation or filing; payroll and employment filings.
- Payment initiation/approval/execution, custody of money, shared bank credentials and fraud-detection promises.
- CPA attest, audit, review or compilation services and financial statements for external reliance.
- Historical cleanup, inventory, trust/client money, card or processor clearing accounts, foreign currency, complex debt, receivables, customer deposits and material prepaid/fixed-asset accounting.

Files and readiness

The package contains 14 lessons, 14 working forms with separate examples, a complete fictional case, original teaching visuals and a formula planner with an independent Estimate and task-specific working sheets. Counts follow the tasks.

- Fresh changed-input rehearsal correctly classifies owner/loan activity and identifies duplicate/unsupported facts without copying the key.
- Independent competent review confirms source-to-journal-to-report traceability, a supported zero-difference reconciliation and understandable profit/cash explanation.
- Actual dated jurisdiction/title/tax/business conditions, appropriate reviewed terms and suitable coverage questions are resolved for the narrow offer.
- Individual minimum access, protected exchange, recipient verification, retention/incident route and tested recovery are demonstrated before actual records.
- A full-cycle independent estimate, actual demand evidence, capacity and late/no-sale decisions support the next bounded commercial step.
- No actual paid-work readiness follows from reading, fictional approval, software purchase or the example 9 hour study allowance.