SAMPLE ONLY

From work to reconciled books

A practical route through the fictional accounting demo.

1

OFFICE SETUP

Review the opening balances

Start from the prepared sample opening. Check the evidence and balanced amounts. The opening worksheet tests a draft without replacing the posted opening.

CUSTOMER WORK

Job + invoice

Review and complete work.
Create one linked, unsent invoice.

Record customer payments or credits against that invoice.

SUPPLIER COSTS

Bill + payment

Enter a supplier bill.
Keep the amount due visible.

Record supplier payments against the original bill.

ALREADY PAID

Direct expense

Record costs already paid.
Add a job reference if useful.

Choose the correct path. Do not enter the same cost again as a supplier bill.

2

OFFICE REVIEW

Match the statement, then reconcile

Match fictional statement lines to existing book entries; no money posts again. Finish when every statement line is matched and the difference is zero. Outstanding book items remain visible.

3

REVIEWER

Review reports + close the sample period

Compare cash and accrual results, supplier balances and the trial balance. Confirm the close after reconciliation. The sample lock blocks new postings in that period.

4

OFFICE / OWNER

Download backup + verify an isolated copy

Save the accounting JSON package with its checksum. Verify a rebuilt copy without replacing this workspace. Reports and backups are also available before closing.

KEEP THE THREE AREAS SEPARATE

WORKING TODAY

Fictional demo

Practice the steps on this page with sample records.

No invoices are sent and no money moves.

Changes stay in this browser tab.

PRIVATE OFFICE

Read-only archive

Encrypted QuickBooks history stays separate. Imported records do not post into the demo ledger.

FUTURE LIVE ACCOUNTING

Requires validation

Approved conversion balances and account mapping, real connections, server-enforced controls, protected backups and accountant review.

Demo features are not live accounting approval.

Sample close is not tax filing. Backup verification is not an automatic or encrypted backup service.