



A Free Guide from iKeep

No Fluff

# the full story.

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iKeep<sup>TM</sup>

# Most business owners don't know what they don't know.

You hired a bookkeeper. They reconcile your accounts. Your accountant turns up once a year. On paper, this looks like a working setup. In practice, there's a gap. ***The gap is where the scramble lives.***

This guide lists the eight things that most bookkeepers leave undone.

None of them are technically difficult. All of them compound over time. If even one of them is missing from your setup, you'll feel it eventually. Usually at year end. Usually expensively.

## ✓ How to use this guide

Read it through once. Then go back and tick the ones missing from your setup. **If you tick more than two, reply to the email we sent.**



01

## A chart of accounts that reflects how your business works.

Most bookkeepers use the software's default. The default groups your numbers in ways that mean nothing to you.

☑ *You read your P&L and can't act on what you see.*

02

## Monthly balance sheet reconciliation.

Most bookkeepers do bank reconciliation. Few reconcile every account on the balance sheet, every month.

☑ *Year-end surprises trace back to here. Almost always.*

03

## Quarterly awards review on payroll.

Australian awards change. Public holidays drift. Clauses get reinterpreted. Software defaults age.

☑ *Underpayments compound silently until Fair Work asks.*

04

## Suspense and undeposited-funds accounts at zero.

Sitting balances mean something didn't get sorted. If it's been there a month, it'll be there at year-end.

☑ *Forces resolution while context still exists.*

05

## Cut-off discipline.

Invoices and bills land in the period they relate to, not the period they were entered.

- ✓ *Otherwise your P&L lies. And so do all your decisions made on it.*

06

## An AP approval workflow that isn't 'the founder'.

If you sign off every bill, the bookkeeping is partly your job.

- ✓ *Most owners value that time at more than the bookkeeper's hourly.*

07

## A monthly reporting pack you actually read.

Most reporting packs are generated, not written. Numbers without commentary are just data.

- ✓ *Three sharp paragraphs from your account manager move the needle.*

08

## Honest software hygiene.

Plugins layered over plugins. Old integrations still running. Two payroll systems half-synced.

- ✓ *An annual audit of what's in your stack — and what's quietly costing you.*



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Remove the scramble,  
**get the full story.**

Want an honest look  
at your setup?

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[1300 990 333](tel:1300990333)

[hello@ikeep.com.au](mailto:hello@ikeep.com.au)

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