Bookkeeping — Bills, P&L and the Accountant Pack

1 · Open Bookkeeping

1. Log in at **icewrightapp.com** and tap your rink on the Dashboard.

2. Tap **Money**, then **Bookkeeping**.

3. The income half of your books is already there — read live from Bookings, Members, the register, Lessons and Billing. The only thing Bookkeeping asks you to enter is your bills.

2 · Record a bill when it arrives

1. Tap **Record a bill**. The date is already today — set it to the bill's date.

2. Type the **vendor** (it remembers your vendors), pick the **category**, enter the **amount**.

3. Attach the bill itself, however it exists — photograph a paper bill with your phone's camera, attach the PDF it arrived as, or attach a screenshot of an emailed bill or online account page. That's the audit trail your accountant wants at year end.

4. Already paid it? Tick **Already paid**. Otherwise add the **due date** and it joins the unpaid list.

5. Electric, insurance, anything that comes every month: tick **Monthly bill**. The page then reminds you when a month goes by without one — a reminder only, it never posts an amount by itself.

6. Tap **Save bill** and wait for **Saved ✓**.

3 · Unpaid bills

Tap **Bills**. The unpaid list is what's owed, sorted by due date — overdue shows in red. When the check goes out, tap the bill, then **Mark paid**: dated today.

4 · Read the P&L

Income minus expenses for the period, on Bookkeeping's first screen — change it with the **Period** picker (this month, last month, season, this year, or any two dates).

Basis: **Billed** = what's on the books: income by what was charged, expenses by the bill's date. **Cash** = what actually moved: income by what was collected, expenses by the day they were paid. Your accountant will say which they want.

5 · Give it to the accountant

Tap **Reports**. **Spreadsheets** has three CSVs — the P&L, every bill, and the revenue detail behind every income figure — and the **Accountant pack** is one zip with the P&L on both bases, the expense detail, the revenue detail, and every bill photo. That zip is the year-end handoff.

Everything exports in full, always — your numbers are never locked in.

6 · For the rink owner — the categories

Categories (owners only): the list starts rink-shaped — electricity, refrigeration service, resurfacer parts, ice paint, payroll as one line… Rename anything, add what your rink needs, archive what it doesn't. Archived categories keep their history and leave the picker. Codes are optional and carry into the exports.

Payroll and tax filing stay with your payroll service — enter its monthly total as one bill and let them carry the filings.

Questions? Ask your rink manager. · icewrightapp.com