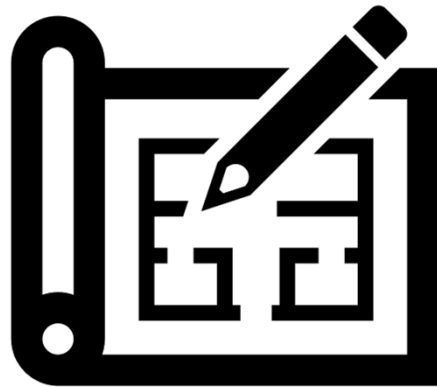


**What's a
simple
bookkeeping
process I can
follow?**



If you can't afford a bookkeeper or accountant and have to do your own bookkeeping, what is a simple process you can follow?



The first step is to make sure you time available to do it

Use a system that works for you

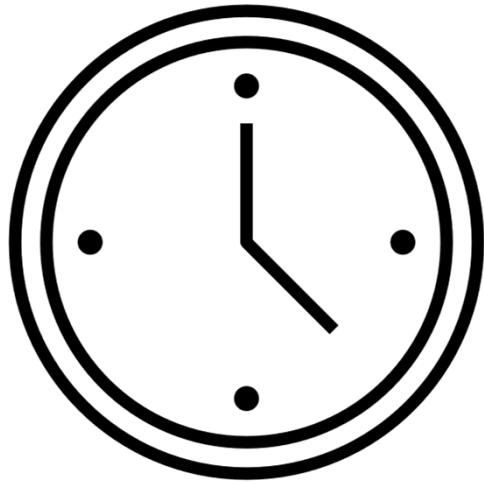
Make a checklist of the bookkeeping needed

Sales Invoicing – use an app or cloud accounting software

Supplier invoices - use a snap scan receipt capture app

Expenses – use a snap scan receipt capture app

Bank reconciliation – tick off all transactions



▶ It will probably take a couple of hours per month to finish all the bookkeeping, so be prepared to make sometime on a weekend or if you can on a weekday and ensure you aren't interrupted.

▶ You will need to concentrate.

▶ Get in the mindset.

**MAKE TIME AVAILABLE TO
DO YOUR BOOKKEEPING.**



- ▶ Excel is the choice of many starting out, but with [MTD ITSA coming in 2024](#), now is the time to get accounting software.
- ▶ Accounting software
- ▶ Examples: Xero, Freeagent, QuickBooks, Zoho Books
- ▶ By system I mean a permanent way of recording all your transactions digitally
- ▶ **Simplify everyday business tasks**
- ▶ Get the software app installed on your mobile

▶ *Freeagent is free for all RBS & NatWest customers.*

FIND A SYSTEM THAT WORKS FOR YOU



- ▶ Enter your sales invoices
- ▶ Enter your purchase invoices
- ▶ Enter your expenses
- ▶ Reconcile your bank statement and enter any transactions like bank charges or direct debits

MAKE A CHECKLIST OF BOOKKEEPING TASKS



- ▶ Work smart and save time by investing in accounting software that has an app for your mobile.
- ▶ Take the app on the road and produce sales invoices for your customers while on site.
- ▶ Email them directly to customer for payment.
- ▶ Add a payment method to the invoice such as PayPal or Stripe.

SMART INVOICING



Blu Bookkeeping
Affordable, friendly bookkeeping services

▶ Receipt capture software is the smart, digital way to get rid of bags of receipts.

▶ The app on your mobile works like a camera to capture the image and uploads it to your cloud accounting software.

▶ Simple and fast way to get rid of paper receipts.

▶ Upload expenses and purchase receipts



SIMPLE RECEIPT CAPTURE

Manually record payments in and out

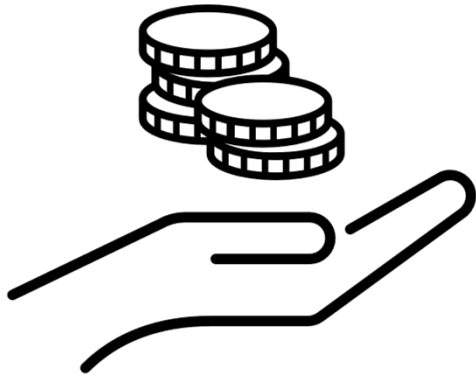
Tick off sales invoices against customer payments
Tick off card payments against purchase receipts
Tick off direct debits and standing orders

Automation of bank reconciliation

Integrate your bank to cloud accounting software to get your transactions importing automatically.
Easily tick and reconcile online



RECONCILING YOUR BANK ACCOUNT



- ▶ **Reports** - Produce a profit and loss report each month. Are you profitable or not? Can you improve performance by spending less or doing more jobs?
- ▶ **TAX** - Are you making money? If so, and the amount is over £12,570.00, put away 20% of the money above the threshold to cover Tax.
- ▶ **VAT** – Have you created invoices that total over £85k in the past 12 months (not just current financial year)? If you have then you need to register for VAT.
- ▶ **Drawings** – Only take out what the business can afford. You need money in the bank to buy stock, pay suppliers, and for emergencies.

KNOW YOUR NUMBERS

Links to cloud accountancy software that have mobile apps included in cost.

[Xero – offering 50% off for 6 months](#)

[Freeagent](#) - Get Freeagent for free if you have a business current account with [NatWest](#), [Royal Bank of Scotland](#), [Ulster Bank NI](#), or a business account with [Mettle](#), for as long as you retain your account.

[Zoho Books – 14 day free trial](#)

[QuickBooks – 75% off for 6 months](#)

[Sage – Get 3 months free](#)

**Offers available in March 2022. I have no affiliation with these companies and receive no financial reward. I have used all software and are listed in no particular order.*

RESOURCES





- ▶ **Blu Bookkeeping helps Pest Controllers grow their business.**
- ▶ Was this helpful? Drop me an email and let me know - All feedback is appreciated.
- ▶ **Contact Information**
- ▶ **Email:** Julie@blubookkeeping.co.uk
- ▶ **Book a discovery call** – lets talk business
- ▶ **Web:** www.blubookkeeping.co.uk
- ▶ **Facebook:** Follow me or like my posts here <https://www.facebook.com/BluBookkeeping>

BLU BOOKKEEPING

SIMPLE | SMART | SUPPORTIVE

