



PANDLE GUIDE

Good Bookkeeping Habits.



Sneak peek.

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- 04 What good bookkeeping looks like
- 06 What bookkeeping tasks should I do at least once a week?



The **basics** of bookkeeping.

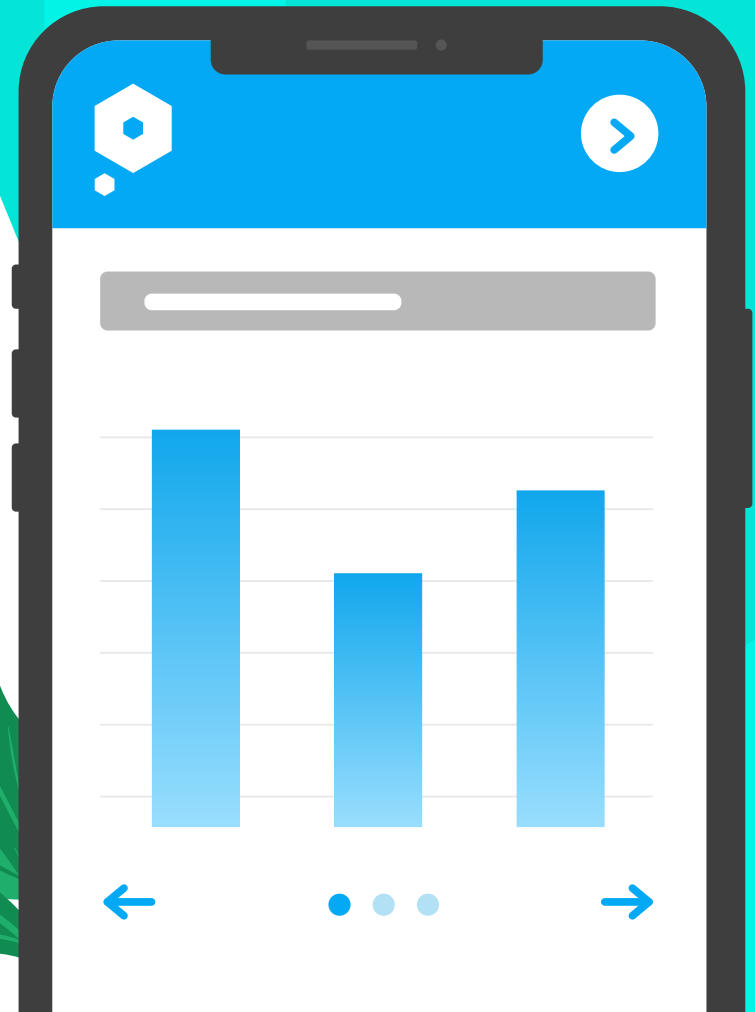
Bookkeeping is the process of recording and organising financial data accurately. It includes things like invoicing, categorising bank transactions, and logging expenses.

Are **bookkeeping** and **accounting** the same thing?

No, bookkeeping and accounting are not the same thing, although it's not unusual to hear the terms used interchangeably!

Bookkeeping is all about capturing the right data, and recording it accurately in the correct place. Accounting takes this information, and uses it to make sure the business fulfils its legal requirements, and operates efficiently.

For instance, bookkeeping data is used to complete a tax return correctly. It can also be used to generate reports about how the business is performing, and to identify areas which might need attention. It's why it's so important to get those good bookkeeping habits in place early on!





Why is bookkeeping so important?

Your bookkeeping data is at the heart of everything that your business needs to succeed.

Keeping your financial records up-to-date and reviewing them regularly helps you get those good bookkeeping habits in place early on!

- ✓ More effective business decisions
- ✓ Plan ahead, protect cashflow
- ✓ Operate more efficiently
- ✓ Minimise the risk of penalties for late tax submissions
- ✓ Take advantage of allowable expenses
- ✓ Stay on top of pending payments
- ✓ Avoid overspending

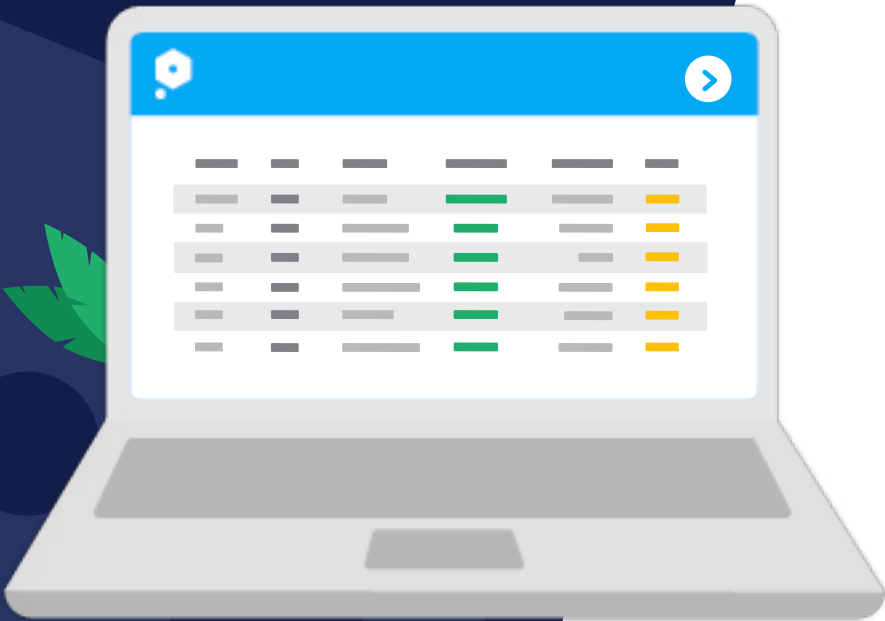
What **good bookkeeping** looks like.

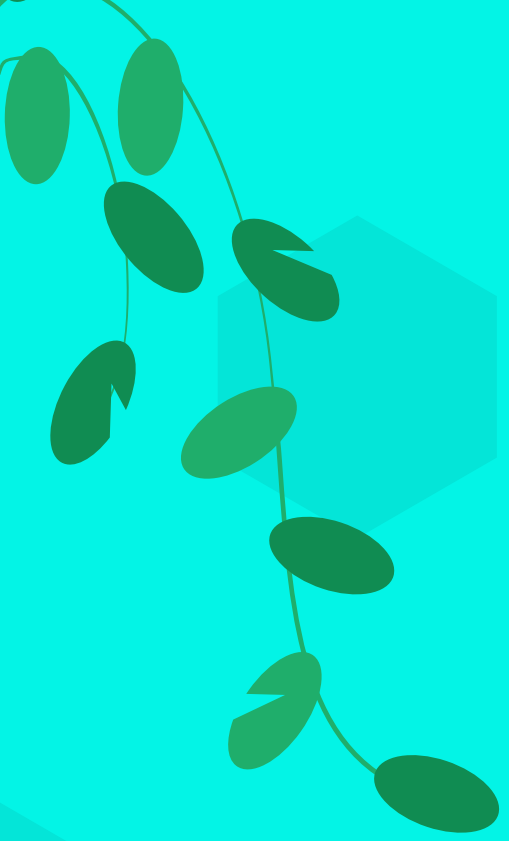
The best bookkeeping habit anyone can adopt is to keep everything as up to date as you possibly can.

It sounds like a lot of work, but using bookkeeping software can help you automate a lot of the day-to-day jobs without adding too much extra stress.

For instance, some software includes Bank Feeds, which connect your bookkeeping to your bank account so that transactions are recorded automatically.

This is great because it means your records stay current, and the information will be more accurate because there's less risk of data entry errors.





6 top tips for better bookkeeping.



Keep your personal and business finances separate



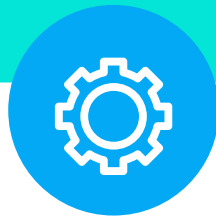
Use cloud-based software so you can access it whenever you need to



Store the receipts and invoices which go with any expenses



Don't leave it until the last minute - keep your accounts updated as you go



Automate tasks wherever you can to reduce the risk of errors and save time



Stay on top of late customer payments and supplier deadlines

What bookkeeping tasks should I do at least **once a week**?

Enter banking transactions, and record them against the correct categories, projects, and tax codes. If you use payment platforms, such as PayPal, make sure you record this information in your bookkeeping too

Stay on top of late customer payments, and monitor what bills you will need to pay soon. You don't want to upset your suppliers by being late!

Record expenses and other payments and keep those receipts safe as proof

Invoice customers and check for any upcoming payments



It's really good practice to get into the habit of doing these on a **monthly basis**, too.

- ✓ Checking that your VAT category balance matches the amount that you owe for this period (if you're VAT registered)
- ✓ Review longer-term financial reports, such as your cash-flow forecast, profit and Loss, and balance sheet
- ✓ Check that your bank balance figures (and any other payment platforms that you use) match the figures in your bookkeeping
- ✓ Pay staff (if you employ people), and record wages in your bookkeeping as well as in your payroll



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