

AUTOMATE YOUR BOOKKEEPING

The 8 Stages of Modern Bookkeeping

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No business should be tempted to do their own bookkeeping – your time is better spent running the business, selling, managing staff etc...on anything other than admin. Outsourcing your bookkeeping is one thing that will free up your time.

Traditionally, when you outsourced your bookkeeping, you paid extra for inefficiency and duplication. This is because your bookkeeper used outdated tools and processes that ultimately cost you money.

Now, by using the modern tools available, you can automate much of the process and where you need to outsource this can be quick and efficient.

The software we recommend is:

www.xero.com – this is the perfect modern bookkeeping package – it links to your bank, to your CRM and is cloud-based so is accessible from anywhere.

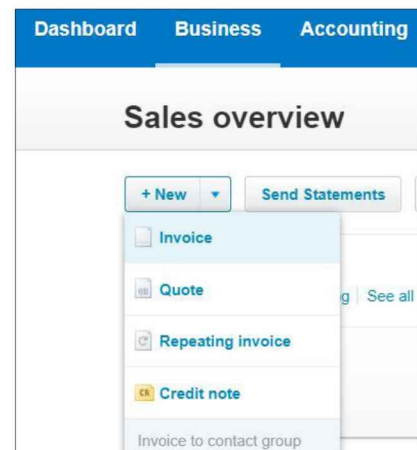
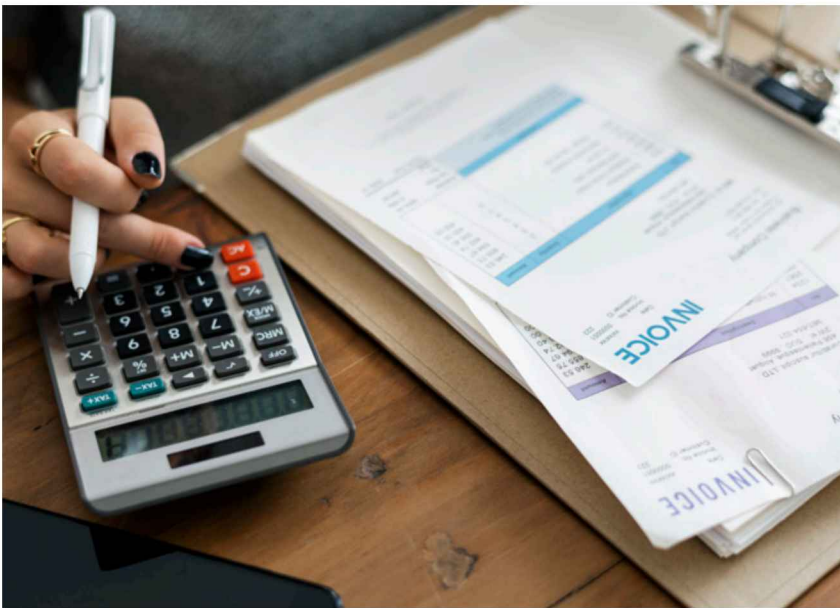
www.hubdoc.com – a Xero owned product, which is free with Xero, it reads your invoices and receipts and posts them into Xero.



1. Sales Invoicing

Raising sales invoices to your customers – many businesses do this manually via word or Excel, but this should be done on Xero; from your PC, Phone or Ipad. It is so easy to produce professional invoices on Xero you should never use Word or Excel for this task.

Should you outsource this? YES NO



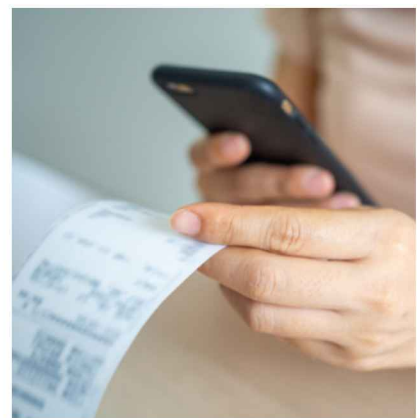
With Xero your sales invoices not only look professional, it is also quick and easy and allows you to track who owes you money. You can also send statements with a click of the button to ensure you are paid on time.



2. Collecting Purchase Invoices and Receipts

Collecting an official receipt or invoice for everything you purchase for the business – ideally electronically via email, if not then take a photo of it. Do not keep paper copies if you can help it.

Should you outsource this? YES NO



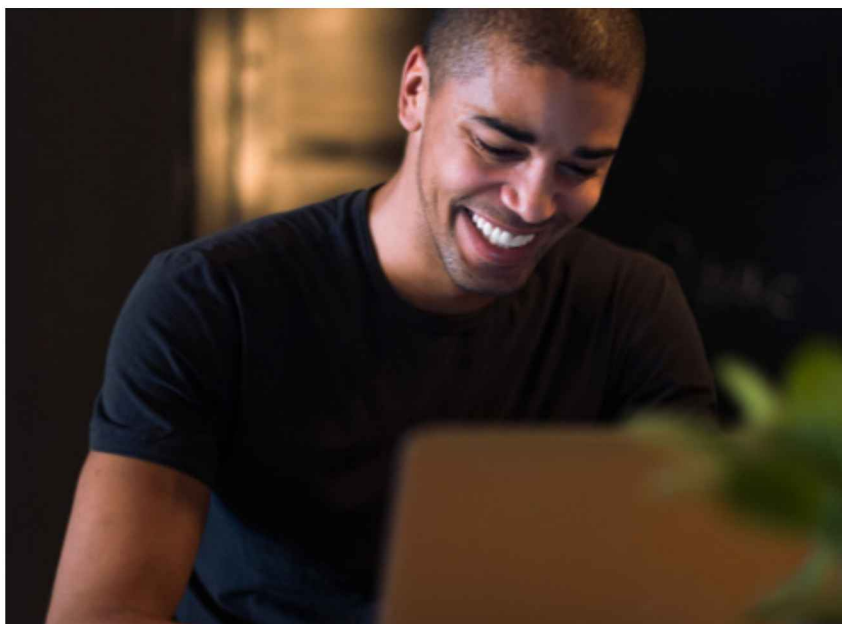
A good habit here is to take a photo or scan of every paper receipt or invoice you receive when you get it, so it doesn't get lost. Once you have a readable photo, you do not need the original.

3. Recording Purchase Invoices and Filing Them

The recording of the VAT and the detail of each purchase invoice/receipt you have collected for the business and the filing of each of these receipts into an acceptable filing structure that makes it easy to find.

Should you outsource this? YES NO

How to outsource – Send each receipt to Hubdoc (a free add-on to Xero) then allow your outsourced bookkeeper to post these for you to Xero. If you have unpaid purchases you want to approve first, then post these subject to approval.

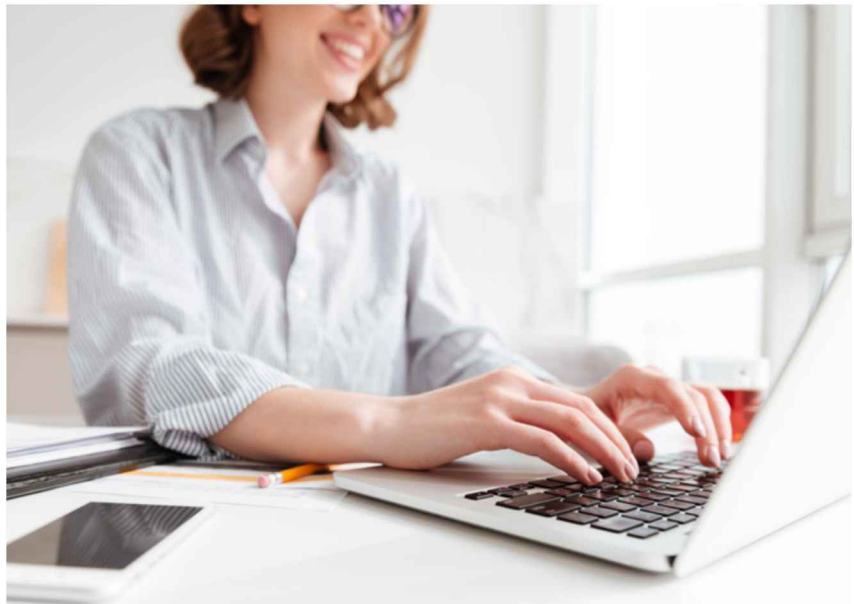


4. Reconciling the Bank and Credit Cards

Matching the bank statement to sales and purchase invoices and receipts raised or collected in earlier statements. Making sure that every transaction is recorded and accounted for.

Should you outsource this? YES NO

How to outsource – Xero connects to most banks and imports the statements into the software. A third party can then complete the reconciliation. Any unidentified transactions are sent on a query list.



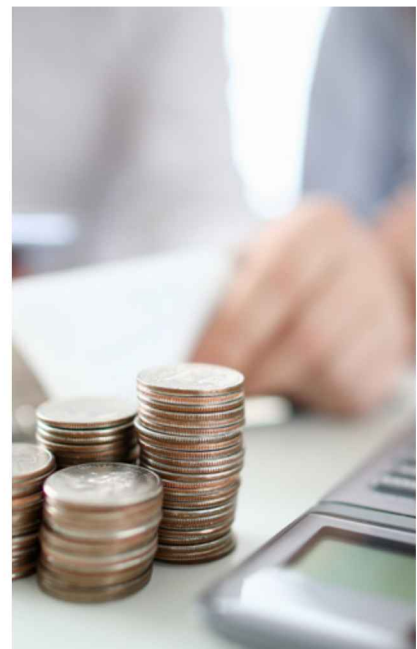
5. VAT Returns

Meeting your VAT obligations under Making Tax Digital is easy with Xero.

Should you outsource this? YES NO

How to outsource – Xero produces the VAT return from the information entered in the first 4 stages.

Your outsourced bookkeeper will check and issue your VAT return and then file this once you have approved it.



6. Running Payroll

Running payroll and pension calculations for your employees, giving them the payslips, paying them, and supplying information to HMRC.

Should you outsource this? YES (mostly) NO

How to outsource – Outsource all of this except paying your employees. Payslips can be sent to individual employees via email directly from the outsourcer.

Your outsourced bookkeeper will post a payroll journal back into your Xero to keep things tidy.

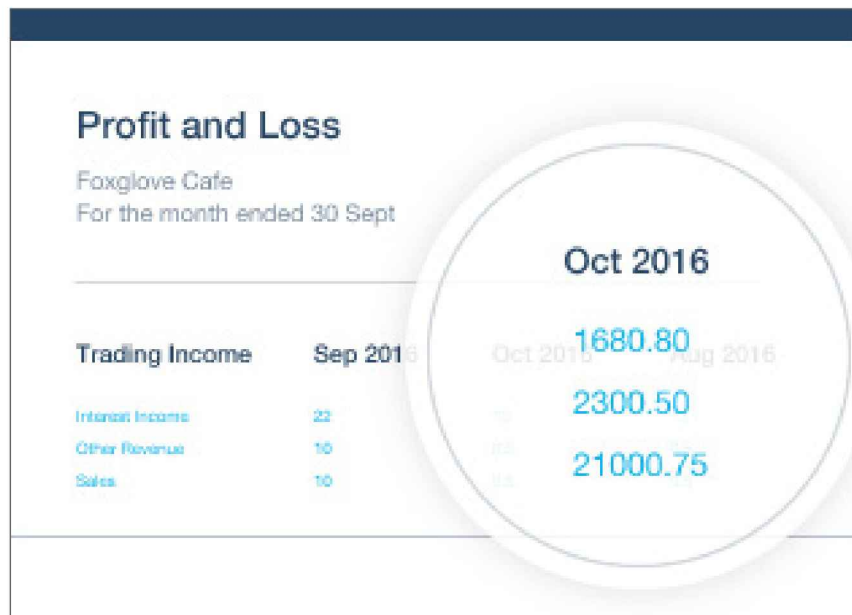
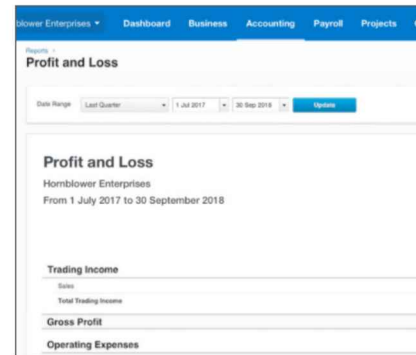


The screenshot shows a payroll overview dashboard. At the top, there is a navigation bar with 'Dashboard', 'Business', 'Accounting', 'Payroll', 'Projects', and 'Contact'. The main content area is titled 'Payroll Overview' and includes three summary boxes: 'Total Wages Last Month' (2,452.52), 'Upcoming Tax Obligations' (0.00), and 'Next Pay Run Date' (20 Nov). Below these is a 'Pay Runs' table with columns for 'Pay Period', 'Net Pay', 'Payment Date', and 'Status'. Two rows are shown: 'Monthly ending 28 Feb 2017' with a net pay of 670.00 and 'Weekly ending 05 Mar 2017' with a net pay of 4,903.28, both with a 'Draft' status. A 'Leave to Approve' section below shows 'No leave requests' and a 'New Leave Request' button. On the right, a calendar for November 2017 is visible, highlighting the 16th as a holiday for 'Canterbury Annivers'.

7. Great Reporting

As standard, Xero includes great reports such as a Profit & Loss, Aged Debtors, Aged Creditors, so you will always know where your business is financially.

Running a business without great financial reporting is a bit like driving a bus wearing a blindfold. You need to know where you are going and how your business is performing. Most businesses do bookkeeping to meet their tax and VAT obligations, whilst that is important, it's not the main reason for keeping good books. Knowing how your business is performing financially will help ensure your business is going in the right direction.



8. Happier You

A well-functioning bookkeeping system gives you the peace of mind that your finances are sorted and are not taking up too much time.

You will have the confidence that your business is on track or if it isn't performing financially you will know sooner rather than later so that you can take action.



How Accsys Accountants Can Help?

We are experts in helping you get on top of your bookkeeping and are a perfect outsourced partner. We will set you up on Xero and Hubdoc and give you full training and then, if required, run stages 3-6 for you. The table below gives more detail of our role in your bookkeeping system.

Stage	What this involves	How we help
3. Recording Purchase Invoices and Filing	The recording of the VAT and detail of each purchase invoice/receipt you have collected for the business. The filing of each of these receipts into an acceptable filing structure that makes it easy to find.	We operate your Hubdoc and Xero for purchases. We log onto Hubdoc and ensure each receipt or purchase invoice has been extracted properly and allocated to the correct Xero code. We then push these into Xero. A copy of each invoice is attached to the purchase pushed into Xero.
4. Reconciling the Bank and Credit Cards	Matching the bank statement to sales and purchase invoices and receipts raised or collected in earlier statements. Making sure that every transaction is recorded and accounted for.	We reconcile the bank, matching each bank and credit card transaction to the correct purchase invoice. When we have matched everything, we can send you a list of unmatched bank statement lines so that you can find the missing receipts or invoices.
5. VAT Returns	Running and filing your VAT return	We run and check the VAT return and send to you for checking.
6. Payroll	Running payroll and pension calculations for your employees, giving them the payslips, paying them, and supplying information to HMRC.	We run the payroll based on the information you provide. We process any leavers or starters and calculate the pensions and upload them for you. We provide you with a payroll summary for you to pay your employees.

Getting Started

If you are on Xero already then great! If not, we will need to set you up and provide you with training. This service includes:

1. Setting up of Xero to include set up of invoice, connecting banks, set up chart of accounts, entering opening balances
2. Set up Hubdoc
3. Training on above

The price of set up for this service is £199 + VAT for new businesses and £499 + VAT for existing businesses. Ongoing bookkeeping is charged at £30 + VAT per hour.

Email: Info@accsysltd.co.uk for more details or call 01622 671835.

