



12 Helpful Tips to Enhance Bookkeeping

01

Separate Personal & Business Expenses



Frequently Monitor your Accounts

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02

Shift to Cloud Accounting Software



Keep Records of the Petty Cash Expenses

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03

Set Reminders of Deadlines



Avoid Cash Expenses

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04

Use Online Banking



Perform regular Bank Reconciliations

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05

Keep Records of Sales and Loans



Grouping Ledgers in the correct way

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06

Monitor All Slow-Moving Goods



Use Suitable Accrual or Cash Method

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