



## 5 Bookkeeping Tips for Small Business Owners

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**#1 Separate personal and business finances**

One of the most common mistakes made by small business owners is using their personal bank account and credit card for business purposes.

Open a business bank account and credit card and use it for any income and expense transactions for your business.

**#2 Leverage technology**

Cloud accounting systems (QBO, Wave, etc) will sync with your bank account to give you real-time financial data.

There are also a variety of inexpensive apps that will help you with tasks such as timekeeping, communications, and project management.

**#3 Keep records of business expenses**

Keeping track of your business expenses is essential to understanding your company's profitability.

It is also essential to track billable expenses that need to be included on a customer invoices. Lastly, you must maintain proper records of deductible expenses for tax purposes.

**#4 Prioritize your accounts receivable**

Doing great work is important but if you aren't getting paid it is a literal waste of time.

Don't be afraid to ask for a down payment (or security deposit), especially for new customers.

Have a standard collections process that includes when you should follow-up on unpaid invoices in order to maintain a healthy cash flow.

**#5 Stay on top of reporting deadlines**

Create a special calendar that holds all of your critical business deadlines.

This should include things such as license renewals and state/local/federal tax deadlines (income, payroll, and sales tax).

**Bonus: Get help from a professional bookkeeping firm like VirtuCount!**

Keeping up with the day to day business responsibilities in addition to your required bookkeeping can be overwhelming.

Rather than do it all yourself, [reach out to a professional bookkeeping firm like VirtuCount.](#)

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