A COMPLETE GUIDE FOR SMALL BUSINESS OWNERS

SUDOKU BOOKKEEPING

YOUR SECRET WEAPON:

HOW TO STREAMLINE YOUR SMALL BUSINESS PROCESSES

A GUIDE TO STREAMLINING YOUR BOOKKEEPING AND ACCOUNTING PROCESSES TO HELP IT ALL MAKE SENSE

Katia Chehade

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Who am I?

I believe that an efficient business should promote better work practices, reduce stress, and produce a better outcome.

Hello, my name is Katia, and I love helping business owners with their accounting needs. My expertise is in creating accurate reports and financial statements. As a systematic, rational, and quick-acting person:

- I can help you organise your business finances.

- I am good with numbers but also kind and patient with customers.
- I can help businesses at all stages by seeing the big picture.

- I help help business owners manage their finances.
- I have taught hundreds of business owners and employees accounting software for seven years.
- I have streamlined bookkeeping processes to save business owners time, stress and money.

I'm a registered Business Activity Statement (BAS) agent and bookkeeper. I have over 25 years of hands-on industry experience and am also a certified trainer and assessor.

SUDOKU BOOKKEEPING

We simplify your bookkeeping.

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I'm a passionate advocate for small businesses, equipping them with the tools to understand their finances and get smart about their books.

In a bid to streamline their processes, save them time and money, and reduce stress around their numbers, I run one-on-one training workshops for small businesses in-person and online.

Sudoku Bookkeeping is my passion project. It has been built on the values of efficiency, professionalism, ethics, empowerment and commitment. I value and encourage professionalism amongst my staff, contractors and clients, and promote a culture of mutual respect for all.

As well as being a small business owner and entrepreneur, I'm a proud wife, mother, grandmother, sister, cousin and friend. I take each of these roles as seriously as the other.

Want to know more? This page will give you a more in-depth view of me, my business and why I do what I do.

Introduction

"Find a great mentor, someone who has already been through the many challenges of being an entrepreneur."

-Jodi Levine

Do you often find yourself wondering where the day has gone? Have you wasted entire days manually inputting expenses, instead of focusing on the part of your business that brings in the money?

As a manager or business owner, you are often pulled in multiple directions for all sorts of issues. The diversity of your role can affect your productivity, particularly if these activities are of low value. This can lead to burnout and lower output.

While the focus of this ebook is your books and finances, these strategies can be applied to any area within your small business such as sales, purchasing, payroll etc.

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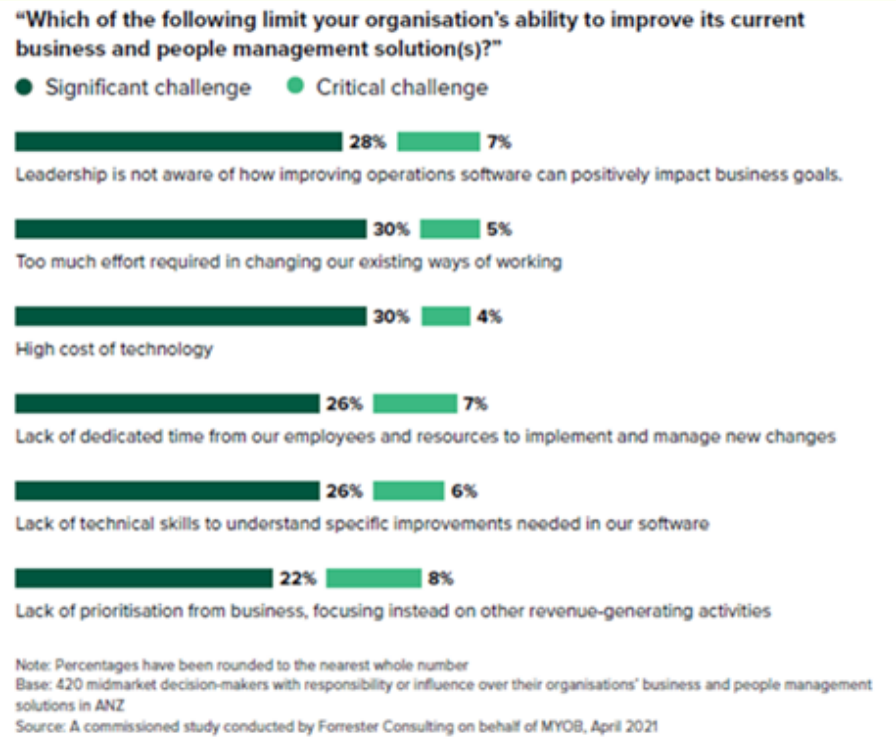
Did you know? A study commissioned by MYOB shows that most businesses face challenges in improving sales and people management solutions.



Being a small business owner is no walk in the park, and if you're already feeling overwhelmed, knowing where to start when it comes to processes can seem like a mystery.

So, what can you do about it?

"If you can dream it, you can do it"

-Walt Disney

Make a list.

It sounds simple, but if you can begin with a list, you've taken the first step to developing a process that will streamline your business.

Some of the accounts procedures you can, and should, streamline include:

- sales
- purchasing
- payroll
- inventory
- financial reporting
- business activity statement
- superannuation
- end of month, quarter, and financial year.

Email us for a free,
more comprehensive checklist.

What's in it for you?

"Don't fret where the road will take you,
concentrate on the first step.
That's the most challenging part, and that's
what you are responsible for.
Once you take that step, the rest will follow."

Elif Shafak

You know the saying, time is money? It's a cliché for a reason.

Streamlined processing means more time for you to spend on other areas, such as growing your business. What’s more, streamlined processing is an excellent way to increase your bottom line.

It also ensures that you stay compliant and on top of any reporting and liability obligations in accordance with ATO, Fair Work, superannuation and more.

Who's involved!

The 3 c's of life: choices, chances, changes. You must make a choice to take a chance, or your life will never change.

Zig Ziglar

That's up to you.

You can either take the reins yourself or appoint someone within your organisation to help you get set up.

If you have multiple departments and employees, we suggest ensuring everyone is trained and informed adequately to avoid confusion.

So, what do you have to do?

Stand for something. Make your life mean something. Start where you are with what you have. You are enough.

Germany Kent

Here are some ideas you may want to start with and create processes for each area, including a list for most of your operations.

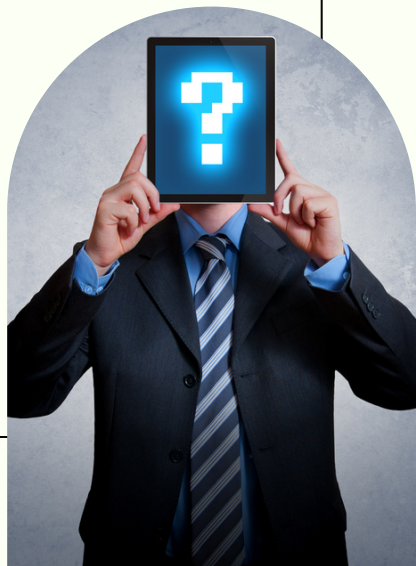
These processes can work for all businesses of any size and industry.

Automation and integration

With the power of automation and integration, your day-to-day bookkeeping will become much easier, and the quality of your work will improve substantially. Your business may also see a reduction in errors and your employee hours can now be spent on other tasks, allowing them to focus on other important areas in the business.

Other benefits will include:

- stress reduction and an increase in productivity
- less repetitive or tedious tasks
- ensured compliance.



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For more information on ensured compliance with the ATO, check out *'Keeping Your Business Compliant With ATO: 4 Crucial Things You Should Know As a Freelancer'*.

Automation and integration are crucial to streamlining your business.

Don't be overwhelmed by what those two words mean. There are numerous software add-ons and online storage facilities available, many of which are free or included in other subscriptions you may have. Automate your accounting software and integrate with other applications and add-ons.

Review your current system

"Feedback is the breakfast of champions."

Ken Blanchard

Look at what’s not working. Where are you and your employees spending the most time?

We recommend you start keeping a record of approximately how long each specific process currently takes, so that you can figure out what you can change or discontinue. For example, allocate a day where the accounts receivable clerk, who creates your client sales invoices and receives their payments, records the time it takes them to process an invoice and payment.

Some invoices may be more complicated than others, but you'll get an approximate idea of how long it takes to create different types of invoices and how you can improve that process. For example, you can start to include commonly used services as inventory items.

Record keeping will be invaluable if you want to be able to make these comparisons after you've implemented changes.

Create standard procedures

"I sometimes make pictures which are not up to my standard, but then it can only be said of a mediocrity that all his work is up to his standard."

Ken Blanchard

Choose suitable accounting software

This is one of the most critical decisions a business owner will make. What is the most suitable software for you to process your accounts?

This decision can be made by looking at what each software offers and if the subscription inclusions have what you want to achieve. Compare MYOB, Xero and QuickBooks Online (QBO) to see which one suits your business's operations and fits within your budget.

Automate your accounting software

Embrace the power of automation.

Once you've chosen your accounting software, take advantage of its available functions. Connect your bank, loans and credit card accounts and set up rules for business expenses for bank feeds and auto categories.

Accounts receivables - sales

- Online invoicing is the way to go. You're able to track the invoice, from creation to delivery, and even when the client views it.

- MYOB, Xero and QBO all have applications now. A great way to reduce double entry is by having a dedicated iPad or tablet for front-of-house or on-the-road staff members to create invoicing on the spot. Alternatively, having these apps installed on their phones can also avoid invoicing delays and double entry.

Electronic invoicing (e-invoicing) is the future, and you can start right now. It's the automated digital exchange of invoice information directly between a supplier's and buyer's software based on an agreed standard. E-invoicing is strongly encouraged by the ATO.

Accounts receivables - sales

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- Inventory setup is essential for every product-based business. Accurate inventory and setup allow you to list your products on the client's invoice and helps you keep track of stock.

- You can also itemise your regular set fee services, so that it is easier to include them in your invoices.

- Automate regular invoices by saving them as recurring and adjusting them where required.

There are countless other software add-ons available for job tracking and invoicing which can be easily integrated with your accounting software.

You can view the available apps for each accounting software system and what each add-on provides to find what suits your business needs through MYOB, Xero or QBO.

Accounts payables - purchases and bills

Most accounting software can store source documents such as supplier bills, contracts, and agreements. They also provide a function to read the document and create a bill with minimum data entry. Here are some tips:

- Itemise inventory purchases – ensure you've set up your inventory accurately.
- Itemise regular service purchases – once set up accurately, you will be able to quickly create the purchase.
- Automate your regular bills and expenses by setting up recurring transactions and set up bank feeds.

We recommend spending time viewing the add-ons available for MYOB, Xero and QBO and deciding which features match your needs before purchasing your accounting software.

Automate your clients' details

Another reason why your initial accounting software setup is crucial to your business is to ensure your clients' details are automatically saved and line up with their transactions.

Saving information such as income and expenses for each transaction will make a significant difference in the time you have to spend and save, allocating the information to each client.

Automate your payroll

Payroll automation can save you hours of checking manual timesheets and entering data into the payroll software. However, you will still have to double-check this information to ensure the calculations are correct and that the employee has recorded the right clock in, break and clock out times.

We recommend investing in an add-on to automate the payroll process, particularly one promoting the employees' ability to clock in and out using their smartphone or tablet. Such add-ons usually allow for this to be done anywhere, which is helpful for those who spend most of their time on the road.

Automate your payroll

(Continued)

The benefits of these add-ons include:

- pay staff expenses with your payroll
- track mileage
- some software can also replace the employee onboarding forms, such as the tax file declaration number and superannuation choice forms
- geofencing to allow automatic clocking in and out according to their phone's location. Ensuring the employee is signing in and out from where they are supposed to be is especially useful for employees who spend most of their time on the road. When you are ready to start a payroll, you can import that data into your pay run.

Lodge BAS and super from your accounting software

Another automation procedure that will save you time is lodging and paying superannuation liabilities straight from your accounting software. This will also ensure that super is paid on time to avoid penalties and fees.

Most small businesses submit the business activity statement (BAS) or instalment activity statement (IAS) monthly or quarterly.

To obtain the information to report on the BAS, specific reports are extracted from the accounting software, checked, and entered on a paper BAS report or through ATO's online services for business. MYOB, Xero and QBO have a function which allows you to directly lodge your BAS and IAS from the software, streamlining the entire process.

Record keeping and online storage

It's 2022. Many businesses have been going paperless for years now, and you should too. Having a paperless office – or as paperless as it can be – has many benefits, including:

- saving time spent on locating physical documents
- promoting collaboration among employees
- improving the security of information through passwords to specific files
- saving time and money on printing and storing
- decreased carbon footprint
- automated backups – preferably to an online platform/storage facility
- easier to stay compliant with ATO and Fair Work's record keeping guidelines.

Record keeping and online storage

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In addition to storing documents in your accounting software, you can also utilise cloud document storage facilities such as OneDrive, Google Drive, and Dropbox. To make things even more accessible, you can also install document scanning apps on your smartphone, if your phone doesn't already have that function. Most of these facilities offer free storage, up to a few gigabytes and can be accessed from any device with internet access.

You can also organise to give your bookkeeper, accountant, and specific employees access to your storage platform.

When record keeping, it is always advisable to have a folder and file hierarchy and a set naming system. Here is one example of a file naming template:

C:\Users\businessname\OneDrive\profit_loss_report\june\2019-2020FY

Training

Set your goals

It's crucial to train your employees on any new processes you implement and changes you make.

Change can be hard for some employees to accept and implement. Encourage and make it easy for your employees to keep following the new processes and it will soon become second nature to them. It takes some discipline, but you will reap the rewards.

Having easy to follow processes in place will also save you time with onboarding new employees and reduce errors, amongst many other aspects.

Continuous Improvement

Remember, business is organic. It evolves constantly.

Your systems and processes should be reviewed and updated regularly to remain up to date. Technology is moving fast and becoming more affordable and accessible every day, helping us improve our processes.

Still not sold on streamlining?

"People are best convinced by things they themselves discover."

Benjamin Franklin

By now, you might already have worked out how much your current processes cost you in time and money.

Fast fact: Streamlining can save 20% to 30% of your time, at a minimum. Multiply those hours by what you would consider your hourly rate or employees' hourly rate and see the difference.

Some of our clients have saved up to 40% of their bookkeeping fees.

The two case studies below demonstrate real world examples of just how beneficial streamlined processing can be. If you're still not convinced, head over to our Google Reviews to see some of the wonderful things our clients have said about working with us.

Case Studies

"Never mind how long it will take. Keep practicing and it will start to come naturally to you."

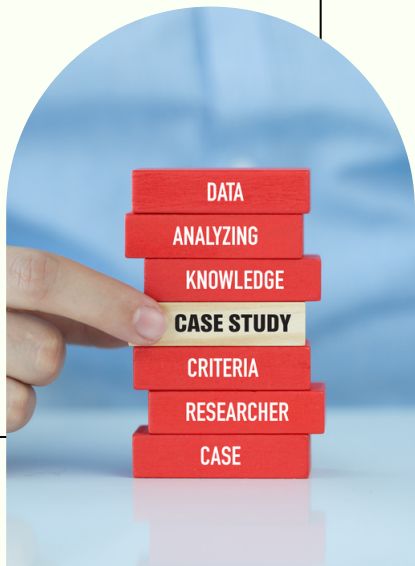
Case Study 1

A small plumbing business with our employees had a staff member working five hours per week to process their bookkeeping and payroll.

This business was using MYOB AccountEdge, a desktop-based software, and the information was manually entered.

Following the bookkeeper's resignation, the owner contacted me, asking if I was available for four to six hours per week.

After discussing automation and streamlining with him, we now spend an average of just seven hours per month on their books.
Streamlining their processes saved this client approximately $720 per month.

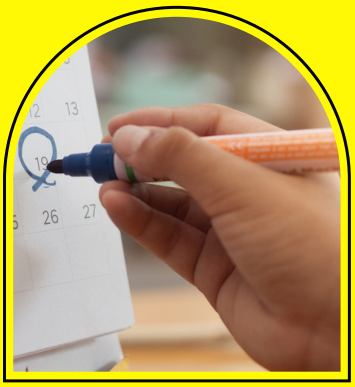


Case Study 2

A restaurant owner was struggling to manage her business, employees, and bookkeeping.

After completing our training and setting up some easy-to-follow processes for her accounts payables, we reduced her monthly fee from over $700 per month to $470 per month.

Contact us to find out how to streamline your business so you can reduce stress and grow your business.



Bookings

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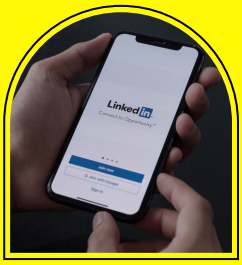
Follow us on social media for more invaluable and unparalleled advice!



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