

# How to automate your **BOOKKEEPING**



# Introduction

Accounting admin is essential for any business. It provides valuable insights into how your business is performing financially at any given moment. This information can be used to make informed decisions about where to allocate resources and how to grow your business.

If you're like most entrepreneurs, you didn't get into business to spend your days on administrative tasks like bookkeeping and filing expense reports.

Unfortunately, these types of tasks are often necessary in order to keep your business running smoothly.

Fortunately, there are a number of ways that you can automate these types of tasks, freeing up your time to focus on more important things.

Artificial intelligence and automation have augmented modern lives. By automating the bookkeeping process, businesses can not only save time and money but also improve accuracy and efficiency, thereby, reducing the risk of errors and omission.

In this guide, we'll share some of the best tips, tools, and services for automating tedious business tasks. With these resources at your disposal, you'll be able to reclaim your time and get back to growing your business.



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# Banking

When deciding which bank is right for you, there are a variety of factors that should be considered. These include fees and location access as well as how easily it integrates with the apps or services used to run your business.

Making the effort to find the right bank can save you time and money in the long run and you can ensure that you'll have a positive experience and all the features you need to manage your finances effectively.

In the modern world, it's important to have a bank that will listen and serve your needs. If you're tired of banks who don't care about their customers or charge excessive fees for basic services like loans and deposits—it may be time to get out while there is still room left on this planet!

## NAB

With so many options to choose from, it can be hard deciding which banking institution is right for you. But if your needs include access to a branch across the country or worldwide then look for a bigger financial institution like [NAB](#)

National Australia Bank (NAB) offers free checking and savings accounts with no minimum balance requirements and no monthly fees. NAB also offers a number of other benefits, including 24/7 customer service, online and mobile banking, and direct deposit.

In addition, NAB customers can earn interest on their checking and savings balances.



# Bookkeeping

Bookkeeping can be a daunting task if you're looking to do it yourself.

The time it takes to keep up with your books can feel like an endless cycle. There are plenty of DIY methods, but if you want the job done without any hassle on top, then outsource them!

Bookkeeping is an often-time-consuming task that can be easily automated with the help of a pro. If you want your books done without having to focus on them, outsource this job!

## Hire an online book-keeping service

At CleanSlate, we offer online bookkeeping services to small and medium sized business.

It provides experienced and dedicated team of accountants to do your finances each month and track all transactions with smart software.

Accuratee helps entrepreneurs and business owners be more efficient by doing their books for them, so they can focus on what's important: running their business.

With a few clicks, you can monitor your business's financial health and see what is going on with the numbers. You will be able to download statements or chat with one of our bookkeeping experts anytime anywhere!

So, if the thought of spending hours upon spreadsheets and balancing accounts doesn't appeal, book an appointment with one of our accountants today!





# Cloud Based Bookkeeping

The move to cloud-based accounting software can free up your time and resources so you are able to focus on more complex activities rather than the repetitive routine tasks. One such cloud accounting service is [Xero](#).

Xero is an online accounting software that enables small businesses and individuals to manage their finances in a simple and efficient way.

With Xero, you can track your income and expenses, create invoices, and manage your tax return, all from one easy-to-use platform.

In addition, Xero integrates seamlessly with a range of other business applications, making it the perfect solution for those who want to streamline their workflow.

Whether you're just starting out in business or you're an experienced entrepreneur, Xero is the perfect tool for managing your finances.





# Expenses

You're probably not ready to attach your receipts right when you get them. And they tend to not only occupy but also pile up on your desk until it's time for an expense report!

With an app that automatically generates expense reports for you, there is no need to worry about the paperwork or tax season chaos.



## Expensify

**Expensify** is a tool that can help businesses minimize the costs associated with expense tracking. It automates much of the expense tracking process, eliminating the need for employees to manually track and submit expenses.

In addition, it provides real-time alerts to users when an expense occurs, so that they can immediately take action to prevent it from becoming a problem. By using Expensify, businesses can save both time and money on expense tracking.

Expensify integrates with popular accounting software such as **Quickbooks** and **Xero**, making it easy to keep track of expenses and stay compliant with tax laws.





# Invoicing

Wouldn't it be great if time spent on invoicing (preparing, sending, and following up) was compensated?

If someone finds a way to make this happen, I know countless entrepreneurs who would benefit from getting their lost revenue back!

There sure seems like enough lost opportunity in this industry!  
You deserve a break from the tedious and time-consuming tasks of invoicing. Let us eliminate that for you!

## Mr Biller

**Mr Biller** software is an online service that helps businesses manage their invoices and expenses. The software is designed to be user-friendly, and it offers a number of features that can save businesses time and money and streamline the invoicing process.

Mr Biller software is a cloud-based solution, which means it can be accessed from anywhere.

Mr Biller can automatically generate invoices based on sales data, and it can also track payments and remind customers of outstanding balances. Mr Biller is an attractive option for businesses looking for an invoice management solution.



# Mileage

The days of manually tracking your miles are long gone. With a smartphone app or even better, plug-in device for the car – you can automate your mileage tracking in seconds!

## Everlance

**Everlance** is a GPS-based mileage tracking app that helps you log, track, and report your expenses. With automatic trip tracking and reporting, Everlance takes the hassle out of expense tracking. Simply download the app and start tracking your trips.

And because it's GPS-based, you can be sure that your expenses are accurately logged. Whether you're looking to save time or money, Everlance is the mileage tracking app for you.





# Payroll

How do you feel about payroll? We're not sure where it ranks on the list of "most dreaded" accounting tasks, but we bet it's up there.

This task could become a blessing with the help of this amazing tool!

## Employment Hero

**Employment Hero** is a leading cloud-based human resources (HR) and payroll platform. The company offers a suite of HR tools that help small and medium businesses (SMBs) manage their employee data, onboard new hires, leave management, and automate payroll processes.

Employment Hero's tools are designed to simplify HR administration, saving SMBs time and money. In addition, the company offers a range of features that can be customized to meet the specific needs of each business.

The company also offers a mobile app, which allows employees to access their HR information on the go.

# Record-Keeping

The paperless approach is a good way to keep your records organized and easy for you. These services can help with that! save you time, money and hassle.

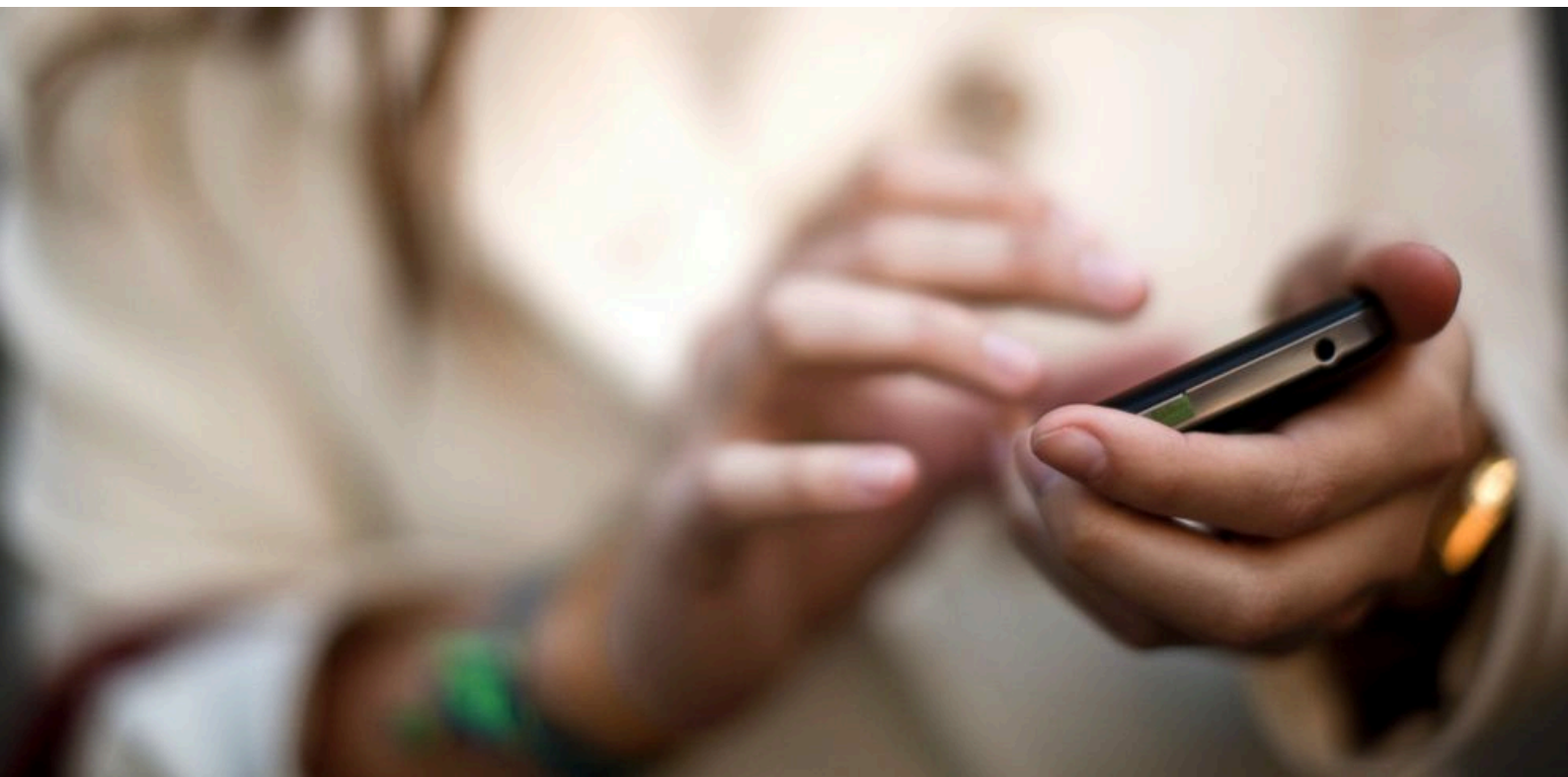
In general, you must keep your written evidence for five years from the date you lodged tax returns.

**Records you need to keep | [Australian Taxation Office \(ato.gov.au\)](https://www.ato.gov.au)**

## myDeductions

With **myDeductions**, you can digitally store all of your documents in one place and never forget to update it. You will be able from now on with just a few clicks keep track even if there are many receipt or other papers because they're automatically digitized by the program!

With this app, you can record all of your important records digitally so that they're always right where they need be!







# We're sure you made your decision! It's finally time to automate your **book-keeping!**

**Accuratee** is a team of expert bookkeepers and financial software that will take care of your books efficiently for you.

Accuratee gives you back the time and peace of mind that comes with never having to worry about your books again, so all focus can be on what really matters— running your business!

**Book an appointment** now to get in touch with our expert team of Accountants and get a hassle-free experience.

## Get in touch with us to get started

☎ 1300 933 758

✉ [info@cleanslate.net.au](mailto:info@cleanslate.net.au)

🌐 [www.cleanslate.net.au](http://www.cleanslate.net.au)

📍 Level 49, 8 Parramatta Square,  
Parramatta NSW 2150, Australia

