

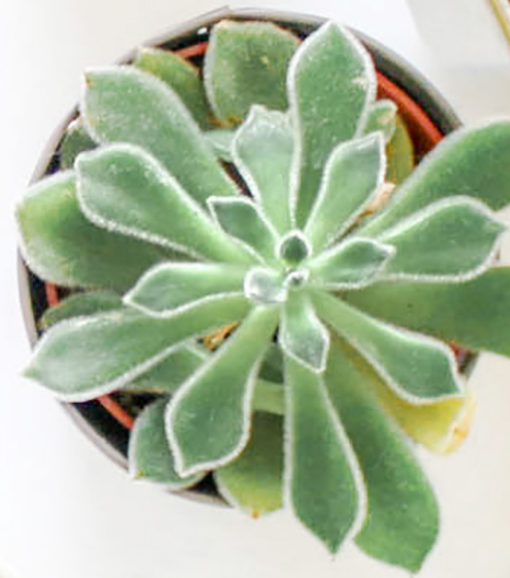
# 4

## Steps to not feeling like a zombie while doing your Bookkeeping



**Hello! My name is Amanda Johnson. I am a Bookkeeper, personal finance coach, and the CEO of Calc-U-Later Bookkeeping, LLC. I am from Glen Burnie, Maryland located about 15 minutes South of Baltimore, Maryland.**

**I live with my fiancé, two rescue pups Gracie and Lucas. I love travelling, collecting Starbucks mugs, and I have an obsession with nail polish! I started my business about 2 years ago after longing to get back to a passion I had left behind in college, to build the life I desired for my family on my terms, and to help other entrepreneurs ditch their money struggles through the education and use of bookkeeping in their businesses.**



# 1

## UNDERSTAND WHAT BOOKKEEPING IS!

**Bookkeeping is the recording of financial transactions, and information pertaining to a business. Bookkeeping involves reconciling or checking the bank balance or statement against your records to make sure that they match. Bookkeeping also includes paying bills, creating invoices, and payroll if you have employees.**



# 2

## STAY ORGANIZED!

- **Keep business and personal checking accounts separate!**
- **Organize business receipts!**
- **Do your bookkeeping on a regular consistent basis, such as weekly, or monthly!**



# 3

## TECHNOLOGY!

- **Excel is a low-cost option but can be difficult to get useable results**
- **Try out some Cloud Based accounting software programs such as QuickBooks, Xero, or Wave. (Bonus Tip: Wave is a free option!)**
- **Try out some receipt scanning apps such as ReceiptBank, Hubdoc, Shoeboxed.**
- **A free option for receipt management is to open a free email account, snap pictures with your phone and email them to that free email account. While also switching all of your billing information to that account. You can sort by month and save in the email as safe storage!**



# 4

## HIRE A BOOKKEEPER!

Bookkeeping can be an overwhelming task that some look forward to as much as a Zombie apocalypse starting.

A qualified professional bookkeeper or bookkeeping solution should offer you:

- Tax-Ready Financial Statements
- Clear and Easy Communication about your finances
- Timely and Accurate delivery of monthly or quarterly bookkeeping
- High-Security Standards



**Thank you for reading!**

**These 4 steps should help to make you feel  
human again, and reduce your  
bookkeeping stresses!**

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