

HOW TO HELP Your Remote Bookkeeper

COMMUNICATION

- Reach out to your bookkeeper as soon as a problem arises- don't wait! Phone, email, text, Dropbox... any form of communication is better than no communication.
- When sharing documentation, weekly uploads are recommended. Condensing all digital paperwork into weekly uploads will ensure quick processing and lessen the chance that they are overlooked in your bookkeeper's inbox.
- Provide as much information as possible- this will ensure your transactions are allocated properly and timely. When in doubt, *provide more details* than you think is necessary.
- When scanning documents, be sure to check your images before uploading them- make sure they are clear and handwriting is legible. If using an iphone, consider using the "TurboScan Pro: PDF scanner" application developed by Piksoft, Inc.; it is available in the apple store.
- Keep your Chart of Accounts handy (which should have been provided to you) - you will need it every time you communicate with your bookkeeper.

RECEIPTS

KEEP RECEIPTS! Or at least, keep a digital copy of it. All purchases made on business cards, checks, and with business cash must be accounted for, so keep those receipts. An easy way to help with categorization is to write on the receipt how the purchase should be labeled in QuickBooks Online. These can then be given to your bookkeeper.

BANK & CREDIT CARD STATEMENTS

Near the end of every month, be sure to send your bookkeeper a copy of all bank account and credit card statements. These statements are an important part of reconciling your monthly books, and reports cannot be created until reconciliation happens.

DEPOSIT DOCUMENTATION

To start, **make a copy of each item included in a deposit**, then list the total amount and date of said deposit.

Next, for each item in a deposit, list separately the following information (unless this is included on each item already):

Payment from Customer:

Cash or Check	Name on Check (who is paying?)	Invoice Number	Customer's Name (if different from check, or if cash)
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Refund or Rebate from Vendor, provider, or

Cash or Check	Name on Check (who wrote the check)	Invoice Number or Reference Number	Category (what was this for)
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The goal is for your bookkeeper to have a list of the individual items in a deposit and how they should be categorized and applied.

IMPORTANT Digital or paper copies of checks deposited should be kept in your office, since most banks make it difficult and expensive to retrieve copies after the deposit is made. It is vital to have this information on hand for your bookkeeper.

CASH PAYMENTS ON INVOICES

If cash is paid on an invoice, and then not deposited into the bank, deposit amounts and invoice payments will not match up in the QuickBooks Online account. **Monthly reports cannot be completed when this happens.** Therefore, when cash payments are not deposited in the bank (for whatever reason) this information will need to be documented for your bookkeeper.

There are two ways to handle this:

- 1) deposit all funds received, then withdraw cash from the bank as needed (*preferred method*), or
- 2) Send a list of the following details each time cash is withheld from a deposit, so that corresponding entries can be made in QuickBooks.

Cash Amount	Originally paid by who? On which invoice?	Date Received	Who kept cash?
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