

Bookkeeping is the most important function for a business to outsource

According to Mook Clifford, bookkeeper and manager of the Canberra Office for Peter Vickers and Associates, outsourcing your bookkeeping allows an expert to do it more quickly and efficiently often improving business processes and allowing the business owner or manager to spend more time on the business itself.

Peter Vickers and Associates Pty Ltd is a registered Tax Agent with the Tax Practitioners Board, which enables our bookkeepers to provide BAS services to clients.

What does a bookkeeper do?

"The role of the professional bookkeeper is to provide a range of services such as payroll, data entry, petty cash, general record keeping, reconciling bank accounts and accounts payable and receivable," Mook explained.

If a Bookkeeper provides BAS services for a client, the Bookkeeper must meet certain eligibility criteria and be registered with the Tax Practitioners Board as a BAS Agent or be an employee of a company registered as a Tax Agent.

Services provided by a BAS agent include:

- preparing or lodging an approved form about a taxpayer's liabilities, obligations or entitlements under BAS provision.
- giving a taxpayer advice about a BAS provision that the taxpayer can reasonably be expected to reply upon to satisfy their taxation obligations;
- dealing with the Commissioner on behalf of a taxpayer in relation to a BAS provision.

What software should you use for your bookkeeping?

"Choosing the right software for your bookkeeping can be difficult as there is a huge range of software available to facilitate this activity," Mook said.

At PVA, our bookkeepers and accountants have experience using most software, are certified partners of Xero and MYOB and have in depth experience with BankLink and

Quicken. This experience enables us to look at your needs and then recommend the most appropriate software.

"Online accounting software, also known as "cloud accounting" has many time saving benefits that allow you to have a snapshot on the health of the business at any moment in time," Mook said.

For example you can:

- automatically import and code your bank transaction and link your business bank accounts and credit cards to your accounts. This means all your transactions, such as payments you make or payments you receive, are securely transferred into your Online accounting file for you each day. This saves keying in your bank statements, so you can spend more time running your business and less time doing your accounts
- run your business and access your accounts from work, home or on the go. Your data is completely secure if your computer is lost or stolen. It also enables both client and the accountant to work on the same accounting file in real time.

One of the great benefits of using a professional bookkeeper at Peter Vickers and Associates is our ability to use the full functionality of the chosen software. On any chosen day you can view your current business position or financial statement. The ability to see your financial position at any time in the year highlights the important issues facing the business enabling you to act on them in a timely



Mook Clifford
Peter Vickers And Associates

way," Mook said, "Using "cloud computing" as offered by many of these software providers you can review your current position with your accountant at any point in time."

Bookkeepers at Peter Vickers and Associates are qualified to provide BAS services and have experience gained from working with a variety of clients in various sectors. ■

Contact Mook Clifford BBA for all your bookkeeping needs on 02 6100 0456 or email mookc@pva.com.au

Editor's note: B2B uses Mook's professional bookkeeping services. Her understanding of MYOB and excellent processes have been a great asset to my business.