

# The bookkeeping process

What part of the process is your business ready for?

## 1. Business Set Up

Make sure your books are in order from the beginning.

**SOFTWARE**

**INVOICE SET UP**

**BANK ACCOUNTS**

**CHART OF ACCOUNTS**

## 2. Employee Set Up



Ensure compliance with correct tax forms, declarations and new employee information.

## 3. Employee Education



Train your staff to get the maximum out of your bookkeeping software.

## 4. Data Review & Processes



Regularity is key! Find the right schedule for your business and stick to it.

## 5. Report and Lodge



Follow the process for up to date information to make decisions and easy tax lodgment.

**Talk to Sphere Bookkeeping to help determine what you need to get on track  
(03) 8899 6399.**