

Accounting & Bookkeeping Starter Kit – ProviConn

Introduction to Bookkeeping

Bookkeeping is the process of recording financial transactions including purchases, sales, receipts, and payments. It's essential for monitoring financial health and complying with tax laws.

1. Basic Accounting Terms

Assets, Liabilities, Equity, Revenue, Expenses, Profit & Loss, Ledger, Journal, Trial Balance.

2. Essential Documents to Maintain

- Sales Invoices
- Purchase Bills
- Bank Statements
- Expense Receipts
- Payroll Records
- Tax Filings
- GST Returns

3. Tools and Software Suggestions

- Tally
- Zoho Books
- QuickBooks
- Busy Accounting Software
- Excel/Google Sheets for small businesses

4. Bookkeeping Checklist (Monthly)

- Record all income & expenses
- Reconcile bank statements
- Prepare monthly P&L and balance sheet
- File GST returns if applicable
- Backup your records

5. How ProviConn Can Help

Our team offers full-service bookkeeping solutions including real-time expense tracking, monthly reports, tax

filing support, and Virtual CFO services.