

# 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.