

# Bookkeeping help sheet

Getting us to do your bookkeeping should free you up to do other things, so we've spent a lot of time to make it as quick and easy as possible for you to send us the information we need.

Here are a some things you can do to make it less likely we'll need to contact you with queries.

## **We need to see who the supplier is, what was purchased, and the amount**

- PDF invoices are most likely to have all the information we need. Check if there's a way to download one if the supplier doesn't attach it to the email. **We may need to ask you to download these if the information we need isn't in the email.**
- The full invoice should include details of any VAT charged, which can be reclaimed if you're VAT registered.

## **What we don't need**

- Packing slips and delivery notes
- Notification of upcoming payments
- Timesheets
- General correspondence from your suppliers
- Payment failure emails
- Credit card receipts (sometimes called cardholder receipts)—these are the ones that just show the total of a card payment and the card details, but not what was purchased

## **Things to double check**

- Make sure you don't send multiple documents for the same purchase. We can normally see they're duplicates and delete the extras, but it might not always be possible and could cause your accounts to be incorrect. This can cause problems with tax calculations.
- We need to see all the information on a receipt so make sure you haven't accidentally cut anything off when you take a photo.

**Need help?** Email [support@thenumberninja.co.uk](mailto:support@thenumberninja.co.uk)

