

***Australian &
New Zealand Edition***

Bookkeeping
FOR
DUMMIES®



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New Zealand Edition***

Bookkeeping
FOR
DUMMIES®

by Veechi Curtis and Lynley Averis



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Wiley Publishing Australia Pty Ltd

Bookkeeping For Dummies®

Australian & New Zealand Edition published by
Wiley Publishing Australia Pty Ltd
42 McDougall Street
Milton, Qld 4064
www.dummies.com

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National Library of Australia
Cataloguing-in-Publication data:

Author: Curtis, Veechi.
Title: Bookkeeping For Dummies/Veechi Curtis,
Lynley Averis.
Edition: Australian and New Zealand ed.
ISBN: 978 1 74216 971 2 (pbk.)
Notes: Includes index.
Subjects: Bookkeeping — Australia
Bookkeeping — New Zealand

Other authors/
contributors: Averis, Lynley.

Dewey Number: 657.2

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Typeset by diacriTech, Chennai, India

Printed in China by
Printplus Limited

10 9 8 7 6 5 4 3 2 1

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Veechi Curtis has a degree in Accountancy and Business Management from Charles Sturt University, and has worked as a business consultant for more than 13 years, including several years running a contract bookkeeping service. As a journalist, she has written for many publications including *Australian PC World*, *Australian Personal Computer* and *CCH Australia Limited*, and has also been a columnist for *The Sydney Morning Herald*.

Veechi is also the author of *Small Business For Dummies*, *MYOB Software For Dummies* and *QuickBooks QBⁱ For Dummies* and co-author of *Business Plans For Dummies*.

Veechi has three children and lives with her husband in the beautiful Blue Mountains of NSW. Feel free to send Veechi a message, or ask a question about this book, via her website at www.veechicurtis.com.au.

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She currently runs her own company, Accounting Training Ltd, specialising in accounting, retail and payroll systems and training. Before this, Lynley formed an MYOB training company, JumpStart, which was subsequently acquired by MYOB NZ Ltd, where she was employed in Training & Education.

In addition to writing various accounting and MYOB workbooks, Lynley is one of the original members of the MYOB Certified Consultants panel and has provided consulting services to hundreds of small and medium-sized businesses over the past 14 years. She is also a Business Mentor with Business Mentors NZ, a voluntary agency under the auspices of NZ Trade & Enterprise.

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Author's Acknowledgements

Veechi would like to thank Andrew White of Benetatos White for his help with legal questions, and Lynley Averis, for her enthusiasm and expertise in co-writing the New Zealand content for this book. Thanks also to the John Wiley editorial team: Rev Mengle, Jen Bingham, Bronwyn Duhigg, Caroline Hunter and Gabrielle Packman.

Last but not least, thanks to my very silly and wonderful family, who provide me with all the inspiration I could ever need.

Publisher's Acknowledgements

We're proud of this book; please send us your comments through our online registration form located at <http://dummies.custhelp.com>.

Some of the people who helped bring this book to market include the following:

Acquisitions, Editorial and Media Development

Project Editors: Rev Mengle, Jennifer Bingham, Caroline Hunter

Acquisitions Editor: Bronwyn Duhigg

Editorial Manager: Gabrielle Packman

Production

Graphics: Wiley Art Studio

Cartoons: Glenn Lumsden

Proofreader: Marguerite Thomas

Indexer: Veechi Curtis

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Contents at a Glance

Introduction	1
Part I: First Steps	5
Chapter 1: Introducing the Bookkeeping Game	7
Chapter 2: Creating a Framework	19
Chapter 3: Going for the Big Equation	35
Part II: Forming a Plan	53
Chapter 4: Playing a Bookkeeper's Rhythm	55
Chapter 5: Doing Business with Accounting Software	69
Chapter 6: Safeguarding Against Fraud	91
Chapter 7: Understanding GST	111
Part III: Recording Day-to-Day Transactions	133
Chapter 8: Recording Expenses and Payments	135
Chapter 9: Recording Receipts and Sales	157
Chapter 10: Paying Employees	173
Chapter 11: Reconciling Accounts	197
Part IV: Pulling It All Together	211
Chapter 12: Reporting for Payroll	213
Chapter 13: Managing Inventory and Other Assets	233
Chapter 14: Mastering Tricky Situations	251
Chapter 15: Checking Your Work	275
Part V: Building Reports	295
Chapter 16: Creating Financial Reports	297
Chapter 17: Understanding Financial Reports	309
Chapter 18: Starting a New Financial Year	327

<i>Part VI: The Part of Tens</i>	341
Chapter 19: Ten Tips for Not-for-Profit Organisations	343
Chapter 20: Ten Tricks for Collecting Money	351
Chapter 21: Ten Words of Advice for Contract Bookkeepers.....	359
<i>Glossary</i>	369
<i>Index</i>	377

Table of Contents

Introduction 1

About This Book	1
How to Use This Book.....	2
Foolish Assumptions.....	2
How This Book is Organised	2
Part I: First Steps.....	2
Part II: Forming a Plan	2
Part III: Recording Day-to-Day Transactions	3
Part IV: Pulling Everything Together	3
Part V: Building Reports.....	3
Part VI: The Part of Tens	3
Icons Used in This Book	4

Part 1: First Steps..... 5

Chapter 1: Introducing the Bookkeeping Game 7

Understanding the Bookkeeping Life Cycle	8
Figuring How Often to Do the Deed.....	9
Working with a shoebox.....	9
Doing the books as you go.....	10
Staying on the Right Side of the Law.....	13
Registering as a business.....	13
Getting to grips with GST.....	14
Managing payroll.....	14
Developing an Attitude	15
Convince yourself this stuff matters	15
Quit counting sheep	16
Do your job well	16
Getting Skilled Up	17

Chapter 2: Creating a Framework 19

Putting Everything in Its Place.....	20
Classifying Accounts	21
Building Your Profit & Loss Accounts.....	21
Analysing income streams.....	22
Separating cost of sales accounts.....	22
Cataloguing expenses.....	23

Seeing Where the Money's Made..... 26
 Itemising Balance Sheet Accounts 28
 Adding up the assets (ah, joy of joys)..... 28
 Listing liabilities (oh, woe is me)..... 30
 Accounting for equity..... 31
 Building a Final Chart of Accounts 33

Chapter 3: Going for the Big Equation 35

Matchmaking with Debits and Credits..... 36
 Studying a little give and take 36
 Following a modern fable..... 38
 Putting Theory into Practice..... 40
 Moving funds in bank accounts 41
 Taking a peek at sales..... 42
 Checking out expenses..... 43
 Viewing stock movements 43
 Throwing GST into the mix..... 44
 Playing the Double-Entry Game with Accounting Software 45
 Stealing a look behind the scenes..... 46
 Drilling down to the debits and credits 47
 Recording general journals..... 47
 Choosing between Cash and Accrual..... 48
 Keeping things simple with cash 48
 Getting more info with accrual..... 49
 Enjoying a half-half measure..... 51
 Using one method for your books, and another for income tax ... 51

Part II: Forming a Plan 53

Chapter 4: Playing a Bookkeeper's Rhythm. 55

Reporting for GST 56
 Scraping by in Oz 56
 Muddling through in Middle Earth 57
 Managing cashflow, wherever you are 57
 Staying on Top of Payroll..... 59
 Meeting payroll deadlines (Australia)..... 59
 Meeting payroll deadlines (New Zealand) 60
 Generating Reports 61
 Devising a Record-keeping System..... 62
 Filing that needle in the haystack..... 62
 Deciding what to keep and how long for 64
 Developing a Bookkeeping Calendar..... 65
 With golden soil and wealth for toil 65
 Peace, not war, shall be our boast..... 66



Chapter 5: Doing Business with Accounting Software	69
What's so Great about Accounting Software Anyway?	70
Doing books by hand — is it worth it?	70
Using spreadsheets instead	71
Choosing the One that's Right for You	71
Playing with that test bunny	72
Focusing on the pain points	73
Getting Down to Specifics	74
Checking out the MYOB family	75
Zooming in on QuickBooks	77
Going online with Xero	78
Setting Up Accounting Software	80
Preparing for battle	81
Firing live on D-Day	82
Mopping up when the dust has settled	84
Protecting Your Accounting Data	85
Devising a backup strategy	86
Planning for disaster	88
Keeping private stuff under wraps	89
 Chapter 6: Safeguarding Against Fraud	 91
Getting Wise to What Goes On	92
Pulling the wool off your own eyes	92
Figuring out how the deed is done	93
Controlling Money In, Money Out	94
Choosing signatories for bank accounts	94
Receiving payments	95
Making payments	95
Managing cash in a retail setting	96
Dealing with petty cash	99
Putting Systems into Place	99
Separating powers between bookkeepers and the cash	99
Authorising bill payments	100
Keeping an eye on stock	102
Setting ground rules in the workplace	103
Clocking on, clocking off	103
Protecting Against Online Fraud	104
Choosing online services	104
Protecting your passwords	105
Safeguarding from the inside out	106
Detecting Fraud	106
Monitoring margins with a beady eye	107
Staying alert to suspicious behaviour	107
Checking audit trails	108
Employing external auditors	109



Chapter 7: Understanding GST	111
Coughing Up the Difference	112
Signing Up (Is There a Choice?).....	112
Submitting to the inevitable	113
Choosing not to register	113
Picking a reporting method to suit.....	114
Reporting for duty	115
Calculating GST	115
Going decimal the Aussie way.....	116
Keeping quirky east of the Tasman	116
Figuring What's Taxed and What's Not	117
Move it, groove it, tax it	118
Transactions with no GST (Australia only)	119
Transactions with no GST (NZ only)	120
Setting Up Tax Codes in Accounting Software.....	121
Creating a list of tax codes (Australia).....	122
Creating a list of tax codes (NZ)	123
Linking accounts to tax codes.....	125
Staying Out of Trouble	126
Avoiding traps for the unwary	126
Keeping personal matters separate.....	128
Dancing the Paperwork Polka.....	129
Brewing up a Tax Invoice	129
Checking supplier bills.....	131

***Part III: Recording Day-to-Day Transactions* 133**

Chapter 8: Recording Expenses and Payments	135
Creating Order Out of Chaos.....	136
Recording Payments — Three Methods.....	136
Writing a journal by hand	137
Getting smart with a spreadsheet.....	138
Staying sweet with accounting software.....	141
Nitpicking over Petty Cash.....	143
Storing cash under lock and key.....	144
Robbing Peter to pay Paul	147
Choosing Allocation Accounts.....	148
Recording Purchases, Not Just Payments	151
Deciding whether to use accrual accounting.....	151
Laying down the deal in plain English.....	153
Laying down the deal in debits and credits	153
Developing a rhythm to fit	154
Keeping Tabs on Who You Owe	154

Chapter 9: Recording Receipts and Sales	157
Tailoring for the Perfect Fit	158
Writing up sales by hand	158
Working up a sweat with spreadsheets.....	160
Recording sales using accounting software	161
Recording customer payments using accounting software	163
Bookkeeping for Other Kinds of Income	165
Recording miscellaneous receipts.....	165
Dazzling everyone with your brilliance	165
Keeping Track of Who Owes You What	167
Dealing with Tricky Situations	168
Dishing out discounts.....	169
Giving credits or refunds	170
Writing off bad debts.....	171
Chapter 10: Paying Employees	173
Staying Squeaky Clean	173
Hiring a New Employee.....	175
Getting the paperwork in order	175
Covering against mishaps.....	176
Subscribing to super (Australia only).....	177
Submitting to KiwiSaver (New Zealand only).....	178
Doling Out the Cash on Pay Day.....	180
Paying folks their dues.....	180
Taxing pay (no mercy shown).....	182
Dealing with deductions	183
Calculating superannuation (Australia only)	185
Taking Leave in the Land of Oz.....	186
Calculating leave on a percentage basis	187
Calculating hours per pay period	188
Taking Leave in New Zealand	189
Calculating annual leave for full-timers and part-timers	189
Calculating other kinds of leave.....	190
Maintaining Proper Records	191
Keeping records of what's due.....	192
Keeping tabs on employee details.....	193
Writing up pays correctly	193
Issuing legit pay slips	194
Chapter 11: Reconciling Accounts	197
Getting Started	197
Deciding what bank accounts to reconcile.....	198
Calculating your true bank balance.....	198
Recording your opening bank balance using accounting software.....	200

Doing Your First Reconciliation	201
Reconciling accounts by hand	201
Reconciling accounts with spreadsheets	203
Reconciling accounts using software	204
Keeping Proof that You've Done the Deed	206
Troubleshooting Tricks	208
Balancing Other Kinds of Accounts	209

***Part IV: Pulling It All Together* 211**

Chapter 12: Reporting for Payroll 213

Accounting for Payroll Liabilities	214
Checking payroll liability reports	215
Troubleshooting payroll liabilities	217
Coughing up the dough.....	219
Calculating Other Payroll Expenses	221
Splitting hairs with fringe benefits.....	222
Hitting the payroll tax threshold	223
Reporting for workers comp (Australia)	224
Covering for accidents (New Zealand).....	225
Getting Pedantic at Year's End.....	226
Printing Payment Summaries (Oz Only).....	227
Meeting Minimum Pay and Conditions	228
Applying the law (Australia).....	229
Applying the law (New Zealand).....	230

Chapter 13: Managing Inventory and Other Assets 233

Buying In, Stocking Up and Selling Out.....	234
Buying inventory to fill the shelves.....	234
Selling inventory to make a buck.....	235
Measuring the profits	236
Calculating the value of inventory.....	237
Organising Stocktakes.....	238
Balancing Your Inventory Account	240
Accounting for Your Assets.....	241
Figuring out if something is an asset or an expense	241
Recording new asset purchases.....	242
Recording the sale of assets.....	243
Depreciating Assets, One by One	245
Calculating depreciation	245
Recording depreciation.....	247
Checking your schedule.....	249

Chapter 14: Mastering Tricky Situations	251
Recording Journal Entries	252
Plunging Into Debt	252
Going into the red	253
Aiming towards the black	254
Recording loan interest and fees	255
Working with Hire Purchase, Leases and Chattel Mortgages	256
Taking on a new hire purchase debt	256
Recording hire purchase payments.....	259
Living it up with a new lease of life.....	259
Signing up with a chattel mortgage	260
Going for gold with GST adjustments.....	260
Tweaking the Bottom Line.....	263
Reallocating prepaid expenses	264
Accruing future expenses	265
Figuring out leave provisions	267
Separating private expenses from business ones	269
Bringing Income into Line	270
Shifting income received in advance.....	270
Grossing up dividends.....	272
 Chapter 15: Checking Your Work.	 275
Starting With the Bank Accounts.....	275
Step one: Checking that everything reconciles	276
Step two: Hunting for stale transactions	276
Step three: Drilling down on dates	277
Spring Cleaning Your Debts	278
Step four: Getting debtors spick and span	279
Step five: Sweeping through the creditors.....	279
Putting GST under the Griller.....	281
Step six: Hunting for coding mistakes	281
Step seven: Balancing GST liability accounts.....	283
Understanding Control Accounts	286
Step eight: Balancing debtors and creditors	286
Step nine: Giving inventory the once over	289
Step ten: Priming the payroll.....	290
Doing a Mini-Audit.....	291
Step eleven: Scanning transaction reports.....	291
Step twelve: Analysing summary results	293

Part V: Building Reports..... 295

Chapter 16: Creating Financial Reports297

Reviewing the Accounting Cycle 297
Putting Your Accounts on Trial..... 298
 Taking debits and credits to their natural extreme..... 299
 Fighting against trial and error 301
Finding Gold at the Rainbow’s End 302
 Preparing the groundwork..... 302
 Yehaa! Creating a Profit & Loss report 303
 Yahoo! Building a Balance Sheet first time around..... 305
 Building a Balance Sheet the next time..... 306
Turning Over a New Leaf 308

Chapter 17: Understanding Financial Reports309

Telling the Story with Profit & Loss 309
 Putting income under the microscope..... 311
 Weighing up gross profit 312
 Watching expenses, dollar for dollar..... 313
Painting a Picture with the Balance Sheet..... 313
 Sketching assets, black as ink 315
 Drawing liabilities, red as blood 316
 Sculpting equity, cast in gold 316
Understanding the Relationship between Profit and Cash 317
 Why there’s profit but no cash..... 318
 Why there’s cash but no profit..... 319
 Reporting where cash came from, and where it went..... 319
Putting Results Under the Microscope..... 321
 Comparing this year against last year..... 321
 Calculating ratios 323

Chapter 18: Starting a New Financial Year327

Finalising the Old Year 328
 Out with the old year . . . in with the new..... 328
 Generating end-of-year reports..... 329
 Protecting against accidents 330
Sending Data to Your Accountant 331
Matching the Accountant’s Figures Against Your Own..... 333
 Recording year-end journals 333
 Dealing with adjustments that only make things worse..... 334
 Getting creative when the accountant gives you nothing 334
Bridging the Communication Gap 337
Starting a New Year 337
 Understanding what happens when you start a new year 338
 Archiving data — just one more time 339

Part VI: The Part of Tens	341
Chapter 19: Ten Tips for Not-for-Profit Organisations	343
Know and Love Your Cost Centres	344
Become the Budget Queen	344
Get the Terminology Right	345
Report to the Board.....	346
Get Help with Payroll	346
Do Killer Grant Reporting.....	347
Be Accountable at All Times	347
Make Sure You Can Survive an Audit	348
Track Membership Dues with Care	349
Know When to use Trust Accounts.....	349
Chapter 20: Ten Tricks for Collecting Money	351
Draw Up a Credit Policy.....	351
Consider a Romalpa Clause.....	352
Don't Waste a Moment	353
Calculate the Cost of Debts	353
Get on the Blower	354
Don't Give Too Many Options	355
Keep a Dossier	355
Track 'em Down	356
Stick to the Law.....	356
Get Drastic.....	357
Chapter 21: Ten Words of Advice for Contract Bookkeepers.	359
Figure Out Whether You Have to Register	360
Don't Kid Yourself.....	360
Find Out Whether You Meet the Grade.....	361
Get New Skills if You Have To.....	362
Piggy-Back on Someone Else.....	362
Cover Yourself with Insurance.....	363
Join a Professional Association	364
Know Your Code of Conduct	364
Anticipate Ethical Dilemmas	365
Keep Your Lips Sealed.....	366
Glossary	369
Index.....	377

xx Bookkeeping For Dummies, Australian & New Zealand Edition _____

Foreword

I first met Veechi Curtis more than ten years ago at an MYOB accounting software conference. I was the technical presenter and Veechi was there in her capacity as a bestselling author of numerous accounting software and small business titles. Since then — many years, many conferences and many chats later — it has become obvious to me that Veechi has a passion for sharing her knowledge about bookkeeping and small business in a creative and committed way that always sheds new light on the topics.

Bookkeeping For Dummies provides an intelligent but easy-to-follow approach to helping you understand what you have to do to ‘keep the books’. Veechi starts by explaining the basics, introducing the essential bookkeeping concepts, but she also embraces more complex and advanced bookkeeping topics, including the latest on the rules and regulations regarding working as a contract bookkeeper. At the time of writing, the new Australian legislation regarding what services a contract bookkeeper can provide is just coming into force. The public’s perception of bookkeepers is set to change, with increased recognition being given to bookkeeping as a profession.

I helped found the Institute of Certified Bookkeepers (ICB) in Australia in 2006. ICB is the largest bookkeeping institute in the world and aims to promote and maintain the standards of bookkeeping as a profession. All kinds of people, with different backgrounds, experiences and qualifications, are involved in ‘keeping the books’. Although some people seek out bookkeeping as a profession, others end up working as bookkeepers almost by accident — which is fine, but without training, they often lack the skills to do the best job possible.

My vision for ICB is to help bookkeepers find information and resources, and access insurance and quality support. Given ICB’s aim to provide bookkeepers with information of the highest quality, I’m very proud to write this foreword for Veechi’s book.

Good luck — and happy bookkeeping!



Matthew Addison
Executive Director, Institute of Certified Bookkeepers
March 2010

xxii **Bookkeeping For Dummies, Australian & New Zealand Edition** _____