



ALSTON TAX & ACCOUNTING
CONSULTANTS, LLC

5 Record Keeping Tips for Business Owners



1

Use a Separate Checking Account for Business Transaction:

- Keeps all of your business transactions in one place
- Provides a paper trail to show where money goes
- Statements provide proof that bills are paid

2

Use a Separate Credit Card for Business:

Has the same benefits of keeping a separate checking account

3

Avoid Mixing Personal and Business Transactions:

Always separate your transactions because it is difficult to remember which transaction is personal or business if you are using one account for all of your expenses.

4

Do Not Use Cash:

Cash requires you to keep the receipt and remember the transaction until recording it in your records. It is highly likely that you will not.

5

Track Online Purchases:

Use your business card to make online purchases. Try to use vendors that keep your purchase history so you can access receipts. Make a folder on your computer to save pdfs of your online receipts, and print a copy to have a physical receipt.

For more resources or to schedule a call, please visit www.alstontac.com