

Saving Business Records

Record Keeping

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Seeking Advice?

At InterAlliance Group Services we assist our valuable SME clients in business development by offering our business advisory services.

We offer Business Advisory, IT and Outsourcing services leading to development of small and medium size businesses.

Contact us and we will assist you in bringing success to your business.

InterAlliance Group Services



Email: info@interalliancegroup.com

Web: www.interalliancegroup.com

Tel (UK): 0208 - 133 - 4678

Tel (US): 360 - 566 - 2737

Tel (INDIA) : +00-91-172-267-3601

this issue

Record Keeping : Importance, Ways of recording business data and Converting data in to information

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Importance of record keeping

Record keeping is one of the most important activities which is kept on 'not-so-urgent' list by most of the business people especially in case of self-employed people. But it is very essential to regularly update records and reviewing corresponding charts or tables in order to track progress of business plan and related activities.

Why is it important ?

- To know where are you heading
- To spot any delays or errors not noticed before
- To work on future business growth plans
- To meet legal requirements
- To have proof in case of any legal dispute with partners or clients

Simple ways of record keeping:

- Spreadsheets for recording data related to Sales, Purchase, Overheads, Cash etc
- Using small database developed using applications such as Access
- Getting a customised database developed meeting your business specific requirements and objectives
- Many of the popular accounting packages meet the requirements of business e.g. Packages are from Sage and Quickbooks; and Tally in India.

If you are seeking more assistance on data recording, essentials of database , feel free to contact us at info@interalliancegroup.com and we will be happy to assist you.