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Solutions for storing the bookkeeping material by Gavin  Cox

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All the invoices, receipts, documents and files that are created in the financial interaction between the company and its customers, other companies, banks and so on are bookkeeping material and the whole bookkeeping process are made according to these documents.  Bookkeeping material is entitled to be preserved for at least six years after the accounting period has ended. This can cause some headache since the piles of paper can grow quite unbearable.

There is as well some things to take into account with the preserved material which can cause quite much work. For example the usual receipts you get from for example supermarkets are printed whit such a technique that the ink will fade in time and all the needed information disappears. To have a preservable version of the receipt, one option is to copy it into a basic printer paper. But if there are a lot of the receipts, this can be a time consuming task and keeping all organized can take a time of a full time bookkeeper.

The paper, as mentioned already, takes some space as well, and preserving all the material and the receipts in paper can result in the end the company office being a mere archive for all the administrative papers, invoices, correspondence and such. The solution for preserving the receipts in space efficient way is to use an electronic archive. Electronic archive for all the bookkeeping material is featured in most of the common electronic accounting softwares (in Finnish=kirjanpito-ohjelma). The feature is a handy tool for organizing as well, and the search function will help when needing to find some certain document quickly.

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