How to Automate Your Bookkeeping in 2026

1. **Connect your bank**
   Link your business bank account so transactions flow in automatically instead of typing them manually.

2. **Use AI to categorise expenses**
   Let tools like LedgerlyPro automatically detect whether something is software, travel, equipment or marketing.

3. **Standardise your invoices**
   Use one invoice template with consistent numbering, due dates and payment terms. This makes chasing and reporting much easier.

4. **Track everything in one place**
   Keep income, expenses, invoices and mileage in a single system so you're not hunting through emails and spreadsheets.

5. **Check your numbers weekly**
   Spend 10–15 minutes each week reviewing new transactions and invoices instead of panicking at year-end.

6. **Stay tax-ready all year**
   With live profit and tax estimates, you always know roughly how much to set aside – no more nasty surprises.