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Series

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*(EASY EVEN IF YOU
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ACCOUNTING)

*Bookkeeping Basics
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Double entry Book

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keeping explained in
10 minutes

Bookkeeping Basics

Series
bookkeeping 101,

bookkeeping

overview, basics, and

best practices

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BASICS: Debits and

Credits Explained

~~How To Start~~

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Explained Through a
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bookkeeping

explained simply in

3:35 minutes (by a

CPA) Accounting 101:

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Accounting in 7

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Introduction First

steps to becoming a

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How to start your
business step-by-
step.*

7 Record Keeping

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Tips for Small

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Starting a

Bookkeeping

Business: Your

Ultimate Guide (2020)

How To Start

Bookkeeping For

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~~How to do Bookkeeping for~~

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Bookkeeping is, among other things, a step-by-step process that lets you methodically track the transactions in your company's books.

Monitoring a transaction every step of the way helps bookkeepers keep an eye on the bottom line

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quiet, shy individual who spends countless hours poring over columns of numbers. In reality, the job of a bookkeeper is of vital importance to any business that needs to account for its assets, liabilities, and equity.

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is crucial to the

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About the Book

Author. John A.

Tracy, CPA, a former
staff accountant at
Ernst & Young, taught
accounting at the
University of Colorado
for many years. Tracy
authored the first five

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editions of Accounting

For Dummies. His

other books include

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Financial Report and

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(9780470598931).

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Enter all transactions in the books twice: once as a debit and once as a credit. To keep your debits and credits straight follow this table which shows you how both impact on your various business accounts. Put a copy of this up by your desk to check back to for quick reference:

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Bookkeeping For

Dummies Cheat

Sheet (UK Edition)

Bookkeeping is all about keeping tabs on where your

business's cash is.

Here are a few handy tips that will ensure that your bookkeeping doesn't require too much red ink so your small business can

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thrive: Separate cash handlers. Be sure that the person who accepts cash isn't also recording the transaction. Separate authorization responsibilities.

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your go-to guide for
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Teaching a non-
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the business books is no small task and can take months to cultivate a basic understanding. Bookkeeping for dummies provided good basic accounting skills, the strange language, and not-to-do's content that I would expect. I have used it many times trying to navigate Sage

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