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three fundamental concepts that can help keep things in order when handling the books for a business.

The Basic Steps of Bookkeeping - dummies

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 editions of Accounting For Dummies. His other books include How to Read a Financial Report and Accounting Workbook For Dummies.

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Photovoltaic Design and Installation For Dummies by Ryan ...  
In double-entry bookkeeping you 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

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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:

### 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 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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