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Ensure you set up bank feeds for every account. At least once a month, reconcile every bank account against bank statements. Look for pre-dated or future-dated transactions. Eat a family bar of chocolate in one sitting (oh yes, and clean up the debtors list). Sweep through the creditors list.

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Transactions: Make purchases or sales of items to run your business and start the process of bookkeeping. Journal entries: Enter transactions into the books through journals. Posting: Post journal entries to the General Ledger. Trial balance: Test accounts in the General Ledger to see whether they ' re in balance.

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6 Essential Components To Designing Your Bookkeeping System "The time to have a map is before you enter the woods." Brendon Burchard. Six components are essential in designing the proper accounting system for your home based business. These components form the foundation upon which YOU, the owner, will make informed business decisions.

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Bookkeeping Essentials For The Work From Home Business Owner

Get across the bookkeeping basics Manage GST and customer invoicing Generate financial reports Learn the basics and take the stress out of bookkeeping! Whether you're new to the world of bookkeeping or looking for a refresher on bookkeeping fundamentals, this is the book for you. From information on how GST works through to recording everyday transactions and creating reports, this ...

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Learn the essentials of bookkeeping with this user-friendly guide! Whether you ' re balancing your own books or employing someone else to do it, having a basic understanding of bookkeeping is crucial for all small business owners. Bookkeeping Essentials For Dummies, third Australian Edition provides information on the core concepts that you need to understand to keep the finances of any business, no matter how large or small, in order. The book includes information on: Choosing the right ...

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