

Bookkeeping Essentials For Dummies Australia

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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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