

Bookkeeping For Dummies

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Bookkeeping in a business firm is the basis of the firm's accounting system. Bookkeepers are responsible for recording and classifying the accounting transactions of the business firm and techniques involving recording those transactions.

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Bookkeeping can be made simpler if you follow a logical set of steps. Here are three fundamental concepts that can help keep things in order when handling the books for a business. Prepare source documents for all transactions, operations, and other business events; source documents are the starting point in the bookkeeping process.

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Jane Kelly, a Chartered Management Accountant and author of Bookkeeping & Accounting All-In-One For Dummies, teaches bookkeeping courses for small businesses. Paul Barrow is a Chartered Accountant with more than 20 years' consulting, training and writing experience. Lita Epstein designs and teaches online investing, finance and tax courses

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Lita Epstein, MBA, enjoys helping people develop good financial, investing, and tax planning skills. She is the author of Bookkeeping For Dummies. John A. Tracy, CPA, is Professor of Accounting, Emeritus, at the University of Colorado in Boulder.

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