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Bookkeeping is the process of recording all financial transactions made by a business.

Bookkeepers are responsible for recording, classifying, and organizing every financial transaction that is made through the course of business operations.

Bookkeeping differs

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from accounting.

Recordkeeping

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Basic Bookkeeping for
Your Small Business.

Bookkeeping refers
mainly to the record-
keeping aspects of
accounting.

Bookkeeping is
essentially the
accounting process
(some would say the
drudgery) of recording
all the information
regarding the
transactions and
financial activities of a
business.

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Basic Bookkeeping for Your Small Business - dummies

Taking a basic bookkeeping class is one of the best things a new business owner can do. For example, "Keeping The Books" casually mentions there are two sides to any business transaction and the two sides are recorded as debits and credits.

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A cash book is a perfect example of this method of bookkeeping. The opposite of this is double entry bookkeeping in which a transaction has to be recorded into two or more ledger accounts using journals, into debits and credits - and the totals of these

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have to balance.

Recordkeeping

Single Entry

Bookkeeping

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