

Title:

Get To Know The Bookkeeping Basics

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297

Summary:

Most people probably think of bookkeeping and accounting as the same thing, but bookkeeping is

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Article Body:

Most people probably think of bookkeeping and accounting as the same thing, but bookkeeping is

Bookkeepers perform all manner of record-keeping tasks. Some of them include the following:

- They prepare what are referred to as source documents for all the operations of a business -
- Bookkeepers also make entries of the financial effects into journals and accounts. These are
- Bookkeepers prepare reports at the end of specific period of time, such as daily, weekly, mon
- The bookkeepers also compile complete listings of all accounts. This is called the adjusted t
- The final step is for the bookkeeper to close the books, which means bringing all the bookkee

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