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Bookkeeping is essentially the accounting process (some would say the drudgery) of

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recording all the information regarding the transactions and financial activities of a business. What follows is a basic overview of what bookkeeping for a small business entails:

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Bookkeeping is the process of keeping track of every financial transaction made by a business firm from the opening of the firm to the closing of the firm. Depending on the type of accounting system used by the business, each financial transaction is recorded based on supporting documentation.

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