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Bookkeeping is, among other things, a step-by-step process that lets you methodically track the transactions in your company's books. Monitoring a transaction every step of the

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The Basic Steps of Bookkeeping - dummies
About the Book Author. John A. Tracy, CPA, a former staff accountant at Ernst & Young, taught accounting at the University of Colorado for many years. Tracy authored the

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First five editions of Accounting For Dummies. His other books include How to Read a Financial Report and Accounting Workbook For Dummies.

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In double-entry bookkeeping you enter all transactions in the books twice: once as a debit and once as a credit. To keep your debits and credits straight follow this table which shows you how both impact on your various business accounts. Put a copy of this up by your desk to check back to for quick reference:

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