

YOUR GUIDE TO BOOK KEEPING

WITH

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Chapter 1:

Intro to

Bookkeeping

Not everyone who has a great business idea has been to business school. If you're just starting out in the business world, the financial side of your new company can seem daunting. This module will show you how to navigate bookkeeping options and choose the one that will best suits your small business.

Bookkeeping is a vital component of any business, and getting it right from the very beginning will prevent problems in the future. You should organize your bookkeeping as soon as you can to maximize efficiency and give your business an organizational boost.

The first thing to understand if you're going to do your own bookkeeping is the difference between bookkeeping and accounting. If you're unfamiliar with these practices, you'd be forgiven for thinking they're the same thing. Many seasoned business people would struggle to put the distinction