

ACCOUNTING MANUAL TEMPLATE

Empower your team with standardized
procedures for error-free financial reporting.

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Accounting Manual

Small Business Business Finance Management

Introduction:

Welcome to the Small Business Accounting Manual. This comprehensive guide is tailored for startups and small businesses, helping you establish efficient accounting policies and procedures. Address financial tasks and organize key aspects like payroll, revenue, cash receipts, assets, liabilities, financial reports, internal controls, and administration, all in one place.

Chapter 1: Accounting Policies and Procedures

- Understand the importance of accounting policies and how they impact decision-making.
- Learn to set up and customize accounting procedures that align with your business needs.
- Create a robust framework for financial data management.

Chapter 2: Payroll Management

- Establish payroll protocols for accurate and timely employee compensation.
- Comply with tax withholding and reporting requirements.
- Implement payroll software and automation processes for efficiency.

Chapter 3: Revenue Recognition

- Develop consistent revenue recognition policies to maintain transparency and compliance.
- Understand the different methods for recording revenue based on your business type.

Chapter 4: Cash Receipts and Accounts Receivable

- Streamline cash receipt handling and ensure swift reconciliation.
- Design procedures to monitor accounts receivable and reduce outstanding payments.

Chapter 5: Assets and Liabilities Management

- Create procedures for tracking assets, depreciation, and capitalization.
- Manage liabilities and track recurring expenses from vendors.

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Jicheng Xie

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