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Publication is the process of entering transactions into a double-entry accounting system. Whenever your company earns or spends money, the item is sent to at least two different accounts á a debit and a credit á including a description of the transaction. Logging every transaction and keeping accurate and thorough records is the key to an effective accounting system. The accounting system should be set up according to the categories of sales or purchases your company makes. For example, if you run a restaurant some of your expense categories will include payrolls for the front and back of the house, ingredients and rent. Your sales categories may include what type of meal, and how much of the sale is food and how much alcohol. If you run a shop or restaurant that makes many small sales in a day, as opposed to a construction company that makes a smaller number of big sales, you can total the sales like them newspapers and have a total for the day. When you enter into a sale or shopping, you are also entering whether it is cash, check or credit card, and into which bank account it is deposited. If you distribute all transactions, then you will have a complete and accurate record of the money your business earns and spends. Some people find accounting boring and consider it a task, but the information your well-kept records provide is invaluable. A quick look at your books will show if you are profitable, prosperous or in trouble. If you are not making ends meet, you can quickly see where you can make changes and cut costs. In addition, keeping books current and accurate simplifies the process of filing fees and increases the chances of getting loans. Fortunately, you don't need to start from scratch when building an accounting system for a small business. QuickBooks is one of the most appreciated and widely used accounting systems with online and desktop versions. Considered one of the best accounting systems for Mac, Xero is a cloud-based accounting software that is also compatible with PCs. Zoho is one of the best accounting software for owners, freelancers, consultants, artists, and individuals operating e-commerce and home-based businesses. FreshBooks is a popular billing software that includes advanced features such as time and expense tracking. Having a favorite notebook is even more dork than having a favorite pen. It's a pile of paper you write on. But subtleties and special features affect the workflow. A Moleskine hardcover adds a bit of class to your take note, but it's a terrible choice if you like to rip pages when you're done with them. Here are the favorite notebooks of the Lifehacker staff and why we love them. Virginia K. Managing Editor: I have a classic red Moleskine, which I love. It's cheerful and eye-catching and makes me a little more inclined to use it than when I had black notebooks. Sturdy, it's in my purse, purse, Michelle Woo, Parenting Editor:A notebook should be 1) small enough to fit in my pouch so I can take it with me on walks, 2) flexible but not brittle, 3) grilled and 4) inexpensive. The notebook brand MUJI 5mm Grid A5 measures this criterion.Nick Douglas, Staff Writer: Drilling, drilling, drilling! Once I digitize a writing page, I want to destroy it. The Rhodia spiral top is about half letter-sized, large enough for extended writing but small enough to carry around all day. I can flip pages all the way back, so the notebook sits flat and only takes up the space of one page.Beth Skwarecki, Health Editor:Leuchtturm1917 makes the best hardcover notebooks. The pages are pre-numbered and there is an empty index. They come with TWO ribbon bookmarks, an elastic closure, a back pocket and some sticky labels that you can put on the back and cover when you store them on the bookcase. I use the medium format (A5), with dotted card if I think the daily bullet mood might hit me, lined up or grid otherwise. Choosing a color is difficult, but I suggest you think about your personality, your hopes and your dreams as you pick each one from a bookstore. You can't ask for help. You have to make this decision with Mine so far have been Berry, Azure, Ice Blue and Lemon.Joel Kahn, Senior Video Producer:I don't really know the name of my notebook (since it was a swag I picked up from a work event several years ago), but here are the main features: the cover is made of very hard cardboard, which makes it almost a clipboard. Easy to write anywhere! Practically a built-in table! The spiral is also small in proportion to the paper, so you can write easily on the back without losing half of the page space to make room for your hand. This seems to be the closest approximation.Meghan Walbert, Contributing Writer:I use a standard bullet journal, with an assortment of pens, stickers and ribbons to fancy it up. I use it both as a weekly/monthly planner, as well as a place to keep to-do lists, long-term goals tracking and reminder. With an orange cover, because the orange is cheerful.David Murphy, Tech Editor:A simple Moleskine, so my writing doesn't seem like I'm trying to compose a ransom letter or anything like that.Heather Hass, Creative Producer:I will use anything to write words. Probably because I like to write (aesthetically) so most of my notes are a bit...useless but cute! I'm a bit more demanding about drawing: I prefer the tooth of a Moleskine to any drawing album.After the news broke out that Scott Pruitt, head of the Environmental Protection Agency, is...Read moreMelissa editor: Once you had to go to Europe to get you a good notebook, and by "good notebook" I mean one that has no broad rules, blue lines on white paper, ho-hum. My flagship experience on the notebook involved a pliers I had taken in Rome with a brown cardboard cover (via pre-Field)and graphic paper inside, whose grid was brown and had this thin brown shade on every page. Believe me, that was great. Since then I have searched far and wide for something that would match the fun of that strange Roman notebook, and the best I have found is the Grids & Guides notebook by Princeton Architectural Press. The cover is a solid cloth-covered cardboard with a raised grid pattern that creates a pleasant feeling of hand. Inside, each page has a nice grid or a different stitch or pattern. Small charts and diagrams on random pages spread all over act as mouth cleaners: Before you take another note, why not take a look at these pretty designs of different types of knots? It's a good notebook!Claire Lower, Food Editor:I'm currently using four different notebooks, but my favorite is this situation with Paper Tiger notes. I make most of my recipes and develop them on these sheets, which I can then rip and store (or throw away) as needed. Plus, putting notes in a wet spot is less disastrous than putting a notebook in a wet spot. In the last month, life has changed in ways big and small. What used to be just some news here and there about a new virus infecting people on the other side of the world, is now a global pandemic. A simple thing like visiting a friend, going to the playground with our children, or even shopping is now difficult or impossible. Every day brings new concerns, new precautions to take and new information. It is all too easy to let these events pass into a mist of stress and concern. Yes, many of us are reporting a distorted sense of time, professing shock for how little time has actually passed. Was it really only on March 11 that the World Health Organization declared this pandemic? Was it really only January when the U.S. news started reporting on the coronavirus? Keeping a diary, where you write down the details of what is happening, can make sense of these changes, while creating a lasting record for posterity. Eventually, this pandemic will be under control... one day we will have a vaccine and a full set of treatments. Even then, life will probably never go back to exactly the way it was before all this started. The story will be divided into the period before the pandemic and the period after. In the future, we want to look back and reflect on that period. We wish to pass these lessons on to the next generation. To do this, start keeping a record of what is happening. Keeping a Diary Simple and EasyHerbert "Tico" Braun, professor of history at the University of Virginia, has some tips for keeping a diary at these times. As he notes in this If you're going to compose a newspaper these days, make it something easy to do. If a newspaper gets expensive, it doesn't work. You don't have to write or do things for the paper every day. Keep the writing and composition close, so that you can write things down to get back to them Details. Engage the SensesDetails can be as simple as jotting down conversations with neighbors, or details about your neighborhood, or an account of how your work day or work habits have changed. These details do not necessarily have to be related to the pandemic, but they can be just small details about your daily life. When describing, it is often good to try to involve all the different senses. Is the car a bit lighter now that fewer cars block the road? What about changes in ambient noise now that everyone is always at home? When it comes to your neighborhood, how do people use space differently? Given the confusion of everything that is happening, even the smallest detail can have meaning and trigger precious memories years later. Create a plan for long-term preservationThe ways you record these details, whether it's a formal diary, a composition book or a digital book, vary according to your resources and preferences. There are formal systems, such as the Bullet Journal method. Or, the diary can be as simple as buying a black and white marbled composition notebook, and make brief notes here and there, along with the date. Journaling might also involve apps, or even expand to a blog, depending on your comfort level. Whatever format you use, just make sure you have a plan for long term storage. When this is all over, you're gonna want to go over these journals again.

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