

Name:

Date:

Class:

Business Transactions

Skill:

- Analysis (AN)

Time on Task:

- 5–10 minutes

Goal/Purpose:

- The goal of this activity is to determine the business transactions you will need to track in the operation of your business.

As a small-business owner, you may have to take care of your financial records yourself rather than hire outside accounting help. Make a list of all business transactions you will need to track throughout the operation of your business. Your instructor will inform you about the desired method of submission. This information may be reported to the class according to your instructor's guidelines, so be sure to provide enough information to facilitate a discussion.

1. What business transactions will you want to track for the operation of the business?

Answer: