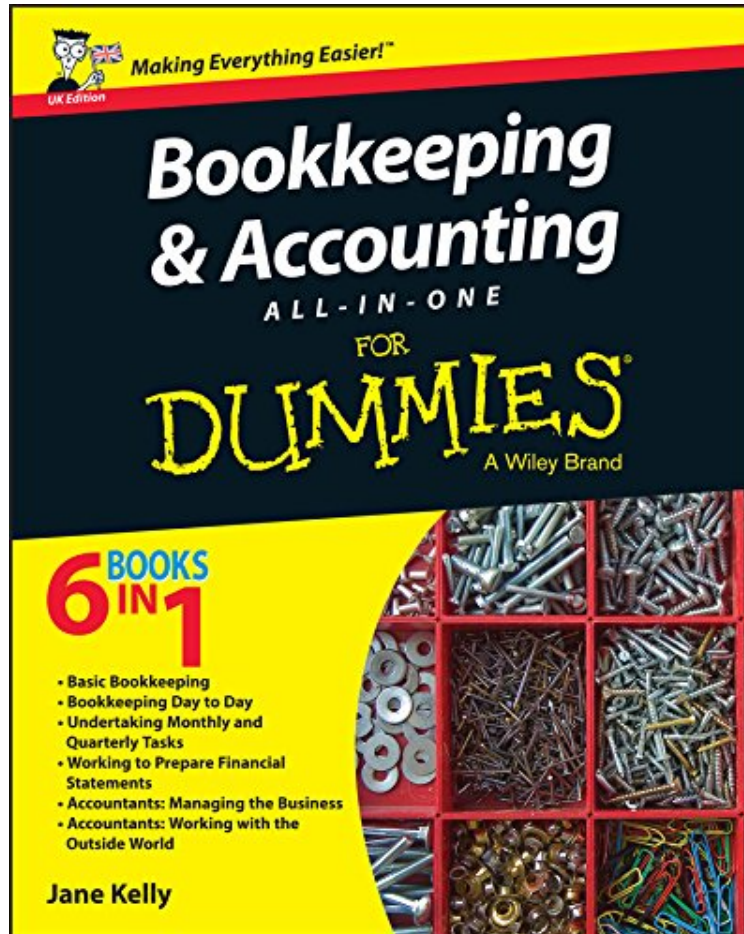


## Bookkeeping and Accounting All-in-One For Dummies - UK

Jane E. Kelly

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UK bookkeeping and accounting basics for the rest of us Unless you're one of those rare "numbers people," the thought of accounting and bookkeeping probably make your head spin. While these pragmatic and confusing practices may not be fun for the rest of us, mastering them is absolutely essential in order to run and maintain a successful business. Thankfully, Bookkeeping Accounting All-in-One For Dummies, UK Edition, is here to take the intimidation out of crunching numbers and offers easy-to-follow, step-by-step instruction on keeping your business' finances in order with information specific to a business in the United Kingdom. Written in plain English and packed with loads

of helpful instruction, this approachable and all-encompassing guide arms you with everything you need to get up and running on all the latest accounting practices and bookkeeping software. Inside, you'll find out how to prepare financial statements, balance your books, keep the tax inspector off your back, and so much more. Gives you access to supplemental online samples of bookkeeping forms, accounting templates, and spreadsheets Includes many practical bookkeeping and accounting exercises and templates Simplifies every aspect of accounting and record-keeping Shows you how to run your business "by the books" If you're a small business owner or employee who is confused and intimidated by managing your accounts and books, this comprehensive guide empowers you to take charge of those pesky figures to keep your business afloat.

From the Back CoverBOOKS 6 IN 1 Basic Bookkeeping Bookkeeping Day to Day Undertaking Monthly and Quarterly Tasks Working to Prepare Financial Statements Accountants: Managing the Business Accountants: Working with the Outside World Take charge of those pesky spreadsheets like a pro! If you're not one of those rare numbers people, you'll be especially grateful for this guide. It's packed with easy-to-follow, step-by-step instructions on appropriate number crunching and ways of keeping your business finances in order. Inside, you can find out how to use the latest accounting practices and bookkeeping software, prepare financial statements and much more! Know what you must know ndash; step-by-step guidance on keeping your business finances in order and complying with UK standards Make it easier ndash; plain English explanations of the latest bookkeeping software and accounting practices, with exercises and templates to illustrate Successfully tackle all the bookkeeping basics ndash; find out how to prepare financial statements, balance the books and keep the tax inspector off your back Work day by day, month by month ndash; understand what needs to be done daily, monthly and quarterly Access online help, too ndash; gain access to supplemental samples of bookkeeping forms, accounting templates and spreadsheets online Open the book and find: Bookkeeping tasks that most businesses share Basic accounting methods How to set up your Chart of Accounts Tips on creating a system to manage daily finances A guide to balance sheets and profit-and-loss statements Advice on handling payroll How to decide whether you need an accountant Practical exercises that help you understand bookkeeping and accounting About the AuthorJane Kelly is a chartered management accountant and author of Sage 50 Accounts For Dummies, Bookkeeping Workbook For Dummies and Accounting Workbook For Dummies. Her training company has taught the mysteries of accounting and bookkeeping to many small business owners and employees.