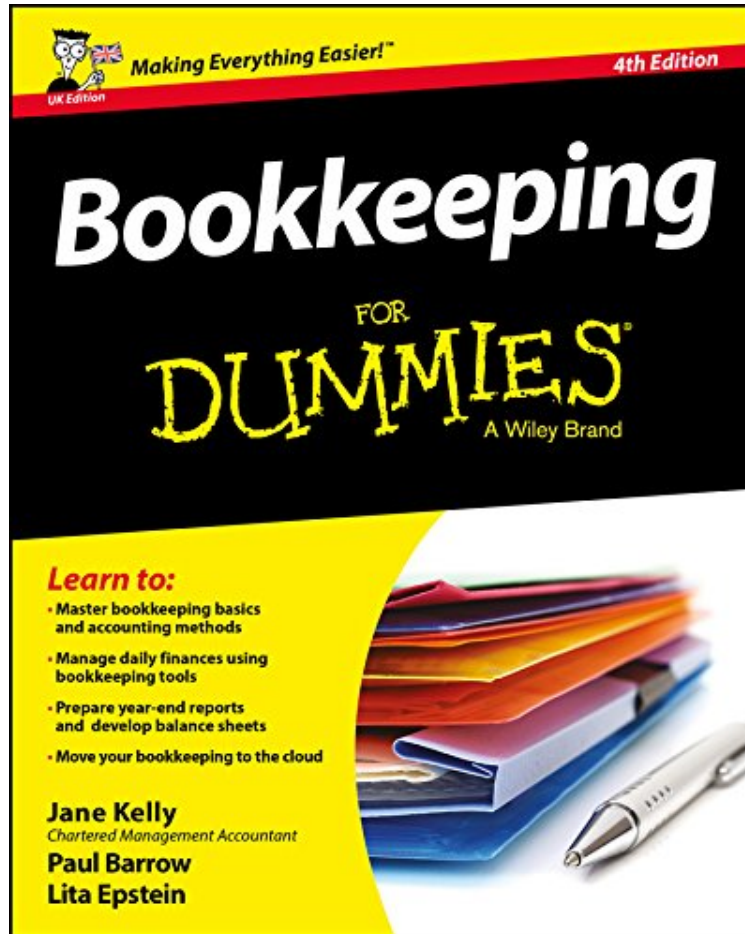


Bookkeeping For Dummies

Jane E. Kelly, Paul Barrow, Lita Epstein
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Jane E. Kelly, Paul Barrow, Lita Epstein : Bookkeeping For Dummies before purchasing it in order to gage whether or not it would be worth my time, and all praised Bookkeeping For Dummies:

1 of 1 people found the following review helpful. This is a "UK Edition", which is not indicated ...By David Christensen This is a "UK Edition", which is not indicated in the product page description as of 2016-09-05. I am in the USA, so I returned the book.

Britain's number-one guide to mastering the art and science of bookkeeping Accurate bookkeeping is crucial to the success of every businessdash;but few people relish in this highly detailed task. Luckily, this new edition of Bookkeeping For Dummies simplifies every aspect of financial record keeping, walking you through the basic skills you need to make numbers your minion. From tracking transactions and keeping ledgers to producing balance sheets and year-end reports, this straight-talking guide takes the intimidation out of bookkeeping and shows you how to make it your best friend in business. Fully updated to include the latest coverage of accounting practices and bookkeeping software, this new edition of Bookkeeping For Dummies features tons of practical exercises to get you up and running

with what you need to keep your books balanced, your finances in order and the tax inspector off your back. Find updated bookkeeping templates and resources available via download Manage day-to-day records like sales and purchases Produce Profit and Loss Statements and Balance Sheets Prepare year-end documents with confidence and ease From the importance of keeping a paper trail to the best ways to keep payroll rolling—and everything in between; this is the ideal resource for anyone looking to learn the bookkeeping ropes.

From the Back Cover Learn to: Master bookkeeping basics and accounting methods Manage daily finances using bookkeeping tools Prepare year-end reports and develop balance sheets Move your bookkeeping to the cloud Manage the books and your sanity with Britain's leading guide! Complete and accurate bookkeeping is vital for any business. This guide shows you how to keep the books without becoming overwhelmed by the numbers. Fully updated for the newest accounting practices and software, it walks you through bookkeeping basics, day-to-day operations, year-end reporting, payroll preparation and everything you need to tackle the job with confidence. Account for everything — understand basic accounting methods, work with ledgers, explore the Chart of Accounts and choose your business type From day to day — handle everyday activities such as entering invoices, collecting on cash sales, making and tracking purchases and banking Wrap it up — prepare for month-end or year-end by adjusting books, depreciating your assets and handling VAT correctly Present results — produce a profit and loss statement, develop a balance sheet and prepare year-end accounts Pay your staff — learn to operate an RTI payroll system, collect employee taxes, prepare and post payroll and settle up with HM Revenue Customs Move to the cloud — explore the benefits and possible risks of moving your bookkeeping functions to the cloud Open the book and find: Bookkeeping lingo translations Opportunities to test your knowledge Tips on managing your workload Practical ways to reconcile your bank account Information about depreciation How to make business decisions using Profit and Loss statements Reporting processes for not-for-profits Your most important accounts About the Author Jane Kelly, a Chartered Management Accountant and author of *Bookkeeping Accounting All-In-One For Dummies*, teaches bookkeeping courses for small businesses. Paul Barrow is a Chartered Accountant with more than 20 years' consulting, training and writing experience. Lita Epstein designs and teaches online investing, finance and tax courses.