

## Bookkeeping And Accounting In A Week Learn To Keep Books And Accounts In Seven Simple Steps Tyw

This updated and expanded second edition of Book provides a user-friendly introduction to the subject, Taking a clear structural framework, it guides the reader through the subject's core elements. A flowing writing style combines with the use of illustrations and diagrams throughout the text to ensure the reader understands even the most complex of concepts. This succinct and enlightening overview is a required reading for all those interested in the subject . We hope you find this book useful in shaping your future career & Business.

This second edition of Practical Accounts & Bookkeeping in easy steps has been updated to cover the latest UK legislation. It starts with the basics you need to know to record your day-to-day transactions and how they appear in Nominals, Trial Balance, Profit & Loss and the Balance Sheet. It then covers: Understanding accounts and why they are important the legal documents required when preparing accounts What happens if accounts are not submitted in time and when accounts need to be sent to authorities Creating a balance sheet using sales ledgers, purchase ledgers and nominal ledgers VAT – registering, charging and reclaiming Annual adjustments – Prepayments, Accruals, etc. Calculating Profit for tax and Capital Accounts Key Accounting Principles: Double Entry, Direct and Indirect costs, Fixed and Current Assets, Depreciation, Capital Allowance, and more! This book will help you make sense of the 'daunting' accounts world. It will help you to spot problems in the accounts and explain them to others using the correct terminology. It will also show you how computer software has been designed to simplify the processes. Master basic bookkeeping, then work through the book at your own pace to get a deeper understanding of Accounts. Practical Accounts & Bookkeeping in easy steps, 2nd Edition is ideal for business owners as well as students. Includes examples to practice, and a Questions and Answers section to test yourself!

If you want to learn about bookkeeping without reading a boring textbook, then keep reading... Bookkeeping has been around for hundreds of years. For most people, anything incorporated early in human civilization, such as record keeping, should be easy. Right? Well, the reverse is the case. Although keeping a record of your income and expenses may seem straightforward, bookkeeping today involves many complexities. As a business progresses, it grows bigger, spanning various states of organization and new protocols. The larger your business, the more challenging your bookkeeping tasks become. Today, we often see small business owners handling their own finances, but most owners of large companies hand over their accounts to professionals. In this book, you will discover all you need to master the art of bookkeeping. Bookkeeping is vital for the financial well-being of any business; nevertheless, it may not be cheap if you opt to outsource it to a professional organization. For small business owners, dedicating a large portion of their earnings to bookkeeping tasks is far from ideal. If you would love to take care of your own business bookkeeping in a cost-effective way, this book is for you. Even for business owners who can afford to hire an accountant or a bookkeeper, learning the basics of bookkeeping is essential. This comprehensive guide will explain bookkeeping simply and efficiently. What to expect in this book: Discover the basics of bookkeeping. Discover critical tips and tricks on how to select a bookkeeping system. Powerful strategies on how to set up your books. Simple and easy methods to close your books. 9 amazing tools to streamline your bookkeeping procedures. Proven ways to get started with bookkeeping ...and much more! With this comprehensive guidebook as your starting point, you can finally go from beginner to bookkeeping pro! So if you want to become proactive with your finances, then scroll up and click the "add to cart" button!

Learn about the essential numerical skills required for accounting and bookkeeping. This free course, Introduction to bookkeeping and accounting, explains the fundamental rules of double-entry bookkeeping and how they are used to produce the balance sheet and the profit and loss account.

Are you finding that your invoices and bank statements pile up every month, untouched and shied away from? Does your accountant spend more time on basic bookkeeping than on minimising your tax bill? If you're a small business owner who wants to take financial matters into your own hands, look no further. Bookkeeping for Dummies will guide you through all the basic skills needed to keep your business efficient and cost-effective – from tracking your transactions and keeping ledgers, to producing balance sheets and satisfying the taxman at year-end. Learn to manage your finances painlessly and clearly, and master the art of bookkeeping! The book will be adapted from the current US edition of Bookkeeping for Dummies. Existing content will be revised to reflect essential UK information.

Excerpt from Bookkeeping and Accounting, Vol. 2 The subject matter of this text may be divided broadly into two parts. The first twelve chapters deal with the general principles governing the construction and use of reports, accounts and records. In these chapters the accounts and records of a corporation and the accounts of a manufacturing business are given particular attention. Some attention is given to the problem of depreciation and to the technical phases of account keeping as illustrated in special types of ledger records. Chapter XLVIII affords a drill on the subject matter of Chapters XXXVI to XLVII and a thorough review in the application of general accounting principles. The last twenty-four chapters deal primarily with the use of accounting in the control of the relations which the business unit must have with those both external and internal to its organization. The purpose and aim of these chapters is fully set forth in Chapter XLIX on "The Relation of Accounting to Business Management." Chapters L to LV deal with the construction and interpretation of the orthodox financial statements which are used by business executives, stockholders, creditors and governmental agencies in judging the financial condition of a business at a specific time and its progress during a specific period of time. Chapters LVI and LVII explain the construction and interpretation of financial statements other than the Balance Sheet and Statement of Profit and Loss of an industrial or commercial firm. Chapters LVIII to LXV treat of records and reports used in the control and management of the operations of the functional departments of a business. Chapter LXVI deals with accounting for the investments in other companies. Chapters LXVII to LXXII deal with the accounting organization and procedure by which the information discussed in the preceding chapters is collected, organized, classified and presented for executive use. There is much material included in this text which is not ordinarily included in a text on bookkeeping and accounting. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at [www.forgottenbooks.com](http://www.forgottenbooks.com) This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

The book explains the principles and practice of bookkeeping sequentially, including: ·The bank reconciliation ·Writing up the petty cash book ·Extracting a trial balance ·Accruals and prepayments ·Setting up a limited company ·Accounting for VAT Plus step-by-step guides to compiling a balance sheet, depreciation, accounting for bad and doubtful debts and much more. The 10th edition also includes significant enhancements to reflect the teachings of the principle bookkeeping institutes as they endeavour to raise the professional competence of their members. For example, accounting staff are increasingly being required to extend their record keeping into management accounts areas. The new edition includes chapters on stock control and budgetary control accounting. In addition, it will include more detailed guidance on the significance and importance of ratio analysis and statements of sources and application of funds, plus the latest available IAB and ICB exam papers.

The simplest way to keep your business records in order. Basic bookkeeping with a clear layout and 110 pages in A4 format. This accounting ledger is perfect for keeping your small business transactions under control.

Learn in a week, what the experts learn in a lifetime.

Manage the art of bookkeeping Do you need to get up and running on bookkeeping basics and the latest tools and technology used in the field? You've come to the right place! Bookkeeping All-In-One For Dummies is your go-to guide for all things bookkeeping. Bringing you accessible information on the new technologies and programs, it cuts through confusing jargon and gives you friendly instruction you can use right away. Inside, you'll learn how to keep track of transactions, unravel up-to-date tax information, recognize your assets, and so much more. Covers all the new techniques and programs in the bookkeeping field Shows you how to manage assets and liabilities Explains how to track business transactions accurately with ledgers and journals Helps you make sense of accounting and bookkeeping basics Get all the info you need to jumpstart your career as a bookkeeper!

Learn the basics of practical accounting easily and painlessly with Accounting For Dummies, 4th Edition, which features new information on accounting methods and standards to keep you up to date. With this guide, you can avoid accounting fraud, minimize confusion, maximize profits, and make sense of accounting basics with this plain-English guide to your accountant's language. Understand how to manage inventory, report income and expenses for public or private companies, evaluate profit margins, analyze business strengths and weaknesses, and manage budgets for a better bottom line.

Bookkeeping and accounting are crucial skills that no business can be without - especially in today's business world, which is changing faster than ever. Written by Roger Mason, a leading business accountant, this book quickly teaches you the insider secrets you need to know to in order keep control of the books. The highly motivational 'in a week' structure of the book provides seven straightforward chapters explaining the key points, and at the end there are optional questions to ensure you have taken it all in. There are also cartoons and diagrams throughout, to help make this book a more enjoyable and effective learning experience. So what are you waiting for? Let this book put you on the fast track to success!

Bookkeeping and Accounting All-in-One For Dummies - UK John Wiley & Sons

Excerpt from 20th Century Bookkeeping and Accounting: A Treatise on the Principles of Accounting and Bookkeeping Practice Applied by Modern Bookkeepers and Accountants The successful business man should know that a profit will result from the transactions in connection with his business before they are completed. To determine this he should have such information as will show the detailed operating cost, the profit from trading or other operations, the net profit for each fiscal period, its source, and the increase or decrease over previous periods. A report concerning the failure or suspension of a business, accompanied by the statement that the creditors will not know What percentage Of their claim may be collected until the experts have audited the books, indicates that the management did not have all the facts available in connection with the business. Such a statement is so common in the newspaper announcement of failures that it suggests a connection between accounting and success. If these conditions are to be improved, it is necessary to teach the correct principles of accounting and the best practice in applying them. The bookkeeping student of today is the bookkeeper or business man Of tomorrow. If he has a knowledge Of the correct principles, as bookkeeper he will apply them, or, as manager, he will see that they are applied by the bookkeeper. The purpose Of this text is to present the correct principles of bookkeeping and accounting, - principles advocated and practiced by modern bookkeepers and accountants. The information upon which it is based was obtained from standard authorities on accounting and from consultations with practicing book keepers and accountants. The text is prepared primarily for the student and not for the practicing book keeper or accountant. The presentation permits the beginner to master first the simple principles of accounting as applied in a small business. When he understands these, he can then appreciate the more complicated principles of accounting necessary in recording the transactions for a business of extensive operations. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at [www.forgottenbooks.com](http://www.forgottenbooks.com) This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection in the original, such as a blemish or missing page, may be replicated in our edition. We do, however, repair the vast majority of imperfections successfully; any imperfections that remain are intentionally left to preserve the state of such historical works.

Take the guesswork out of accounting and quickly grasp the foundation of bookkeeping functions for your business or startup! Are you an entrepreneur or small business owner looking to understand how cash flows in your business, but don't know where to start? Does accounting seem undecipherable and overwhelming? If you answered yes to any of the questions above then this guide is just what you need. In this guide, you're going to learn accounting, bookkeeping and finance in a way that is intuitive and just makes sense to non-accounting professionals. This book covers all the basic concepts of accounting that you need to know as a business owner. In Accounting for Beginners, you're going to discover: A definitive intro to the accounting equation for sole proprietors and enterprises How to completely understand the assets vs liabilities paradigm for your business All you need to know about stockholder's equity and calculate it The three types of accounting and how to determine the one best suitable for your business The eleven essential accounting principles you absolutely need to know about Step-by-step instructions to ensure your accounting complies with professional requirements Everything you need to know about financial statements and understand how money moves in your business How to set up vendors for paying your bills How to set up employees on your payroll How to create invoices, set up customer payments, etc How to stay up to date on taxes, regulations, and fees ...and lots more! Whether you're a student, manager or entrepreneur, you're going to learn accounting in a way that's practical and natural and will help you become proficient with finances by the end of this book. Scroll to the top of the page and

click the "Add to Cart" button to buy now!

Accounting Ledger Books for Bookkeeping 110 pages double-sided non-perforated Size: 8.0 inches x 10 inches Date, Account, Memo, Debit, Credit, Balance fields Let Tracking !!!

Now going into its 9th edition, the successful textbook Book-keeping and Accounts is a vital guide for students undertaking studies of book-keeping and accounting for the first time. Through its gradual introduction of topics, explanation of technical terminology in a clear, easy to understand way, this text provides an accessible and reliable guide for any student in their undergraduate career. New to this edition: · Fully compliant with International Financial Reporting Standards (IFRS), with current IFRS terminology. · Questions and exercises to test your understanding and help with revision. · Selected chapters amended and re-structured. · Full explanation of HMRC changes in VAT relating to cash discounts. · Illustrations and diagrams to help explain key concepts. · Updated 'learning objectives' and 'chapter summaries', to reflect developments in the financial environment · Easy to understand to double entry book-keeping using the 'IN' and 'OUT' approach. With its highly regarded authorship this text is used by lecturers for teaching students undertaking the following qualifications and examinations; Association of Accounting Technicians (AAT), International Association of Book-keepers (IAB), A Level Accounting, Oxford Cambridge and Royal Society of Arts (OCR), and as a general foundation text for personnel employed in the accountancy profession. Accompanying the text is a collection of resources to support both lecturers and students which can be found at [www.pearsoned.co.uk/wood](http://www.pearsoned.co.uk/wood) - For instructors : Solution's manual, and Powerpoint slides - For students : Opportunities to practise and additional support with our companion website

The first part of this book is intended for people who want to know something about the fundamentals of bookkeeping without necessarily becoming a certified bookkeeper. Bookkeeping and Accounting In A Week is a simple and straightforward guide to accounts, giving you everything you need to know in just seven short chapters. From understanding the terminology to dealing confidently with accountants, you'll soon master the basics of bookkeeping and accounting, fast. This book introduces you to the main concepts of bookkeeping and accounting, giving you a basic knowledge and understanding together with practical and thought-provoking exercises. Whether you choose to read it in a week or in a single sitting, Bookkeeping and Accounting In A Week is your fastest route to success: - Sunday: The basic principles of bookkeeping - Monday: Different types of account and ledger - Tuesday: More aspects of bookkeeping - Wednesday: Preparation for the accounts - Thursday: The profit and loss account - Friday: The balance sheet - Saturday: Understanding published accounts ABOUT THE SERIES In A Week books are for managers, leaders, and business executives who want to succeed at work. From negotiating and content marketing to finance and social media, the In A Week series covers the business topics that really matter and that will help you make a difference today. Written in straightforward English, each book is structured as a seven-day course so that with just a little work each day, you will quickly master the subject. In a fast-changing world, this series enables readers not just to get up to speed, but to get ahead.

Part of a vital series for today's manager, produced in conjunction with the Chartered Management Institute, this book delivers clear, expert advice on the most frequently asked questions about bookkeeping and accounting for non financial managers in a format designed to fit easily into a busy working life.

2020 updates to our award-nominated book (Author Academy Awards, Oct. 2019):reflects the latest tax law changes and expanded with two new chapters. Do-it-yourself accounting and taxes are growing in popularity but often leads to rookie mistakes that can make you fall hard and fast. It's true, look at how many small businesses close their doors during the startup years. Running a profitable business boils down to one thing — the numbers. And going it alone (without expert guidance) doesn't work out. This book reveals the inside scoop the authors gain while helping small business clients with preparing tax returns, paying taxes, bookkeeping, managerial decision making, business plans and ideas, accounting, technology recommendations, tax resolution, tax planning, and more. You'll learn practical information you can implement right now whether you're a sole proprietor, freelancer, side hustler, independent contractor, entrepreneur, partnership, LLC, or S-Corp. Here's what the book reveals: Tax tips accountants aren't always willing to share The lesser-known problems small business owners face How tax write-offs affect your tax return Why bookkeeping is a top priority How to protect yourself when you make a mistake Get your copy to find out why deducting the right way helps you operate a more profitable venture.

Learn How to Get Over Bookkeeping and Accounting with the Ultimate Guide to Mastering the QuickBooks Software Crunching the numbers... Doing the books... Love them or hate them, they're essential to any business if you want to avoid problems with the law and want to know how money moves in your business setup. Many people aren't fond of doing bookkeeping and accounting, with good reason. It's boring as hell for those who aren't inclined toward math. But it doesn't have to be that way. If you're tired of not knowing what to do when it's time to wrangle those numbers, if you're sick of accounting putting in a funk, then this guide is for you. In this guide, you're going to learn everything you need to know about using QuickBooks to streamline your finances and make accounting and bookkeeping a breeze. Leaving you more time to focus on the things that really matter for your business. Here's what you're going to discover in this guide: A straightforward intro to QuickBooks and how your business can benefit from using this software Setting up QuickBooks for businesses, both new and old How to set up vendors for paying your bills Setting up employees for payroll Entering your payroll taxes Linking your bank accounts to QuickBooks Creating invoices, credit memos, customer payments and more Setting up inventory ...and tons more! Whether you're a business owner, manager, accounting student or entrepreneur, this highly comprehensive and practical guide has everything you need to know about using QuickBooks to streamline your business and make you more useful and efficient in the competitive world of business. Scroll up and click the "add to cart" button to buy now!

The first comprehensive, easy reference guidebook for bookkeepers, accounting technicians, small business owners and students. This is a hands-on guide designed to assist bookkeepers in preparing accounts for their clients. It contains numerous worked examples, diagrams and illustrations relevant for bookkeepers working in small businesses as well as self-employed bookkeepers contracting to clients. It also covers a range of tax-related matters that are considered relevant to bookkeepers as well as an explanation of the GST and how it impacts on bookkeepers. The preparation of the BAS is also covered.

Stay in control of finances with this simple cash accounting ledger. Perfect for small businesses to keep track of income & expenses throughout the tax year. Spacious A4 pages allow plenty of room to record entries under the headings of Date, Description, Income, Expenses, and Total. Easily record incomings & outgoings as they happen so you always know where you stand financially at any point in the year. This versatile accounting book will suit most types of small business. Can be used alone or in conjunction with digital accounting systems for recording income & expenses to add to your digital system later. Quick & easy to add entries. Versatile - adaptable to many types of small business. Large A4 size for plenty of writing space. Perfect bound. Durable soft cover. Thick 90 gsm white paperstock. Kraft style cover with white pattern.

Britain's number-one guide to mastering the art and science of bookkeeping Accurate bookkeeping is crucial to the success of every business—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.

This new edition of *A Straightforward Guide to Bookkeeping and Accounts for Small Business* has been rewritten extensively and updates essential information and including relevant changes to accounting law and bookkeeping conventions. The book is a practical and informative guide for those who operate small business, either as sole traders or limited companies. With the aid of this invaluable guide, those in business should find the often daunting process of bookkeeping and preparation of accounts made that much easier. No prior knowledge is assumed.

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.

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Market\_Desc: - Accountants Special Features: - All company examples have been updated for this edition- Coverage of inventories now precedes coverage of accounting for merchandising operations to provide more consistency

Through her phenomenally popular and award-winning podcast, *She's on the Money*, Victoria Devine has built an empowered and supportive community of women finding their way to financial freedom. Honest, relatable, non-judgemental and motivating, Victoria is a financial adviser who knows what millennial life is really like and where we can get stuck with money stuff. (Did someone say 'Afterpay'...?) So, to help you hit your money goals without skimping on brunch, she's put all her expert advice into this accessible guide that will set you up for a healthy and happy future. Learn how to be more secure, independent and informed with your money – with clear steps on how to budget, clear debts, build savings, start investing, buy property and much more. And along with all the practical information, Victoria will guide you through the sometimes-tricky psychology surrounding money so you can establish the values, habits and confidence that will help you build your wealth long-term. Just like the podcast, the book is full of real-life money stories from members of the *She's on the Money* community who candidly share their experiences, wins and lessons learned to inspire others to turn their stories around, too. And with templates and activities throughout, plus a twelve-month plan to get you started, you can immediately put Victoria's recommendations into action in your own life. You are not alone on your financial journey, and with the money principles in this book you'll go further than you ever thought possible.

Double-entry accounting can be easy if it's explained well, and *Mastering Book-keeping* does just that. Now in its updated 8th edition, this popular book has helped thousands of people to get to grips with book-keeping. It explains the principles and practice of book-keeping sequentially, and includes: - The daybooks and ledger accounts - End of year accounting - Sole proprietorships, limited companies, partnerships and not-for-profit organisations - Using computers for accounting - Accounting for VAT - Progressing to more advanced management accounting - The implications of the Data Protection Act 1998 on book-keepers Plus step-by-step guides to compiling a balance sheet, depreciation, accounting for bad and doubtful debts, and much more. Everything is made clear with easy-to-follow explanations. Typical transactions are illustrated throughout to make the information even easier to understand. This book is suitable for those preparing for the examinations of ICB, AAT, IAB, OCR, AQA and all other courses in book-keeping and accounts.

The Back Office Restaurant Accounting Guide You've Been Searching for! Restaurants are notorious for their low margins and even lower success rates. It's no surprise that restaurant owners and operators are usually stressed out. Many wonder if they can ever truly break the cycle of a runaway payroll or ever-increasing food and beverage costs. It's no surprise that it's sometimes easier to quit than to push through. However, I argue that with the right support and know-how, owners and operators can set up and successfully execute all of their back-office tasks. With the help of my guide, anyone can run the balanced-book restaurant of their dreams. QuickBooks for Restaurants - A Bookkeeping and Accounting Guide shows restaurant owners and operators how QuickBooks software can be leveraged for restaurant success. I explain QuickBooks fundamentals, including sales tracking, purchasing, bill paying, invoicing, managing day-to-day liabilities, gift certificate tracking, cash management, detailed reporting, and more. I also guide owners and operators through the process of accounting for sales, payroll, inventory and more. Ultimately, I show owners and operators how to create the accurate financials and reporting that will enable them to make better informed, data-driven decisions. Inside, learn: How to record daily sales and payroll entries How to understand and navigate the regular accounts payable cycle How to manage day-to-day liabilities How to conquer restaurant inventory How to generate and understand key restaurant reports ZACHARY WEINER is a full-time business consultant helping small- to medium-sized businesses achieve their financial and operational goals. He specializes in restaurants, hospitality, startups, and real estate from pre-revenue to annual revenue of up to tens of millions of dollars. An entrepreneur and an economist by training, Zachary has written numerous bestselling books and guides that have helped thousands of small business owners and operators better manage their finances. His newest book brings a new and easy-to-understand perspective to the world of restaurant accounting.

This book uses the new UK HMRC small trader simpler rules and shows you how to start with your bank statement and end up confidently filling in your UK tax form with just 3 numbers. You have started a small business selling stuff or working for yourself and need to get your paperwork, income and various 'HMRC allowable' expenses categorised to see if you need to put aside some income for UK tax. This book takes the case of a similar sole trader like you on a learning journey to easily sort out the required paperwork, get the income and expenses all accounted for and make tax self assessment easy. Why not join the hundreds of self employed people and 'do the books' with this training book? Look out too for the Kindle version and the pocket sized printed book version - Sole Trader Accounting - A Complete Bookkeeping Training Kit.

BPP Learning Media delivers a range of accessible and focused study materials covering AAT's QCF standards. Our paper materials and online equivalents will help ensure you are ready for your assessments and prepared for your career in accounting.

This primer takes the mystery and intimidation out of business accounting and bookkeeping. It shows a business owner how to understand, use and interpret financial statements; set up or restructure the business' books; use the One-Write System; quickly detect and correct errors; monitor the accounting tasks you delegate to others; understand how outsiders, such as banks, analyze your company; and determine when and how to switch to computerized accounting. Includes dozens of sample financial statements and rule-of-thumb formulas to help non-accountants easily comprehend and use: the balance sheet, the income statement, ratio analysis, budgeting, journals, the general ledger, payroll schedules, depreciation, bank reconciliation, internal controls, and accounting systems. By reviewing the financials of hypothetical small firms, readers will learn how to spot and correct potential problems before they become crises.

At last, an accounting book for the numerically challenged.

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