



# Bookkeeping Workbook For Dummies

*Jane Kelly, Lita Epstein*

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## **Bookkeeping Workbook For Dummies** Jane Kelly, Lita Epstein

Fully updated for a UK audience *Bookkeeping Workbook For Dummies* is the easiest way to get up to speed in all the basics of bookkeeping: from setting up a bookkeeping system and recording transactions to managing payroll, preparing profit and loss statements, tackling tax and filing month and year end reports finances. Expert author Jane Kelly guides you step-by-step through every aspect of financial record and offers quick tips to help you work through the interactive exercises and practical problems encouraging you to find your own route to a solution and sharpen your skills along the way. Whether you're studying on a bookkeeping course or balancing the books in a small business this book is the fastest way to get started.

*Bookkeeping Workbook For Dummies, UK Edition* includes:

### **Part I: Exploring Bookkeeping Basics**

Chapter 1: Deciphering the Basics

Chapter 2: Designing Your Bookkeeping System

Chapter 3: Sorting Out Your Business Road Map

### **Part II: Putting it All on Paper**

Chapter 4: Looking at the Big Picture

Chapter 5: Journaling — The Devil's in the Details

Chapter 6: Designing Controls for Your Books, Your Records, and Your Money

### **Part III: Tracking Day-to-Day Business Operations with Your Books**

Chapter 7: Purchasing Goods and Tracking Your Purchases

Chapter 8: Calculating and Monitoring Sales

Chapter 9: Employee Payroll and Benefits

### **Part IV: Getting Ready for Year's (Or Month's) End**

Chapter 10: Depreciating Your Assets

Chapter 11: Paying and Collecting Interest

Chapter 12: Checking Your Books

Chapter 13: Checking and Correcting Your Books

### **Part V: Reporting Results and Starting Over**

Chapter 14: Developing a Balance Sheet

Chapter 15: Producing a Profit and Loss Statement

Chapter 16: Reporting for Not-For-Profit Organizations

Chapter 17: Doing Your Business Taxes

Chapter 18: Completing Year-End Payroll and Reports

Chapter 19: Getting Ready for a New Bookkeeping Year

### **Part VI: The Part of Tens**

Chapter 20: Top Ten Checklist for Managing Your Cash

Chapter 21: Top Ten Accounts You Should Monitor

Chapter 22: Top Ten Problems You Should Practice

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