



# Bookkeeping Workbook For Dummies

By Jane Kelly, Lita Epstein

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## **Bookkeeping Workbook For Dummies** By 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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### Editorial Review

From the Back Cover

- Get to grips with bookkeeping basics
- Sharpen your skills with interactive exercises and demonstration problems
- Perform a wide variety of financial transactions

### Design a bookkeeping system that works for you – and stay on top of your transactions

It's easy to feel intimidated by the ins and outs of bookkeeping – day-to-day and at year end – but with an understanding of the basics, it needn't be tricky. This no-nonsense workbook leads you through every stage of preparing and maintaining a ledger so you know exactly what your assets are doing and how to maximise your profits. Packed with insider tips, checklists and practical bookkeeping exercises, there's really no better time to get things in balance.

### Discover

- Ways to record, track and adjust bookkeeping entries
- How to calculate cost trends
- Advice on tackling taxes, interest rates and depreciation
- Tips on drawing up accurate profit and loss statements – and analysing what they mean
- Sample invoices, credit notes and calculation tables

### The Dummies Workbook Way

- Plain-English explanations
- Step-by-step procedures
- Hands-on practice exercises
- Ample workspace to work out problems
- Tear-out Cheat Sheet
- A dash of humour and fun

About the Author

**Jane Kelly** is a Chartered management consultant, bookkeeping teacher, and author of *Sage 50 Accounts For Dummies*.

**Lita Epstein** is an expert financial author and adviser.

### Users Review

**From reader reviews:**

**Marlene Childs:**

Information is provisions for people to get better life, information today can get by anyone with everywhere. The information can be a information or any news even a problem. What people must be consider if those

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### **Arnold Browning:**

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