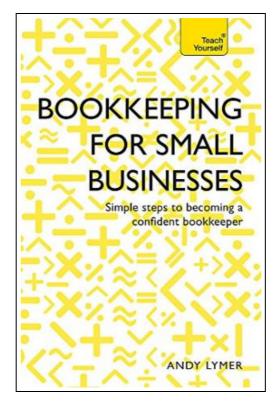
# Bookkeeping for Small Businesses: Simple steps to becoming a confident bookkeeper (Paperback)



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### Reviews

Very helpful for all category of men and women. It is rally fascinating throgh studying period. It is extremely difficult to leave it before concluding, once you begin to read the book.

(Prof. Asia King)

# BOOKKEEPING FOR SMALL BUSINESSES: SIMPLE STEPS TO BECOMING A CONFIDENT BOOKKEEPER (PAPERBACK)



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John Murray Press, United Kingdom, 2016. Paperback. Condition: New. Language: English. Brand new Book. Is this the right book for me?Book keeping is neither dull nor mysterious - its rules are logical and straightforward and are readily mastered by practice. Successful Bookkeeping for Small Business is a substantial yet easy to follow introduction to the principles of bookkeeping and the practical skills of recording transactions, posting the ledgers and preparing final accounts. Written by finance and accounting experts from the University of Birmingham this book: - Explains the purpose and use of books of original entry as the basis of the double-entry system. - Describes the processes of recording purchases, sales and cash transactions. - Shows how these records are used to prepare the final accounts, the manufacturing, trading and profit and loss accounts and the balance sheet to provide accurate financial statements. - Explores petty cash, depreciation, partnership, company law, business documents and the effect of changes in IT.Worked examples throughout allow you to put the theory into practice. There is also a wide range of carefully graded questions and exercises with sample answers. In short, it demystifies the art of bookkeeping and gives you the confidence you need to tackle your books.Successful Bookkeeping for Small Business includes:Chapter 1: What is book keeping?Chapter 2: Business documentsChapter 3: The business transaction, purchases and salesChapter 4: Purchase and sales transactions and ledger accountsChapter 5: Cash transactionsChapter 6: The bank reconciliationChapter 7: Petty cashChapter 8: The (general) journalChapter 9: Writing up the booksChapter 10: The trial balanceChapter 11: What is profit or loss?Chapter 12: The revenue account: the trading, profit and loss and appropriation accountsChapter 13: The balance sheetChapter 14: Adjustments in the final accountsChapter 15: DepreciationChapter 16: Clubs, societies and charities book keepingChapter 17: Information technology and book ke



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