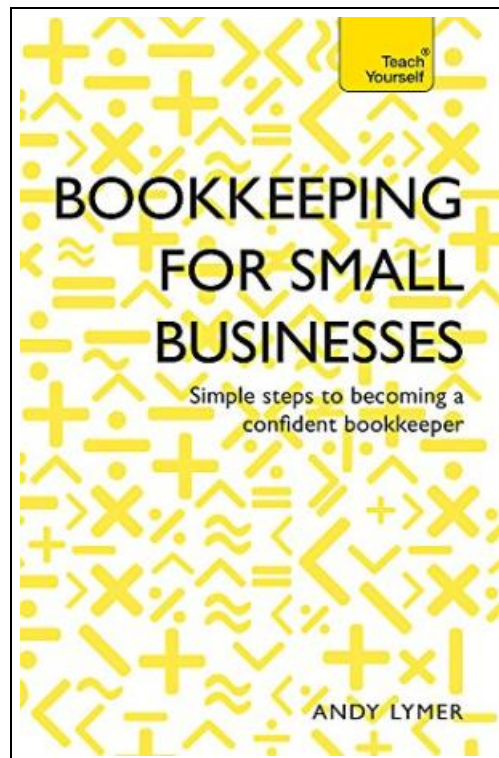


Bookkeeping for Small Businesses: Simple steps to becoming a confident bookkeeper (Paperback)



Filesize: 1.48 MB

Reviews

An extremely wonderful publication with lucid and perfect reasons. It typically will not expense too much. You are going to like the way the blogger compose this publication.

(Prof. Maya Hand)

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



To read **Bookkeeping for Small Businesses: Simple steps to becoming a confident bookkeeper (Paperback)** PDF, remember to click the button listed below and save the file or have accessibility to additional information that are in conjunction with BOOKKEEPING FOR SMALL BUSINESSES: SIMPLE STEPS TO BECOMING A CONFIDENT BOOKKEEPER (PAPERBACK) ebook.

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 documents Chapter 3: The business transaction, purchases and sales Chapter 4: Purchase and sales transactions and ledger accounts Chapter 5: Cash transactions Chapter 6: The bank reconciliation Chapter 7: Petty cash Chapter 8: The (general) journal Chapter 9: Writing up the books Chapter 10: The trial balance Chapter 11: What is profit or loss? Chapter 12: The revenue account: the trading, profit and loss and appropriation accounts Chapter 13: The balance sheet Chapter 14: Adjustments in the final accounts Chapter 15: Depreciation Chapter 16: Clubs, societies and charities book keeping Chapter 17: Information technology and book keeping Chapter 18: Partnerships Chapter 19:...



[Read Bookkeeping for Small Businesses: Simple steps to becoming a confident bookkeeper \(Paperback\) Online](#)
[Download PDF Bookkeeping for Small Businesses: Simple steps to becoming a confident bookkeeper \(Paperback\)](#)

Relevant eBooks



[PDF] Writing Survival Kit: Everything You Need to Conquer the College Application Essay (Paperback)

Access the link beneath to get "Writing Survival Kit: Everything You Need to Conquer the College Application Essay (Paperback)" file.

[Save](#) [Document](#)

»



[PDF] Genuine new book Essentials of Leadership: Principles and Practice (4th Edition) (U.S.) Shiliboge. (U.S.(Chinese Edition)

Access the link beneath to get "Genuine new book Essentials of Leadership: Principles and Practice (4th Edition) (U.S.) Shiliboge. (U.S. (Chinese Edition)" file.

[Save](#) [Document](#)

»



[PDF] Negotiating with Backbone: Eight Sales Strategies to Defend Your Price and Value (Hardback)

Access the link beneath to get "Negotiating with Backbone: Eight Sales Strategies to Defend Your Price and Value (Hardback)" file.

[Save](#) [Document](#)

»



[PDF] Writing & Selling Short Stories & Personal Essays: The Essential Guide to Getting Your Work Published (Paperback)

Access the link beneath to get "Writing & Selling Short Stories & Personal Essays: The Essential Guide to Getting Your Work Published (Paperback)" file.

[Save](#) [Document](#)

»



[PDF] HBR Guide to Building Your Business Case

Access the link beneath to get "HBR Guide to Building Your Business Case" file.

[Save](#) [Document](#)

»



[PDF] HBR Guide to Building Your Business Case (HBR Guide Series) (Paperback)

Access the link beneath to get "HBR Guide to Building Your Business Case (HBR Guide Series) (Paperback)" file.

[Save](#) [Document](#)

»