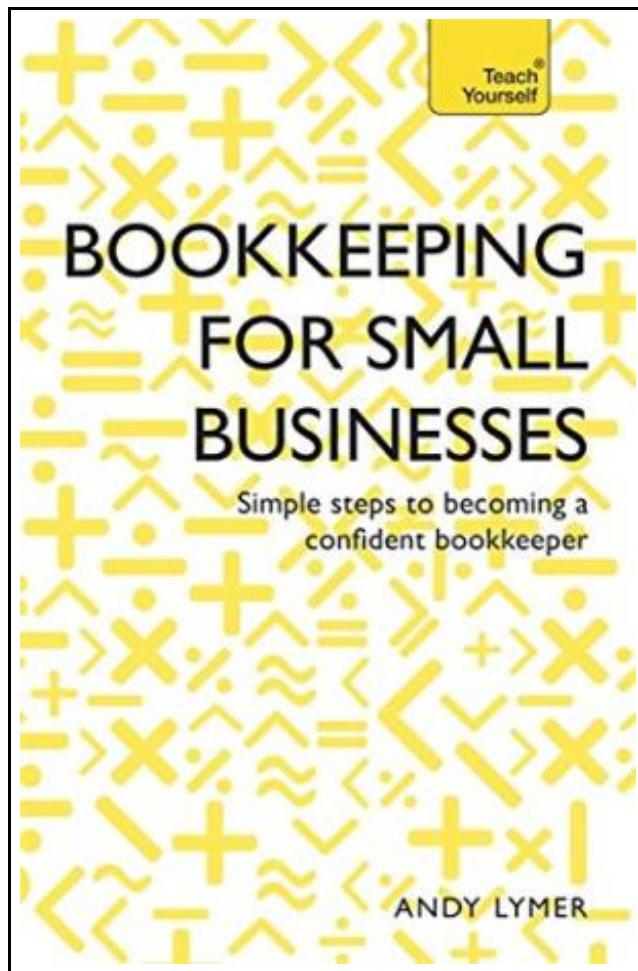


Bookkeeping for Small Businesses: Teach Yourself: Simple Steps to Becoming a Confident Bookkeeper



Filesize: 6.92 MB

Reviews

It is easy in study better to understand. Of course, it is actually play, nonetheless an amazing and interesting literature. I am quickly could possibly get a satisfaction of reading through a published ebook.

(Ms. Lucinda Koelpin)

BOOKKEEPING FOR SMALL BUSINESSES: TEACH YOURSELF: SIMPLE STEPS TO BECOMING A CONFIDENT BOOKKEEPER

[DOWNLOAD PDF](#)

To save **Bookkeeping for Small Businesses: Teach Yourself: Simple Steps to Becoming a Confident Bookkeeper** PDF, please click the hyperlink under and save the document or have access to additional information which might be relevant to **BOOKKEEPING FOR SMALL BUSINESSES: TEACH YOURSELF: SIMPLE STEPS TO BECOMING A CONFIDENT BOOKKEEPER** ebook.

Hodder & Stoughton General Division. Paperback. Book Condition: new. BRAND NEW, Bookkeeping for Small Businesses: Teach Yourself: Simple Steps to Becoming a Confident Bookkeeper, Andy Lymer, Nick Rowbottom, 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...

- ❑ [Read Bookkeeping for Small Businesses: Teach Yourself: Simple Steps to Becoming a Confident Bookkeeper Online](#)
- ❑ [Download PDF Bookkeeping for Small Businesses: Teach Yourself: Simple Steps to Becoming a Confident Bookkeeper](#)
- ❑ [Download ePUB Bookkeeping for Small Businesses: Teach Yourself: Simple Steps to Becoming a Confident Bookkeeper](#)

Other eBooks



[PDF] Games with Books : 28 of the Best Childrens Books and How to Use Them to Help Your Child Learn - From Preschool to Third Grade

Access the hyperlink below to download "Games with Books : 28 of the Best Childrens Books and How to Use Them to Help Your Child Learn - From Preschool to Third Grade" file.

[Save PDF »](#)



[PDF] Games with Books : Twenty-Eight of the Best Childrens Books and How to Use Them to Help Your Child Learn - from Preschool to Third Grade

Access the hyperlink below to download "Games with Books : Twenty-Eight of the Best Childrens Books and How to Use Them to Help Your Child Learn - from Preschool to Third Grade" file.

[Save PDF »](#)



[PDF] Twitter Marketing Workbook: How to Market Your Business on Twitter

Access the hyperlink below to download "Twitter Marketing Workbook: How to Market Your Business on Twitter" file.

[Save PDF »](#)



[PDF] Learn em Good: Improve Your Child s Math Skills: Simple and Effective Ways to Become Your Child s Free Tutor Without Opening a Textbook

Access the hyperlink below to download "Learn em Good: Improve Your Child s Math Skills: Simple and Effective Ways to Become Your Child s Free Tutor Without Opening a Textbook" file.

[Save PDF »](#)



[PDF] A Smarter Way to Learn JavaScript: The New Approach That Uses Technology to Cut Your Effort in Half

Access the hyperlink below to download "A Smarter Way to Learn JavaScript: The New Approach That Uses Technology to Cut Your Effort in Half" file.

[Save PDF »](#)



[PDF] Twelve Effective Ways to Help Your ADD/ADHD Child: Drug-Free Alternatives for.

Access the hyperlink below to download "Twelve Effective Ways to Help Your ADD/ADHD Child: Drug-Free Alternatives for." file.

[Save PDF »](#)



[PDF] Peppa Pig: Nature Trail - Read it Yourself with Ladybird: Level 2

Access the link below to read "Peppa Pig: Nature Trail - Read it Yourself with Ladybird: Level 2" file.

[Read Document »](#)



[PDF] Topsy and Tim: The Big Race - Read it Yourself with Ladybird: Level 2

Access the link below to read "Topsy and Tim: The Big Race - Read it Yourself with Ladybird: Level 2" file.

[Read Document »](#)



[PDF] Pickles To Pittsburgh: Cloudy with a Chance of Meatballs 2

Access the link below to read "Pickles To Pittsburgh: Cloudy with a Chance of Meatballs 2" file.

[Read Document »](#)



[PDF] Big Machines - Read it Yourself with Ladybird: Level 2

Access the link below to read "Big Machines - Read it Yourself with Ladybird: Level 2" file.

[Read Document »](#)



[PDF] The Trouble with Trucks: First Reading Book for 3 to 5 Year Olds

Access the link below to read "The Trouble with Trucks: First Reading Book for 3 to 5 Year Olds" file.

[Read Document »](#)



[PDF] Get Started in Massage: Teach Yourself

Access the link below to read "Get Started in Massage: Teach Yourself" file.

[Read Document »](#)