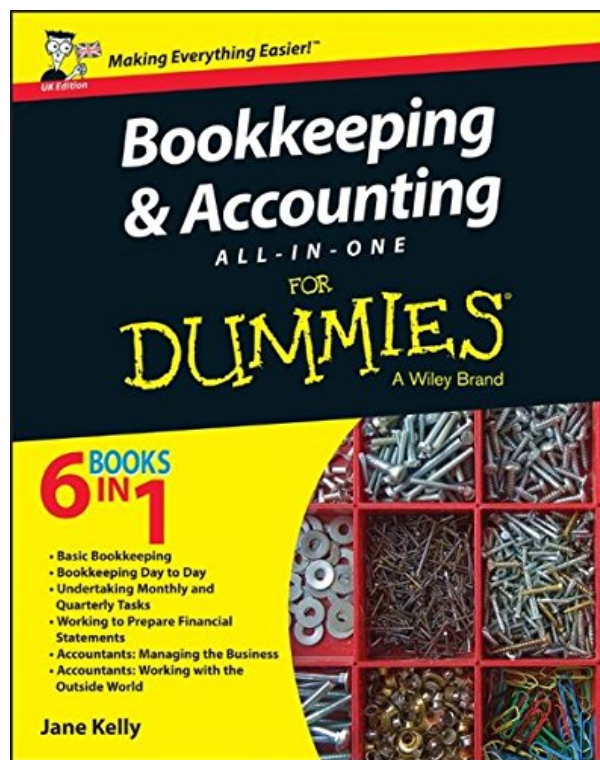
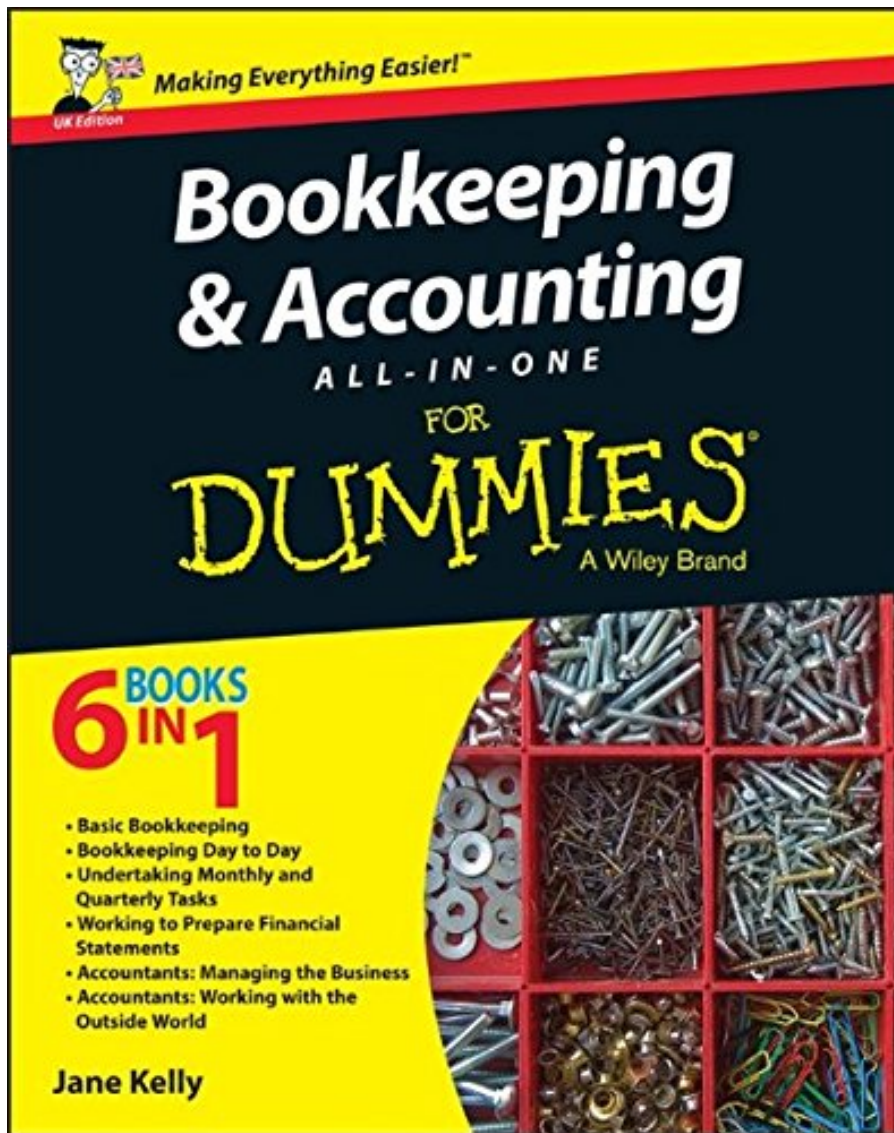


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## **BOOKS 6 IN 1**

- Basic Bookkeeping
- Bookkeeping Day to Day
- Undertaking Monthly and Quarterly Tasks
- Working to Prepare Financial Statements
- Accountants: Managing the Business
- Accountants: Working with the Outside World

Take charge of those pesky spreadsheets like a pro!

If you're not one of those rare numbers people, you'll be especially grateful for this guide. It's packed with easy-to-follow, step-by-step instructions on appropriate number crunching and ways of keeping your business finances in order. Inside, you can find out how to use the latest accounting practices and bookkeeping software, prepare financial statements and much more!

- Know what you must know – step-by-step guidance on keeping your business finances in order and complying with UK standards
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#### About the Author

Jane Kelly is a chartered management accountant and author of Sage 50 Accounts For Dummies, Bookkeeping Workbook For Dummies and Accounting Workbook For Dummies. Her training company has taught the mysteries of accounting and bookkeeping to many small business owners and employees.

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UK bookkeeping and accounting basics for the rest of us

Unless you're one of those rare "numbers people," the thought of accounting and bookkeeping probably make your head spin. While these pragmatic and confusing practices may not be fun for the rest of us, mastering them is absolutely essential in order to run and maintain a successful business. Thankfully, *Bookkeeping & Accounting All-in-One For Dummies, UK Edition*, is here to take the intimidation out of crunching numbers and offers easy-to-follow, step-by-step instruction on keeping your business' finances in order with information specific to a business in the United Kingdom.

Written in plain English and packed with loads of helpful instruction, this approachable and all-encompassing guide arms you with everything you need to get up and running on all the latest accounting practices and bookkeeping software. Inside, you'll find out how to prepare financial statements, balance your books, keep the tax inspector off your back, and so much more.

- Gives you access to supplemental online samples of bookkeeping forms, accounting templates, and spreadsheets
- Includes many practical bookkeeping and accounting exercises and templates
- Simplifies every aspect of accounting and record-keeping
- Shows you how to run your business "by the books"

If you're a small business owner or employee who is confused and intimidated by managing your accounts and books, this comprehensive guide empowers you to take charge of those pesky figures to keep your business afloat.

- Sales Rank: #409818 in Books
- Published on: 2015-06-08
- Original language: English
- Number of items: 1
- Dimensions: 9.30" h x 1.05" w x 7.45" l, .0 pounds
- Binding: Paperback
- 488 pages

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