



Bookkeeping For Dummies (For Dummies (Business & Personal Finance))

Jane E. Kelly, Paul Barrow, Lita Epstein

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Britain's number-one guide to mastering the art and science of bookkeeping

Accurate bookkeeping is crucial to the success of every business—but few people relish in this highly detailed task. Luckily, this new edition of *Bookkeeping For Dummies* simplifies every aspect of financial record keeping, walking you through the basic skills you need to make numbers your minion. From tracking transactions and keeping ledgers to producing balance sheets and year-end reports, this straight-talking guide takes the intimidation out of bookkeeping and shows you how to make it your best friend in business.

Fully updated to include the latest coverage of accounting practices and bookkeeping software, this new edition of *Bookkeeping For Dummies* features tons of practical exercises to get you up and running with what you need to keep your books balanced, your finances in order and the tax inspector off your back.

- Find updated bookkeeping templates and resources available via download
- Manage day-to-day records like sales and purchases
- Produce Profit and Loss Statements and Balance Sheets
- Prepare year-end documents with confidence and ease

From the importance of keeping a paper trail to the best ways to keep payroll rolling—and everything in between—this is the ideal resource for anyone looking to learn the bookkeeping ropes.



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