

# [DOC] Bookkeeping And Accounting The Ultimate Guide To Basic Bookkeeping And Basic Accounting Principles For Small Business

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Bookkeeping and Accounting-Greg Shields 2018-01-08 The first part of this book is intended for people who want to know something about the fundamentals of bookkeeping without necessarily becoming a certified bookkeeper.

Accounting-Greg Shields 2020-01-20 In an economy where labor-driven jobs are disappearing faster than ever before, it is essential to know the concepts of accounting so you can succeed in your own business or in your career by increasing the profits in the company you work for.

The Ultimate Finance Book-Roger Mason 2018-04-19 If you want to be the best, you have to have the right skillset. From balance sheets and profit statements to cashflow, budgets and forecasts, THE ULTIMATE FINANCE BOOK is a dynamic collection of tools, techniques, and strategies for success. Discover the main themes, key ideas and tools you need and bring it all together with practical exercises. This is your complete course in business finance. ABOUT THE SERIES ULTIMATE books are for managers, leaders, and business executives who want to succeed at work. From marketing and sales to management and finance, each title gives comprehensive coverage of the essential business skills you need to get ahead in your career. Written in straightforward English, each book is designed to help you quickly master the subject, with fun quizzes embedded so that you can check how you're doing.

Accounting Principles-Greg Shields 2020-01-21 This book will provide you with the most vital knowledge on accounting, business growth as well as how to protect your business against fraud. Without this knowledge of the basic principles of accounting, you may run into challenges when trying to run and grow your business, or help another business grow and profit.

Mastering QuickBooks 2020-Crystalynn Shelton 2019-12-27 Get up to speed with QuickBooks Online 2020 for financial management and bookkeeping Key Features Create a dashboard that highlights your company's financial activity and status upon login Manage customers, vendors, and products and services seamlessly with QuickBooks Explore special transactions such as recurring transactions, managing fixed assets, setting up loans, and recording bad debts Book Description Intuit QuickBooks is an accounting software package that helps small business owners to manage all their bookkeeping tasks. Its complete range of accounting capabilities, such as tracking income and expenses, managing payroll, simplifying taxes, and accepting online payments, makes QuickBooks software a must-have for business owners and aspiring bookkeepers. This book is a handy guide to using QuickBooks Online to manage accounting tasks and drawing business insights by generating reports easily. Using a fictitious company, the book demonstrates how to create a QuickBooks Online account; customize key settings for a business; manage customers, vendors, and products and services; generate reports; and close the books at the end of the period. QuickBooks records your debits and credits, so you don't need to learn accounting. However, you will find out what happens under the hood and understand how your financial statements are impacted by what you do in QuickBooks. You'll also discover tips, shortcuts, and best practices that will help you save time and become a QuickBooks pro. By the end of this book, you'll have become well-versed with the features of QuickBooks and be able to set up your business and manage all bookkeeping tasks with ease. What you will learn Get to grips with bookkeeping concepts and the typical bookkeeping and accounting cycle Set up QuickBooks for both product-based and service-based businesses Track everything, from billable and non-billable time and expenses to profit Generate key financial reports for accounts, customers, jobs, and invoice items Understand the complete payroll process and track payments made to 1099 contractors Manage various bank and credit accounts linked to your business Who this book is for If you're a small business owner, bookkeeper, or accounting student who wants to learn how to make the most of QuickBooks Online, this book is for you. Business analysts, data analysts, managers, and professionals working in bookkeeping, and QuickBooks accountants will also find this guide useful. No experience with QuickBooks Online is required to get started; however, some bookkeeping knowledge will be helpful.

Accounting-Greg Shields 2018-07-11 3 comprehensive manuscripts in 1 book Accounting Principles: The Ultimate Guide to Basic Accounting Principles, GAAP, Accrual Accounting, Financial Statements, Double Entry Bookkeeping and More Management Accounting: The Ultimate Guide to Managerial Accounting for Beginners Including Management Accounting Principles Financial Accounting: The Ultimate Guide to Financial Accounting for Beginners Including How to Create and Analyze Financial Statements Accounting is a crucial part of any successful business as it records all profits, losses, credits, and debits and tells you the state of a business. In an economy where labor-driven jobs are disappearing faster than ever before, it is essential to know the concepts of accounting so you can succeed in your own business or in your career by increasing the profits in the company you work for. Here are some of the topics that are discussed in the first part of this book: The Explosive Basics Accounting Methods Two Sides of The Accounting Coin Merchandising and Their Inventories Analyze Like A Pro Payroll Accounting Budgeting to Make It Big Balance Scorecard Fraud and Internal Controls And Much, Much More Here are some of the topics that are discussed in the second part of this book: Accrual Accounting Financial Accounting Basics Who May Use the Financial Statements? Recording Business Transactions Stockholders' Equity Ratios and Other Tools for Analyzing Income Statement Balance Sheet Statement of Cash Flows Statement of Stockholders' Equity And Much More Here are some of the topics that are discussed in the third part of this book: Management Accounting and Its Importance Management Accounting Principles Responsibility Accounting Understanding and Managing Costs Budgeting Like a Pro Forecasting Tools for Business Trends Theory of Constraints Careers in Management Accounting And Much, Much More So, what are you waiting for? Get this book now and learn more about accounting!

Bookkeeping-Greg Shields 2020-02-12 Accounting for Beginners-Andry Gordon 2019-12-13 Take the guesswork out of accounting and quickly grasp the foundation of bookkeeping functions for your business or startup! Are you an entrepreneur or small business owner looking to understand how cash flows in your business, but don't know where to start? Does accounting seem underplicable and overwhelming? If you answered yes to any of the questions above then this guide is just what you need. In this guide, you're going to learn accounting, bookkeeping and finance in a way that is intuitive and just makes sense to non-accounting professionals. This book covers all the basic concepts of accounting that you need to know as a business owner. In Accounting for Beginners, you're going to discover: A definitive intro to the accounting equation for sole proprietors and enterprises How to completely understand the assets vs liabilities paradigm for your business All you need to know about stockholder's equity and calculate it The three types of accounting and how to determine the one best suitable for your business The eleven essential accounting principles you absolutely need to know about Step-by-step instructions to ensure your accounting complies with professional requirements Everything you need to know about financial statements and understand how money moves in your business How to set up vendors for paying your bills How to set up employees on your payroll How to create invoices, set up customer payments, etc How to stay up to date on taxes, regulations, and fees ...and lots more! Whether you're a student, manager or entrepreneur, you're going to learn accounting in a way that's practical and natural and will help you become proficient with finances by the end of this book. Scroll to the top of the page and click the "Add to Cart" button to buy now!

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Alpha Teach Yourself Bookkeeping in 24 Hours-Carlo Costa 2008 One day to bookkeeping success. Since many small businesses leave the all-important job of bookkeeping to someone on the staff with no training, there is a demand for this easy, authoritative how-to on the subject. Readers will find principles and procedures adapted to suit the needs of various types of business operations from retail to entertainment to financial institutions.

Nonprofit Bookkeeping and Accounting For Dummies-Sharon Farris 2009-05-04 Your hands-on guide to keeping great records and keeping your nonprofit running smoothly Need to get your nonprofit books in order? This practical guide has everything you need to know to operate your nonprofit according to generally accepted accounting principles (GAAP) — from documenting transactions and budgeting to filing taxes, preparing financial statements, and much more. You'll see how to stay organized, keep records, and be prepared for an audit. Begin with the basics — understand common financial terms, choose your accounting methods, and work with financial statements Balance your nonprofit books — set up a chart of accounts, record transactions, plan your budget, and balance your cash flow Get the 4-1-1 on federal grants — find grants and apply for them, track and account for federal dollars, and prepare for a grant audit Stay in good standing with Uncle Sam — set up payroll accounts for employees, calculate taxes and deductions, and complete tax forms Close out your books — prepare the necessary financial statements, know which accounts to close, and prepare for the next accounting cycle Know what to do if you get audited — form an internal audit committee, follow IRS rules of engagement, and keep an immaculate paper trail Open the book and find: The difference between bookkeeping and accounting How to maintain a manual or computer record-keeping system Ten vital things to know when keeping the books Do's and don'ts of managing federal grant money How to prepare for an audit of your financial statements IRS Form 990 good practices The most common errors found during nonprofit audits How to figure out employee payroll deductions and taxes Bookkeeping For Dummies-Lita Epstein 2011-05-09 Accurate and complete bookkeeping is crucial to any business owner, but it's also important to those who work with the business, such as investors, financial institutions, and employees. People both inside and outside the business all depend on a bookkeeper's accurate recordings. Bookkeeping For Dummies provides the easy and painless way to master this crucial art. You'll be able to manage your own finances to save money and grow your business. This straightforward, no-nonsense guide shows you the basics of bookkeeping—from recording transactions to producing balance sheets and year-end reports. Discover how to: Outline your financial road map with a chart of accounts Keep journals of cash transactions Set up your computerized books Control your books, your records, and your money Buy and track your purchases Record sales returns and allowances Determine your employee [is "employee" necessary here?]'s staff's net pay Maintain employee records Prepare your books for year-end Report results and start over Produce an income statement Complete year-end payroll and reports This guide features tips and tricks for managing your business cash with your books and also profiles important accounts for any bookkeeper. There's no question that bookkeeping must be detail-oriented, meticulous, and accurate. Bookkeeping For Dummies shows you how to keep track of your business's financial well-being and ensure future success!

How to Start a Home-based Bookkeeping Business-Michelle Long 2011-06-01 In tough economic times and with rising unemployment, people are looking to take the bull by the horns and start their own home-based businesses... From GPP's enormously successful How to Start a Home-Based Business series (more than half a million copies sold!), comes the essential guide to starting up a home-based Bookkeeping business.

Bookkeeping And Accounting In A Week-Roger Mason 2012-06-08 Bookkeeping and Accounting In A Week is a simple and straightforward guide to accounts, giving you everything you need to know in just seven short chapters. From understanding the terminology to dealing confidently with accountants, you'll soon master the basics of bookkeeping and accounting, fast. This book introduces you to the main concepts of bookkeeping and accounting, giving you a basic knowledge and understanding together with practical and thought-provoking exercises. Whether you choose to read it in a week or in a single sitting, Bookkeeping and Accounting In A Week is your fastest route to success: - Sunday: The basic principles of bookkeeping - Monday: Different types of account and ledger - Tuesday: More aspects of bookkeeping - Wednesday: Preparation for the accounts - Thursday: The profit and loss account - Friday: The balance sheet - Saturday: Understanding published accounts ABOUT THE SERIES In A Week books are for managers, leaders, and business executives who want to succeed at work. From negotiating and content marketing to finance and social media, the In A Week series covers the business topics that really matter and that will help you make a difference today. Written in straightforward English, each book is structured as a seven-day course so that with just a little work each day, you will quickly master the subject. In a fast-changing world, this series enables readers not just to get up to speed, but to get ahead.

Financial Accounting: The Ultimate Guide to Financial Accounting for Beginners Including How to Create and Analyze Financial Statements-Greg Shields 2018-04 Say goodbye to scratching your head in confusion This financial accounting book could be the answer you're looking for... Every business owner should know the concepts of financial accounting. This book is intended for people who want to know something about the fundamentals of financial accounting without necessarily becoming an accountant. By reading this book, you'll learn the basics of financial accounting and how to record your business transactions. You will get equipped with the ratios and other tools that can be used for performing your analysis of the income statement, balance sheet and statement of cash flows. You will learn how they work together to give you a bigger picture of a company's finances. All this and more will be covered in this ultimate guide to financial accounting. Here are just some of the topics that are discussed within this book: Accrual Accounting Financial Accounting Basics Who May Use the Financial Statements? Recording Business Transactions Stockholders' Equity Ratios and Other Tools for Analyzing Income Statement Balance Sheet Statement of Cash Flows Statement of Stockholders' Equity And Much More Get this book now and learn more about financial accounting!

Bookkeeping-M. A. X. RUELL 2019-06-27 Stop Being Sloppy and Mess up Your Finances - Discover How to do Bookkeeping in a Simple, Proven Way that Even Kids Can Follow !!! Whether you are just starting your business or have had your business for years, it is important to know bookkeeping. Bookkeeping is vital for any business owner - it will help you to make important decisions about your business, company, or even your personal life. Without proper bookkeeping, you're simply running a "hope" business - hoping you'll have enough money at the end of the month, hoping that the tax attorneys will not get you in trouble, hoping that you'll know what is the most important thing to focus on in your business. Yes, bookkeeping may sound boring. But those who can manage it properly, enjoy tremendous benefits such as: [ ] Having full control of the business [ ] Having confidence for personal finances [ ] Knowing exactly where they should spend less and where they should invest more In this book, you'll discover: How to choose your accounting system How to deal with cash, online and credit card transactions How to set up a simple, easy and proven bookkeeping system for your business How to set up a balance sheet to keep track of every penny that goes into your system A list of must-have tools that will make your life 10 times more easy Quickbooks tutorial, guides and tips The mistakes you must avoid in bookkeeping, so you won't do any embarrassing moves And much, much more! Bookkeeping can be much more simple, easy and beneficial than you think...Once you know what's going on in your business, you will enjoy much less stress in your life, much more freedom in your next business moves and much more confidence in yourself, your business, and in your abilities! Don't just wish to have more control in your business - Scroll up, Click on "Buy now with 1-Click" and Start Reading Immediately! \*\*\* With every purchase of paperback you get the Kindle format for free!!

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Mastering Book-Keeping-Peter Marshall 2011-06-01 Double-entry accounting can be easy if it's explained well, and Mastering Book-keeping does just that. Now in its updated 8th edition, this popular book has helped thousands of people to get to grips with book-keeping. It explains the principles and practice of book-keeping sequentially, and includes: - The daybooks and ledger accounts - End of year accounting - Sole proprietorships, limited companies, partnerships and not-for-profit organisations - Using computers for accounting - Accounting for VAT - Progressing to more advanced management accounting - The implications of the Data Protection Act 1998 on book-keepers Plus step-by-step guides to compiling a balance sheet, depreciation, accounting for bad and doubtful debts, and much more. Everything is made clear with easy-to-follow explanations. Typical transactions are illustrated throughout to make the information even easier to understand. This book is suitable for those preparing for the examinations of ICB, AAT, IAB, OCR, AQA and all other courses in book-keeping and accounts.

Accounting All-in-One For Dummies-Kenneth Boyd 2014-03-10 Understanding And Interpreting Accounts In A Week-Roger Mason 2013-02-22 The book will explain the contents of a set of accounts, particularly published statutory accounts. It will explain how to get behind the figures, use them constructively and understand their significance. It will systematically work through a set of accounts and show how the figures should be used and interpreted. Sunday: The Right Approach Monday: Introduction to published accounts Tuesday: Income statement Wednesday: Statement of Financial Position Thursday: The remainder of a set of accounts Friday: Cash and investment ratios Saturday: In-depth work with public accounts The Numbers Business-Della Hudson 2018-09-10 Having applied her corporate experience to building a modern cloud accountancy practice, Della Hudson presents her road map to help you to do the same. Here, she shares her hard-earned knowledge so that other accountancy professionals can grow their own successful, scalable and even sellable businesses.

Deducting The Right Way-Thomas J. Williams, EA 2020-01-21 2020 updates to our award-nominated book (Author Academy Awards, Oct. 2019)-reflects the latest tax law changes and expanded with two new chapters. Do-it-yourself accounting and taxes are growing in popularity but often leads to rookie mistakes that can make you fall hard and fast. It's true, look at how many small businesses close their doors during the startup years. Running a profitable business boils down to one thing — the numbers. And going it alone (without expert guidance) doesn't work out. This book reveals the inside scoop the authors gain while helping small business clients with preparing tax returns, paying taxes, bookkeeping, managerial decision making, business plans and ideas, accounting, technology recommendations, tax resolution, tax planning, and more. You'll learn practical information you can implement right now whether you're a sole proprietor, freelancer, side hustler, independent contractor, entrepreneur, partnership, LLC, or S-Corp. Here's what the book reveals: Tax tips accountants aren't always willing to share The lesser-known problems small business owners face How tax write-offs affect your tax return Why bookkeeping is a top priority How to protect yourself when you make a mistake Get your copy to find out why deducting the right way helps you operate a more profitable venture.

Bookkeeping Essentials-Steven M. Bragg 2011-03-16 The handy problem-solver with helpful information for today's busy bookkeepers Bookkeeping Essentials: How to Succeed as a Bookkeeper is the handy problem-solver that gives today's busy bookkeepers and accountants the helpful information they need in a quick-reference format. Whether in public practice or private industry, professionals will always have this reliable reference tool at their fingertips. Packed with practical techniques and rules of thumb for analyzing, evaluating, and solving the day-to-day problems every accountant faces Helps bookkeepers and accountants quickly pinpoint what to look for, what to watch out for, what to do, and how to do it Offers hundreds of explanations supported by a multitude of examples, tables, charts, and ratios Filled with dozens of accounting best practices, Bookkeeping Essentials is a powerful companion for the ever-changing world of today's accountant and bookkeeper.

Accounting Principles-Gregory Becker 2019-07-21 Accounting is about so much more than crunching numbers. Accounting impacts the lives of everyone, from the average person who does a budget every month to CEOs looking for the best way to invest in their business. It is a truly useful skill that benefits anyone who learns it. But, why is accounting so important?Established accounting principles make it possible for financial entities to communicate information. Homeowners and taxpayers can also use it when budgeting for the year, either to determine their own personal net worth or for financial planning. It is important that people in many job positions be familiar with reading and understanding financial reports. From business owners to CEOs to marketing managers and banking officials, there are many people whose jobs can benefit from learning accounting. Many people lead busy lives once they start their career and you may not have time to go back to college or hundreds (or thousands) of dollars to spend on an accounting class. This book is designed for those people, as well as for students that may need a little more help to understand their accounting class.One of the biggest obstacles to overcome in accounting is understanding the terminology. This book will break down important terms and principles in a way that is easy for the average person to understand. As you read about the principles of accounting, you'll find clear examples that will help you apply the principles to accounting work, whether preparing statements or interpreting. Finally, we'll discuss how you can use the principles you've learned about to prepare financial statements, complete the accounting cycle and determine ratios that will tell you more about what is going on with a business. Though we'll focus heavily on the principles, this book is the perfect starter's guide to learning everything you need to enter the field of accounting. Complete with detailed examples and information, you'll be an expert in no time.Thank you for downloading and happy reading!

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The Accounting Game-Darrell Mullis 2008-03 "Fantastic Learning Tool...Don't let this book title fool you. It is not an oversimplification of accounting and financial principles. It is, however, a serious and very effective examination of a very small but progressively complex business. There are not many books available on the market that make a complex and dry subject understandable and even fun. This book successfully does just that." -Amazon Reviewer The Clearest Explanation Ever of the Key Accounting Basics The world of accounting can be intimidating. Whether you're a manager, business owner or aspiring entrepreneur, you're likely found yourself needing to know basic accounting...but baffled by complicated accounting books. What if learning accounting could be as simple and fun as running a child's lemonade stand? It can. The Accounting Game presents financial information in a format so simple and so unlike a common accounting textbook, you may forget you're learning key skills that will help you get ahead! Using the world of a child's lemonade stand to teach the basics of managing your finances, this book makes a dry subject fun and understandable. As you run your stand, you'll begin to understand and apply financial terms and concepts like assets, liabilities, earnings, inventory and notes payable, plus -Interactive format gives you hands-on experience -Color-coded charts and worksheets help you remember key terms -Step-by-step process takes you from novice to expert with ease -Fun story format speeds retention of essential concepts -Designed to apply what you learn to the real world The revolutionary approach of The Accounting Game takes the difficult subjects of accounting and business finance and makes them something you can easily learn, understand, remember and use! "The game approach makes the subject matter most understandable. I highly recommend it to anyone frightened by either numbers or accountants." -John Hermandis, Director of Corporate Communications, American Greetings

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Accounting for the Numberphobic-Dawn Fotopoulos 2014-09-03 Why do so many business owners dread looking at the numbers? They make excuses...They don't have time...That's what the accountant is for...But the simple truth is that no one else will ever be as invested in their company as they are—and they need to take control. As a small-business owner, financial statements are your most important tools—and if you don't know how to read them and understand their implications, you cannot possibly steer your business successfully. Accounting for the Numberphobic demystifies your company's financial dashboard: the Net Income Statement, Cash Flow Statement, and Balance Sheet. The book explains in plain English how each measurement reflects the overall health of your business—and impacts your decisions. You will discover: How your Net Income Statement is the key to growing your profits + How to identify the break-even point that means your business is self-sustaining + Real-world advice on measuring and increasing cash flow + What the Balance Sheet reveals about your company's worth + And more Illustrated with case studies and packed with practical action steps, this indispensable guide will put your business on the path to profitability in no time.

Financial Reporting-Greg Shields 2020-01-05 This book begins with the basics and progresses from there. It will walk you through the primary documents that are included in a financial report and explain each one in turn. Not only will it explain what each report is, but it will also discuss how to assess the information and what it means.

The Tax and Legal Playbook-Mark J. Kohler 2019-07-23 The Tax Rules Have Changed. Your Business Should, Too. The Tax Cut and Jobs Act of 2017 marks the biggest tax reform in more than 30 years. The changes to the tax code are complex (especially for the small-business owner), but you don't have to go it alone. CPA and Attorney Mark J. Kohler delivers a comprehensive analysis of the new tax and legal structure you desperately need to help make the new tax law work for you. In this revised edition of The Tax and Legal Playbook, Kohler reveals clear-cut truths about tax and legal planning and delivers a practical, play-by-play guide that helps you build wealth, save on taxes, and protect your assets. Using real-world case studies, tax-savvy tips, game plans, and discussion points, Kohler coaches you through the complexities of the tax game of the small-business owner. You'll also learn how to: Examine your business needs and pick the right business entity for you Build your personal and corporate credit in eight steps Implement affordable asset protection strategies Take advantage of underutilized business tax deductions Pick the right health-care, retirement, and estate plans Bring on partners and investors the right way Plan for your future with self-directed retirement funds Reading from cover to cover or refer to each chapter as needed, you will come away wiser and better equipped to make the best decisions for your business, your family, and yourself.

Successful QuickBooks Consulting-Michelle L. Long 2007 This book will help you start earning money in your OWN business with the wealth of information it provides. It includes steps to start your own business (and estimated start up costs); how to define your services and set billing rates (includes average billing rates); how to improve your knowledge and experience; obtain new clients and effective marketing ideas; details about websites, client engagements, market opportunities, growing the business, and MUCH more. The book includes results of a national survey of QuickBooks ProAdvisors about their annual income, use of engagement letters, over 300 comments and advice on things they wish they had known sooner or done differently, their KEYS to SUCCESS and more! Bookkeepers, accountants, tax preparers, and consultants will all find beneficial information in the book. With your own business, you can decide what hours you want to work, services to provide, and work from home if you choose! This book will help you SUCCEED!

Corporate Finance-Greg Shields 2020-01-05 This bundle book explain corporate finance in a detailed, but business-friendly way. This isn't a package of textbooks to teach you how to become an accountant or a risk manager for a major bank; it's a package that will introduce you to the five basic areas of finance that make the most difference to investors and business managers.

Accounting Made Simple-Mike Piper 2017-07 Accounting by Joe Booth is a developer's guide to basic accounting. Written with business app development in mind, Booth discusses some of the most common accounting processes, including assets, multiple accounts, journaling, posting, inventory, and payroll. An appendix includes SQL code examples to get you started with several basic accounting transactions. This updated and expanded second edition of Book provides a user-friendly introduction to the subject, Taking a clear structural framework, it guides the reader through the subject's core elements. A flowing writing style combines with the use of illustrations and diagrams throughout the text to ensure the reader understands even the most complex of concepts. This succinct and enlightening overview is a required reading for all those interested in the subject. We hope you find this book useful in shaping your future career & Business.

Accounting 101-Neel Gaines 2020-10-16 Do you want to know what accounting methods are the best for your business and make sure that things are being done the correct way? Are you new to accounting principals and you want to understand everything easily and quickly? If you want to be the financial expert of your business or simply learn the fundamentals of accounting, then the information inside this book is the answer. This is not only a book about Accounting that explains the main Accounting Principals, P&L statements, Taxes and other important concepts, is also a detailed guide that can assist you not only in saving money, but also in running your business efficiently. In this book you will discover: What is the Accounting What is Accounting Principles What is the Enterprise Risk Management and how to deal with it Tax strategies for multiple businesses Cost and Management Accounting Filling the necessary forms and documents Resources to stay up to date on taxes, regulations, and fees Reporting Tips to keep on track with accounting How the accounting equation works Practical example ...And so much more!! If you don't want to waste time in buying complicated books that will make you lose time and money without giving you the correct knowledge to understand and, most of all, to keep up with Accounting issues and updates, then simply... Don't hesitate and click the BUY NOW button!

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