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Titolo	Bookkeeping workbook for dummies [[electronic resource] /] / Lita Epstein
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ISBN	0-470-23797-X
Descrizione fisica	1 online resource (290 p.)
Collana	For dummies
Disciplina	657.2
Soggetti	Bookkeeping Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	Bookkeeping Workbook for Dummies; About the Author; Dedication; Author's Acknowledgments; Contents at a Glance; Table of Contents; Introduction; About This Book; Foolish Assumptions; How This Book Is Organized; Icons Used in This Book; Where to Go from Here; Part I: Exploring Bookkeeping Basics; Chapter 1: Deciphering the Basics; Using Cash or Accrual Method; Sorting Out Assets, Liabilities, and Equity; Tracking the Daily Finances; Testing Your Work; Naming the Financial Statements; Keeping a Paper Trail; Answers to Problems on Deciphering the Basics Chapter 2: Designing Your Bookkeeping SystemIntroducing the Accounts; Cycling Through the Bookkeeping Process; Seeing Double with Double-Entry Bookkeeping; Differentiating Between Debits and Credits; Answers to Problems on Designing Your Bookkeeping System; Chapter 3: Sorting Out Your Business Road Map; Charting Your Accounts; Detailing Your Balance Sheet Accounts; Tracking Your Income Accounts; Setting Up Your Accounts Road Map; Answers to Problems on Sorting Out Your Business Road Map; Part II: Putting it All on Paper; Chapter 4: Looking at the Big Picture Preparing the Core of Your Financial DetailsDeveloping Entries for the Ledger; Posting Your Entries; Adjusting for Errors; Answers to Problems on Looking at the Big Picture; Chapter 5: Journaling - The Devil's in the Details; Defining Your Journals; Tracking Cash; Managing Sales; Watching Purchases; Dealing with Miscellaneous Transactions; Answers

to Problems on Journaling - The Devil's in the Details; Chapter 6: Designing Controls for Your Books, Your Records, and Your Money; Getting a Handle on Cash; Organizing Your Record Keeping; Protecting Your Business from Theft and Fraud
Taking Out a BondAnswers to Problems on Designing Controls for Your Books, Your Records, and Your Money; Part III: Tracking Day-to-Day Business Operations with Your Books; Chapter 7: Purchasing Goods and Tracking Your Purchases; Detailing and Managing Your Inventory; Paying Your Bills; Answers to Problems on Purchasing Goods and Tracking Your Purchases; Chapter 8: Calculating and Monitoring Sales; Taking in Cash; Selling on Credit; Checking Your Register; Discounting Sales; Recording Sales Returns and Allowances; Monitor Collections from Your Customers; Writing Off Bad Accounts
Answers to Problems on Calculating and Monitoring SalesChapter 9: Paying Your Employees; Setting Up Payroll; Collecting Employee Payroll Taxes; Figuring Out Net Pay; Calculating Payroll; Depositing Taxes; Answers to Problems on Paying Your Employees; Chapter 10: Paying Employer Taxes and Completing Related Government Reports; Paying Social Security and Medicare Taxes; Filing Unemployment Reports and Paying Taxes; Covering Workman's Compensation; Maintaining Employee Records; Answers to Problems on Paying Employer Taxes and Completing Related Government Reports
Part IV: Getting Ready for Year's (Or Month's) End

Sommario/riassunto

If you're preparing for The American Institute of Professional Bookkeepers' (AIPB) bookkeeping certification test, you need an easy-to-follow test-preparation guide that gets you up to speed quickly in all of the bookkeeping basics, from setting up a company's books and recording transactions to managing employee payroll, handling government paperwork, and closing out the books. You need *Bookkeeping Workbook For Dummies*. With demonstration problems, complementary examples, and multiple-choice questions you'll find in this user-friendly primer, you'll sharpen your bookkeeping skills f
