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Nota di contenuto	Cover ; Table of Contents; Acknowledgments; Introduction; Dedication; Chapter 1: Basic Accounting Rules; The Ledger; Making Sense of the Debit and Credit Labels; Accounting Categories; Assets; Liabilities; Equity; Income; Expenses; Cash Basis Vs. Accrual Basis Accounting; Cash Basis Accounting; Accrual Basis Accounting; Selecting an Accounting Method; Fiscal Vs. Calendar Year; Chapter 2: Accounting Components; Chart of Accounts; Naming Accounts; Using Account Numbers; Divisionalized Chart of Accounts; Transactions; Journals; Types of Journals; Journal Entries From Transactions Direct Journal Entries General Ledger; Chapter 3: Tracking Income; Creating Customers; Naming Customers; Required Customer Data; Optional Customer Data; Invoice Journals; Customer Invoice Payment Journals; Cash Sales Journals; Daily Journals from Z-Tapes; Customer Refunds and Credits; Managing Customer Refunds; Tracking Customer Credits; Creating Customer Credits; Applying a Customer Credit; Posting Customer Discounts; Posting Miscellaneous Income; Tracking Interest Income; Tracking Refunds and Rebates Received; Chapter 4: Tracking Expenses; Creating Vendors; Naming Vendors Required Vendor Information Optional Vendor Information; Tracking

Vendor Bills; Recording a Vendor Bill; Managing Split Transactions; Paying Vendor Bills; Direct Disbursements; Tracking Electronic Payments; Tracking Vendor Credits; Creating a Vendor Credit; Applying a Vendor Credit to a Bill; Managing Vendor Refunds; Petty Cash Expenses; Filling the Cash Box; Recording Petty Cash Disbursements; Re-filling the Cash Box; Tracking Debit Cards; Chapter 5: Managing Assets; Tracking Cash; Transferring Money Between Accounts; Tracking Accounts Receivable; Increases to Accounts Receivable Decreases to Accounts Receivable Tracking Loans Owed To You; Creating the Loan; Sending Loan Payment Invoices; Receiving Loan Payments; Vendor Deposits and Prepaid Expenses; Tracking Deposits Sent to Vendors; Returns of Vendor Deposits; Tracking Prepaid Expenses; Allocating Yearly Payments to Monthly Expenses; Inventory Asset; Fixed Assets; What is Depreciation?; Purchasing a Fixed Asset; Intangible Assets; Intellectual Property; Organizational Costs; Goodwill; What is Amortization?; Chapter 6: Managing Liabilities; Accounts Payable; Entering Vendor Bills; Paying Vendor Bills Customer Upfront Deposits Recording a Customer Deposit; Applying a Customer Deposit to a Sale; Client Retainers; Receiving Retainers; Applying Retainers to Invoices; Tracking Escrow; Receiving Funds into an Escrow Bank Account; Disbursing Escrow Funds; Sales & Use Tax; Tracking Sales Tax; Tracking Use Tax; Loans to Your Company; Current Liabilities Vs. Long Term Liabilities; Entering a Loan; Making Loan Payments; Line of Credit; Entering a Draw on Your Line of Credit; Paying Interest on a Line of Credit; Repaying Line of Credit Principal; Chapter 7: Managing Equity Understanding Equity Accounts

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Sommario/riassunto

<DIV><DIV><DIV><DIV>Addressing a common problem for small-business owners, this accessible handbook is the key to understanding the ins and outs of accounting. Demonstrating how to correctly maintain records and apply bookkeeping rules, this guide demonstrates how to keep track of all financial matters and monitor the overall health of any business. Avoiding complex and burdensome accounting jargon, this clear and concise overview translates the essentials into practical business language, answering the most frequently asked questions presented to accountants by small-business owners today. To

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