

Bookkeeping For Dummies

By Jane Kelly, Paul Barrow, Lita Epstein



Bookkeeping For Dummies By Jane Kelly, Paul Barrow, Lita Epstein **The easiest way to master the art ofbookkeeping.**

Accurate bookkeeping is crucial to every business - but fewpeople relish the task. This straight-talking guide simplifiesevery aspect of financial record keeping, walking you through allthe basic skills you need. From tracking transactions and keepingledgers to producing balance sheets and year-end reports, this bookmakes bookkeeping your best friend in business.



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