



Accounting Workbook For Dummies

Jane Kelly, John A. Tracy CPA

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Want to become an accountant? Own a small business but need help balancing your books? Worried about managing your finances under the cloud of the recession?

This hands-on workbook gets you up to speed with the basics of business accounting, including reading financial reports, establishing budgets, controlling cash flow, and making wise financial decisions. The question and answer sections encourage you to find your own solutions to challenging accounting problems - and there's plenty of space to scribble your workings out! *Accounting Workbook For Dummies* is the only book that makes truly light work of the financial fundamentals that many businesspeople try to bluff their way through every day.

Accounting Workbook For Dummies, UK Edition covers:

Part I: Business Accounting Basics

Chapter 1: Elements of Business Accounting

Chapter 2: Financial Effects of Transactions

Chapter 3: Getting Started in the Bookkeeping Cycle

Chapter 4: The Bookkeeping Cycle: Adjusting and Closing Entries

Part II: Preparing Financial Statements

Chapter 5: The Effects and Reporting of Profit

Chapter 6: Reporting Financial Condition in the Balance Sheet

Chapter 7: Coupling the Profit & Loss Statement and Balance Sheet

Chapter 8: Reporting Cash Flows and Changes in Owners' Equity

Chapter 9: Choosing Accounting Methods

Part III: Managerial, Manufacturing, and Capital Accounting

Chapter 10: Analysing Profit Behavior

Chapter 11: Manufacturing Cost Accounting

Chapter 12: Figuring Out Interest and Return on Investment

Part IV: The Part of Tens

Chapter 13: Ten Things You Should Know About Business Financial Statements

Chapter 14: A Ten-Point Checklist for Management Accountants

Main changes in the UK edition include:

- UK Accounting practice
- Currency
- UK institutions - Inland Revenue and Customs and Excise etc
- National Insurance, PAYE
- UK taxation and VAT
- Partnerships and Limited company information
- UK legal practice

- UK specific forms
- UK specific case studies

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Jules Thompson:

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