



Bookkeeping For Dummies

By Jane Kelly, Paul Barrow, Lita Epstein

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The easiest way to master the art of bookkeeping.

Accurate bookkeeping is crucial to every business - but few people relish the task. This straight-talking guide simplifies every aspect of financial record keeping, walking you through all the basic skills you need. From tracking transactions and keeping ledgers to producing balance sheets and year-end reports, this book makes bookkeeping your best friend in business.

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