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PDF Teach

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Yourself Bo  
okkeeping  
And  
Accounting  
In A Week**

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accounting in a**

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Bookkeeping

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## PDF Teach

any of our books taking into account this one. Merely said, the teach yourself bookkeeping and accounting in a week is universally compatible later than any devices to read.

~~bookkeeping 101,~~  
~~bookkeeping~~

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PDF Teach

~~yourself, basics,  
and best practices~~

Bookkeeping 101

And Accounting

(EASY EVEN IF YOU

KNOW NOTHING

ABOUT

ACCOUNTING) **8**

**ways to LEARN**

**BOOKKEEPING!**

**Certified**

**bookkeeper**

**(with free**

**download!)**

*Page 6/88*

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PDF Teach

*Bookkeeping*

*Basics for Small  
Business Owners*

*Bookkeeping*

*Basics Free*

*Bookkeeping*

*Course - Part 1 -*

*Introduction to*

*Double Entry*

*Bookkeeping - #bo  
okkeepingcourse*

**QuickBooks**

**Tutorial:**

**QuickBooks 2020**

*Page 7/88*

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PDF Teach

**Course for  
Beginners  
(QuickBooks  
Desktop)** How To

Start Bookkeeping  
(FREE Template)

Double entry Book  
keeping explained

in 10 minutes FAST  
and FREE

certification for  
bookkeepers

(Quickbooks Online  
ProAdvisor



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training)

Bookkeeping

Basics with

QuickBooks Online

Accounting 101:

Learn Basic

Accounting in 7

Minutes! 7 Record

Keeping Tips for

Small Business

Owners Accounting

Class 6/03/2014 -

Introduction

---

Do you need a

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certification to be a  
bookkeeper? Where  
can you get virtual  
bookkeeping

training? *How Do I*

*Pay Myself in a*

*Single-Member LLC*

*or S Corporation? |*

*LLC vs S Corp*

*LLC Taxes*

*Explained*

~~Bookkeeper job~~

~~description, DITL!~~

~~What does a~~

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~~bookkeeper do~~

series **What I**

**Would Do**

**DIFFERENTLY -**

**Starting My**

**Bookkeeping**

**Business Today**

~~Starting a~~

~~Bookkeeping~~

~~Business: Your~~

~~Ultimate Guide~~

~~(2020) Do You~~

~~Need To Be~~

~~Certified To Do~~

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Bookkeeping How  
to do Bookkeeping  
for Small

Businesses #fblive

Learn Accounting

in 1 HOUR First

Lesson: Debits and

Credits 3 Best

Books \u0026

Training to Start an

Outsourced

Accounting Tax

Bookkeeping

Company

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Bookkeeping for  
Small Business -  
Excel Tutorial - Part  
1 - Invoice Tracking

- Bookkeeping  
Training *How to  
Work From Home  
as a Bookkeeper  
with little to NO  
BUDGET!* The

Accounting Game -  
Book Review

accounting 101,  
accounting

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PDF Teach

overview, basics,  
and best practices

How To Start  
Bookkeeping For  
Small Business  
Teach Yourself  
Bookkeeping And  
Accounting

Buy Teach Yourself  
Bookkeeping and  
Accounting in a  
Week by Roger  
Mason (ISBN:  
8601200566703)

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~~Teach Yourself  
Bookkeeping and  
Accounting in a  
Week ...~~

Teach Yourself  
Bookkeeping and  
Accounting in a

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PDF Teach

Week...self

Bookkeeping and  
accounting are  
crucial skills that

no business can be  
without. Written by  
Roger Mason, a  
leading business  
accountant, this  
book quickly  
teaches you the  
insider secrets you  
need to know to in  
order keep control



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of the books. The highly motivational "in a week" structure ...

In A Week

~~Teach Yourself  
Bookkeeping and  
Accounting in a  
Week ...~~

Teach Yourself  
Bookkeeping and  
Accounting in a  
Week Roger  
Mason. 4.0 out of 5

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stars 33.

Paperback. 9 offers  
from £1.14.

Understand Tax for  
Small Businesses:

Teach Yourself

Sarah Deeks. 4.4

out of 5 stars 29.

Paperback. £11.24.

Only 11 left in  
stock (more on the  
way).

~~Small Business~~

*Page 18/88*

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PDF Teach

~~Accounting: Teach~~

~~Yourself:~~

~~Amazon.co.uk ...~~

~~Teach Yourself-The~~

~~Bookkeeping and~~

~~Accounting Coach.~~

~~Duncan~~

~~Williamson:~~

~~Duncan Williamson~~

~~is a freelance~~

~~financial modeler,~~

~~trainer and author.~~

~~The Bookkeeping~~

*Page 19/88*

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PDF Teach

and Accounting  
Coach

The Bookkeeping  
and Accounting

Coach: Teach

Yourself (Teach

Yourself: Math &  
Science) by

Williamson,

Duncan at

AbeBooks.co.uk -

ISBN 10:

1471801586 - ISBN

13:

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PDF Teach

9781471801587 -

Teach Yourself -  
2014 - Softcover

And Accounting

~~The Bookkeeping  
and Accounting  
Coach: Teach  
Yourself ...~~

Teach Yourself  
Bookkeeping and  
Accounting in a  
Week Bookkeeping  
and accounting are  
crucial skills that

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PDF Teach

no business can be without. Written by Roger Mason, a leading business accountant, this book quickly teaches you the insider secrets you need to know to in order keep control of the books.

Teach Yourself

Bookkeeping

*Page 22/88*

# Bookmark File

## PDF Teach

~~Accounting for  
Small Business ...~~

~~Bookkeeping  
And Accounting~~

In bookkeeping,  
you have to record  
each financial  
transaction in the  
accounting journal  
that falls into one  
of these three  
categories. The  
information from a  
company's balance  
sheet and income  
statement gives

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## PDF Teach

yourself  
Bookkeeping  
And Accounting  
www.Wholesale  
bookkeeping  
transactions in the  
accounting journal.

~~A Beginner's~~

~~Tutorial to~~

~~Bookkeeping~~

Basic Accounting is

a complete, step-

by-step course in



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## PDF Teach

elementary  
accounting. Giving  
clear and concise  
explanations of  
accounting  
principles and  
practice including  
PAYE, cashflow  
statements,  
accounting for  
share capital,  
accounting  
standards and non-  
financial reporting,

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## PDF Teach

it is perfect for the newcomer to basic accounting, the first-level

accounting student or anybody needing to brush up their accounting skills.

~~Basic Accounting:~~

~~Teach Yourself:~~

~~Amazon.co.uk:~~

~~Nishat ...~~

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Bookkeeping  
guides, tips and  
templates helping  
you start business  
bookkeeping the  
right way. Get the  
best software  
choices for you,  
learn how to read  
basic financial  
reports, know the  
tax-deductible  
expenses,  
understand double-

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entry accounting,  
get printable forms  
and more.

And Accounting

~~Free Bookkeeping  
Guide Made Easy  
for Beginners~~

To learn  
accounting on your  
own, start by  
reading books on  
the subject and  
familiarizing  
yourself with how

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## PDF Teach

yourself how to create finance spreadsheets.

Practice basic

accounting skills

like recording

debits and credits

and setting up and

maintaining

ledgers.

~~How to Learn~~

~~Accounting on Your~~

~~Own: 15 Steps~~

~~(with Pictures)~~

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PDF Teach

3.0 out of 5 stars

Teach Yourself

Bookkeeping and  
Accounting.

Reviewed in the

United Kingdom on  
24 January 2017.

Verified Purchase.

Perfect for a quick  
reference. Helpful.

0 Comment Report  
abuse Zoe Gail

Waugh. 5.0 out of  
5 stars Five Stars.

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Reviewed in the  
United Kingdom on  
16 July 2015.

Verified Purchase  
... A Week

~~Amazon.co.uk:Customer reviews:  
Teach Yourself  
Bookkeeping ...  
Guide to  
Bookkeeping  
Concepts. Our  
Guide to~~

*Page 31/88*

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## PDF Teach

### Bookkeeping

Concepts captures the most important concepts

associated with bookkeeping.

Whether you are just learning or you want to refresh your skills, we think this guide will be a great assist on your bookkeeping journey.



# Bookmark File PDF Teach Yourself

~~Bookkeeping  
Training – Learn  
Accounting Online  
for Free~~

By the end of this book you will have a customised accounting system ready to implement

- Identify and code transactions -
- Create accounts -
- Build templates

# Bookmark File

## PDF Teach

and documents -

Reconcile balances

- Prepare financial

statements Other

books help you talk

the talk. The Teach

Yourself Coach

books helps you

walk the walk. Who

are you? \* A

manager or

entrepreneur who

needs to

understand and

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Keep hold of ...

~~The Bookkeeping  
And Accounting~~

~~Coach: Teach  
Yourself ...~~

Free Course This  
free online  
bookkeeping and  
accounting course  
teaches you about  
double entry  
accounting. It will  
give you an

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## PDF Teach

introduction to double-entry accounting and teach you how to carry out double-entry accounting and bookkeeping for transactions on the receivables ledger, on the payables ledger, and for bank and cash transactions.

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~~Free Online Double  
Entry Bookkeeping  
Course | Alison~~

Take bookkeeping  
and accounting to  
the next level by  
enrolling in the  
Bookkeeping  
Master's Ultimate  
Bookkeeping  
Course Gain a  
certificate of  
completion Learn  
bookkeeping and

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PDF Teach

Accounting for  
limited companies  
Learn how to  
create year-end  
accounts

~~Free Sage Training  
Course - Home |  
Free Bookkeeping~~

...

: Sunday:  
Understand the  
principles of  
bookkeeping so

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## PDF Teach

that you can prepare and understand financial records.:

Monday: Learn about the different types of account and ledgers so that your understanding is taken a stage further.: Tuesday: Study still more aspects of bookkeeping in

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Yourself further

extend your  
expertise.

Bookkeeping  
And Accounting

In A Week

Bookkeeping and  
accounting are  
crucial skills that  
no business can be  
without - especially  
in today's business  
world, which is  
changing faster



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## PDF Teach

than ever. Written by Roger Mason, a leading business accountant, this

book quickly teaches you the insider secrets you need to know to in order keep control of the books. The highly motivational 'in a week'

structure of the book provides

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## PDF Teach

### yourself

straightforward chapters explaining the key points, and at the end there are optional questions to ensure you have taken it all in. There are also cartoons and diagrams throughout, to help make this book a more enjoyable

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PDF Teach

and effective  
learning  
experience. So  
what are you  
waiting for? Let this  
book put you on  
the fast track to  
success!

Bookkeeping and  
Accounting In A  
Week is a simple  
and  
straightforward

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PDF Teach

yourself  
Bookkeeping  
And Accounting  
In A Week

guide to accounts, giving you everything you need to know in just seven short chapters. From understanding the terminology to dealing confidently with accountants, you'll soon master the basics of bookkeeping and accounting, fast.

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## PDF Teach

This book introduces you to the main concepts of bookkeeping and accounting, giving you a basic knowledge and understanding together with practical and thought-provoking exercises. Whether you choose to read it in a week or in a

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## PDF Teach

single sitting,  
Bookkeeping and  
Accounting In A  
Week is your  
fastest route to  
success: - Sunday:  
The basic  
principles of  
bookkeeping -  
Monday: Different  
types of account  
and ledger -  
Tuesday: More  
aspects of

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bookkeeping -

Wednesday:

Preparation for the  
accounts -

Thursday: The

profit and loss

account - Friday:

The balance sheet -

Saturday:

Understanding

published accounts

ABOUT THE SERIES

In A Week books

are for managers,

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PDF Teach

yourself and  
business  
executives who  
want to succeed at  
work. From  
negotiating and  
content marketing  
to finance and  
social media, the In  
A Week series  
covers the  
business topics  
that really matter  
and that will help



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You make a  
difference today.  
Written in  
straightforward  
English, each book  
is structured as a  
seven-day course  
so that with just a  
little work each  
day, you will  
quickly master the  
subject. In a fast-  
changing world,  
this series enables

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yourself not just to  
get up to speed,  
but to get ahead.

Bookkeeping  
And Accounting

One day to  
bookkeeping  
success. Since  
many small  
businesses leave  
the all-important  
job of bookkeeping  
to someone on the  
staff with no  
training, there is a

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demand for this easy, authoritative how-to on the subject. Readers will find principles and procedures adapted to suit the needs of various types of business operations from retail to entertainment to financial institutions.

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Yourself

Who are you? \* A  
manager or

entrepreneur who  
needs to

understand and  
keep hold of a  
business's

financial situation

Where will this

book take you? \*

You will have an  
accounting system  
in place, and time

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yourself  
Bookkeeping  
And Accounting  
In A Week

saving templates  
to enable you to  
implement it How  
does it work? \* A  
combination of  
practical tried-and-  
tested advice, and  
unique interactive  
exercises When  
can you do it? \* In  
your own time, at  
your own pace  
What else do you  
get? \* Access to

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and printable  
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and have helped  
sixty million people  
achieve their goals  
By the end of this  
book you will have  
a customised  
accounting system

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ready to implement

- Identify and code transactions -

- Create accounts -

- Build templates

- and documents -

- Reconcile balances

- Prepare financial statements

If you want to be the best, you have to have the right skillset. From

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balance sheets and  
profit statements

to cashflow,  
budgets and

forecasts, THE

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techniques, and

strategies for

success. Discover

the main themes,

key ideas and tools

you need and bring



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This is your complete course in business finance.

ABOUT THE SERIES

ULTIMATE books are for managers, leaders, and business executives who want to succeed at work. From marketing and

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yourself

management and  
finance, each title  
gives

comprehensive  
coverage of the  
essential business  
skills you need to  
get ahead in your  
career. Written in  
straightforward  
English, each book  
is designed to help  
you quickly master

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the subject, with fun quizzes embedded so that you can check how you're doing.

Ideal for bookkeepers, accounting clerks, and small business owners, this practical guide goes beyond general accounting

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yourself to teach

readers how to

prepare and

manage their

companies' books.

In this new edition,

readers will find

completely revised

and updated

information on

handling sales and

services, and

updated tax

information

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reflecting changes  
in the tax code.

Are you finding

that your invoices  
and bank

statements pile up  
every month,

untouched and  
shied away from?

Does your  
accountant spend  
more time on basic  
bookkeeping than

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on minimising your tax bill? If you're a small business owner who wants to take financial matters into your own hands, look no further.

Bookkeeping for Dummies will guide you through all the basic skills needed to keep your business efficient



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book will be adapted from the current US edition of Bookkeeping for Dummies. Existing content will be revised to reflect essential UK information.

Is this the right book for me? A jargon-free guide for the small



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yourself  
Bookkeeping  
And Accounting  
in a Week

business owner or  
manager Small  
Business

Accounting is a  
jargon-free joy for  
the small business  
owner or manager,  
providing practical  
examples of real  
businesses to show  
the reader, step by  
step, how to record  
each transaction.

This book does not

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Assume that you know anything at all about business records and accounts and gives a system for real businesses to be operated by real business people who want a simple, easy and, above all, quick system of book keeping.

Forget about debits

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and credits, journal entries, ledgers and day books. If you can read a

bank statement

this book will teach you how to prepare accounts, make cashflow forecasts and prepare a

budget. And when you do need to use an accountant, it tells you how best

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to find a reliable

one. Small

Business

Accounting

includes: Chapter

1: Introduction

Chapter 2: Your

bank account

Chapter 3: A simple

cashbook Chapter

4: Analysis

columns Chapter 5:

Payments - filing

Chapter 6:

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Payments - cheque-  
book Chapter 7:

Payments -

cashbook Chapter

8: Non-allowable

expenses Chapter

9: Purchase of

equipment Chapter

10: Credit cards

Chapter 11: Petty

cash Chapter 12:

Receipts - filing

Chapter 13:

Receipts - paying-

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in book Chapter 14:

Receipts -

cashbook Chapter

15: Capital

introduced Chapter

16: End of month

procedures

Chapter 17: VAT

Chapter 18: Wages

Chapter 19: End of

year totals Chapter

20: Adjustments for

payments Chapter

21: Adjustments to

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receipts Chapter  
22: Transfer to tax  
return Chapter 23:  
Trial balance  
Chapter 24: Final  
accounts Chapter  
25: Budgeting and  
cash-flow  
forecasting  
Chapter 26:  
Costing and pricing  
Chapter 27:  
Computerization

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"Fantastic Learning Tool...Don't let this book title fool you.

It is not an

oversimplification of accounting and financial principles.

It is, however, a serious and very effective

examination of a very small but progressively complex business.



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There are not many books available on the market that make a complex and dry subject

understandable and even fun. This book successfully does just that."

-Amazon Reviewer

The Clearest Explanation Ever of the Key Accounting

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Basics The world of accounting can be intimidating.

Whether you're a manager, business owner or aspiring entrepreneur, you've likely found yourself needing to know basic accounting...but baffled by complicated accounting books.

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What if learning accounting could be as simple and fun as running a child's lemonade stand? It can. The Accounting Game presents financial information in a format so simple and so unlike a common accounting textbook, you may

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yourself're  
learning key skills  
that will help you  
get ahead! Using  
the world of a  
child's lemonade  
stand to teach the  
basics of managing  
your finances, this  
book makes a dry  
subject fun and  
understandable. As  
you run your stand,  
you'll begin to

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## PDF Teach

Understand and apply financial terms and concepts like assets, liabilities, earnings, inventory and notes payable, plus: --Interactive format gives you hands-on experience --Color-coded charts and worksheets help you remember key

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terms --Step-by-step process takes you from novice to expert with ease

--Fun story format speeds retention of essential concepts

--Designed to apply what you learn to the real world The revolutionary approach of The Accounting Game takes the difficult

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## PDF Teach

subjects of  
accounting and  
business finance  
and makes them  
something you can  
easily learn,  
understand,  
remember and  
use! "The game  
approach makes  
the subject matter  
most  
understandable. I  
highly recommend

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it to anyone  
frightened by  
either numbers or  
accountants." -John

Hernandis, Director  
of Corporate  
Communications,  
American  
Greetings

Get the premier  
"how to" book on  
bookkeeping,  
written by a



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published CPA,  
with extensive  
bookkeeping,  
corporate and  
public accounting  
experience. Book =  
112 pages in 12  
Chapters & 8  
Appendices, 8.5" x  
11" Home Study  
Course Edition =  
Book + 40 Page  
Study Outline + 20

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## PDF Teach

### Year 9 Test Bank

This how to book on bookkeeping:

\*Covers all the

Tasks [like

Accounts Payable

(A/P), Accounts

Receivable (A/R),

Payroll, Payroll

Taxes, Financial

Statements, Year-

End Items...].

\*Covers all Topics

(like Insurance,

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## PDF Teach

Industry specifics,  
Debits & Credits...).

\*Includes

Checklists (like the

New Job Checklist

& the Master

Calendar).

\*Includes All Forms

a Bookkeeper

Might Need (like

Petty Cash

Receipts, Record

Retention Form,

etc.). What is a full-

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## PDF Teach

### Charge

bookkeeper? A full-charge bookkeeper

performs all of the bookkeeping tasks

of any small

business, including

payroll taxes and

monthly financial

statements, with

little or no

supervision. About

the only thing

'outsourced' is the

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## PDF Teach

yourself  
Bookkeeping  
And Accounting  
Manual  
Walk  
corporate taxes -  
typically to a CPA.

This book is written  
as a "manual" -

walking you

through each step  
of each task. Even  
covers topics like:

\*Breaking Into This  
Field of Money  
Handling,

\*Questions to Ask  
During The Job  
Interview, \*Getting

Interview, \*Getting

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## PDF Teach

Organized When  
Hired & \*New Job  
Checklist.

>Includes the 2015  
Payroll/Minimum  
Wage Update!

[And, if for some  
reason, you end up  
with an edition  
published prior to  
2015, you can find  
our 2015 FCB-  
Update on our  
website: [http://ww](http://www)

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The Best Products

At The Lowest

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With Outstanding

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Customer Service.

Bookkeeping

And Accounting

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