



# Bookkeeping For Dummies

*Paul Barrow, Lisa Epstein*

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## **Bookkeeping For Dummies** Paul Barrow, Lisa Epstein

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 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 and cost-effective – from tracking your transactions and keeping ledgers, to producing balance sheets and satisfying the taxman at year-end. Learn to manage your finances painlessly and clearly, and master the art of bookkeeping!

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

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