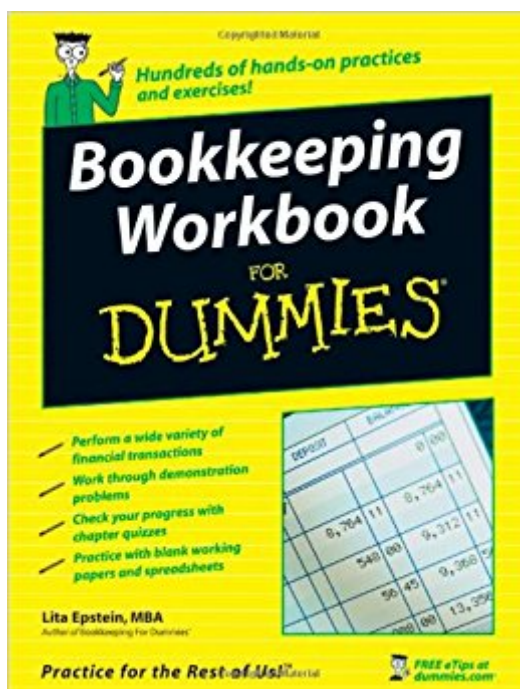


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# Bookkeeping Workbook For Dummies



## Synopsis

If you're preparing for The American Institute of Professional Bookkeepers' (AIPB) bookkeeping certification test, you need an easy-to-follow test-preparation guide that gets you up to speed quickly in all of the bookkeeping basics, from setting up a company's books and recording transactions to managing employee payroll, handling government paperwork, and closing out the books. You need *Bookkeeping Workbook For Dummies*. With demonstration problems, complementary examples, and multiple-choice questions you'll find in this user-friendly primer, you'll sharpen your bookkeeping skills for the real world as you increase your ability to perform well on any test. Chapter quizzes let check your progress as you go, and step-by-step answers show you where you went wrong (or right) each problem. You'll feel your confidence and competence growing as you learn how to:

- Perform a wide variety of financial transactions
- Use key concepts and skills with real-world bookkeeping problems
- Design a bookkeeping system
- Track day-to-day business operations
- Keep journals for active accounts
- Use blank working papers and spread sheets
- Handle cash entries and develop internal controls
- Calculate and pay employee withholding taxes
- Depreciate assets
- Prove out your books at year's end
- Prepare tax returns as set up for a new year

Complete with Top Ten lists for managing cash, monitoring accounts, and finding additional helpful resources, *Bookkeeping Workbook For Dummies* is the test-prep guide you need to help you ace the certification test and speed your way into a successful and rewarding career.

## Book Information

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## Customer Reviews

From the general ledger to the balance sheet • solve bookkeeping problems with ease In order to become a certified bookkeeper, you need to pass the test recently introduced by The

American Institute of Professional Bookkeepers. No worries with this easy-to-follow guide! This hands-on workbook gets you up to speed in all the basics of bookkeeping, from setting up a company's books and recording transactions to managing employee payroll, handling government paperwork, and closing out the books. With the featured demonstration problems, complementary examples, and multiple-choice questions, you'll sharpen your bookkeeping skills for the real world and improve your performance on any test. Practice key concepts and skills through real-world bookkeeping problems. Know where you went wrong (or right) with a problem through step-by-step answers. Track day-to-day business operations, handle cash, and develop internal controls. Prove out your books, do your taxes, and get ready for a new bookkeeping year.

Lita Epstein, who earned her MBA from Emory University's Goizueta Business School, enjoys helping people develop good financial, investing and tax-planning skills. While getting her MBA, Lita worked as a teaching assistant for the financial accounting department and ran the accounting lab. After completing her MBA, she managed finances for a small nonprofit organization and for the facilities management section of a large medical clinic. She designs and teaches online courses on topics such as investing for retirement, getting ready for tax time and finance and investing for women. She's written over 20 books including *Reading Financial Reports For Dummies* and *Trading For Dummies*. Lita was the content director for a financial services Web site, *MostChoice.com*, and managed the Web site, *Investing for Women*. As a Congressional press secretary, Lita gained firsthand knowledge about how to work within and around the Federal bureaucracy, which gives her great insight into how government programs work. In the past, Lita has been a daily newspaper reporter, magazine editor, and fundraiser for the international activities of former President Jimmy Carter through The Carter Center.

Provides excellent exercises that help you retain the information that was read.

I found his workbook very good for review, which is the purpose for which I purchased it. If you're looking for a full explanation of concepts, you'll need a different source.

Covers all the basics. I wouldn't try to learn accounting from it, but it's a handy reference to present and clarify basic issues to someone who's trying to do or learn bookkeeping.

just can't get it though my head. think i need more class room. but thats just me

Like all the dummies series this book will give you a very good base to start with

The workbook is very helpful in my review for the AIPB Exam. Thanks to Lita. May she more success with her books.

There is only one problem I have it does not show how to set up cash based business. Or, your accounts where to deposit what you need to balance your accounts.

if you have bookkeeping knowledge and want to refresh your skills this is the book! also- if you want a quick how- to guide this will come in handy.

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