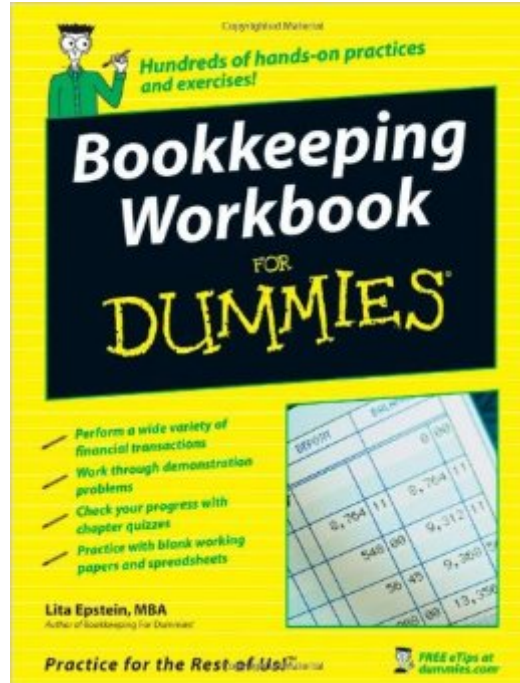


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# Bookkeeping Workbook For Dummies



## 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

I am extremely sorry I purchased this 'book.' In my opinion, it is an excreasance in the book market. It has little or no correspondence with the parent book; it has highly misleading inaccuracies. My

son-in-law, who is an accountant with 30 years experience could not explain some of the examples presented. In short -- save your bux --

If you really want to learn bookkeeping, this is not the book for you. First, it is error-filled. Second, the book provides questions in proceeding chapters about areas that have not been covered. Third, the questions are beyond description. Let's just say, based on the poorly-written sections, you will not be able to understand what is being asked. Last and worst, the concepts are not tied together so that the reader can get a complete picture of the entire process. I cannot emphasize this enough: **DO NOT BUY THIS BOOK.** If I could have, I would have given this book a zero.

Lita Epstein is no Dummie but has presented this Workbook to help you study Bookkeeping. 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. There are 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:

The accounting principles on this book are old-fashioned and poorly explained. I was expecting a more concise approach and better examples. The book is basically made up of overly simplistic questions and a ridiculous amount of space in between those questions.

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.

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.

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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