



Bookkeeping Essentials For Dummies - Australia

Veechi Curtis

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This second edition has been fully updated to reflect the impact of cloud-based accounting, and provides practical tips for working with MYOB, QuickBooks, Reckon and Xero. Discover how bank feeds and automated reconciliations can transform everyday bookkeeping, and how you can use these features, along with the cloud, to save time and make your bookkeeping processes more efficient. Find out how to create a new set of accounts, and figure out the best ways to record income and expenses.

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- Choose the right accounting software for your business
- Create systems for recording expenses, payments, receipts and sales
- Reconcile accounts and chase the money you're owed
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