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Bookkeeping:

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: Coursebook

***The Course Book
provides all the
knowledge
required for the
Final Accounts
Preparation***

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Bookkeeping:

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unit. The Course Books cover the relevant syllabus comprehensively, at an appropriate level and in a clear, user-friendly way.

Features include: practical examples, tasks to consolidate learning, in-depth syllabus

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coverage,

chapter

summaries and

keywords. Our

materials and

online

equivalents will

help ensure you

are ready for

your assessments

and prepared for

your career in

accounting.

The book

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**explains the
principles and**

practice of

bookkeeping

sequentially,

including: •The

bank

reconciliation

•Writing up the

petty cash book

•Extracting a

trial balance

•Accruals and

prepayments

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•Setting up a limited company

•Accounting for VAT Plus step-by-step guides to compiling a balance sheet, depreciation, accounting for bad and doubtful debts and much more. The 10th edition also includes

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**significant
enhancements to**

reflect the

**teachings of the
principle**

bookkeeping

**institutes as they
endeavour to**

raise the

professional

competence of

their members.

For example,

accounting staff

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***are increasingly
being required to***

extend their

record keeping

***into management
accounts areas.***

***The new edition
includes***

chapters on

stock control and

budgetary

control

accounting. In

addition, it will

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**include more
detailed**

**guidance on the
significance and
importance of
ratio analysis
and statements
of sources and
application of
funds, plus the
latest available
IAB and ICB
exam papers.**

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*Media delivers a
range of*

*accessible and
focused study
materials*

*covering AAT's
QCF standards.*

*Our paper
materials and
online*

*equivalents will
help ensure you
are ready for*

your assessments

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and prepared for
your career in
accounting.*

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Professional

Ethics in

Accounting

Workbook

AAT

Bookkeeping

Transactions -

Wise Guide

AAT Foundation

Certificate in

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**Accounting Level
2 Synoptic
Assessment
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Book provides all
the knowledge
required for the
Elements of
Costing unit. The
Course Books
cover the

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relevant syllabus

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comprehensively

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and in a clear,

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accounting.

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a UK audience
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Workbook For
Dummies is the
easiest way to
get up to speed
in all the basics
of bookkeeping:
from setting up a

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system and
recording

transactions to
managing
payroll,
preparing profit
and loss
statements,
tackling tax and
filing month and
year end reports

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finances. Expert

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author Jane

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Kelly guides you

step-by-step

through every

aspect of

financial record

and offers quick

tips to help you

work through the

interactive

exercises and

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problems

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encouraging you
to find your own
route to a
solution and
sharpen your
skills along the
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course or

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get started.

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1: Deciphering
the Basics

Chapter 2:

Designing Your
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System

Chapter

3: Sorting Out

Your Business

Road Map Part

II: Putting it All

on Paper Chapter

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4: Looking at the
Big Picture
Chapter 5:

Journaling — The
Devil ' s in the
Details Chapter
6: Designing
Controls for
Your Books,
Your Records,
and Your Money
Part III:

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Tracking Day-to-Day Business

Operations with Your Books

Chapter 7:

Purchasing

Goods and

Tracking Your

Purchases

Chapter 8:

Calculating and

Monitoring Sales

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Chapter 9:
Employee
Payroll and

Benefits Part IV:

Getting Ready
for Year ' s (Or
Month ' s) End

Chapter 10:
Depreciating
Your Assets

Chapter 11:
Paying and

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Collecting
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Interest Chapter

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12: Checking

Your Books

Chapter 13:

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Books Part V:

Reporting

Results and

Starting Over

Chapter 14:

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Producing a
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Reporting for
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Organizations

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Doing Your

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Business Taxes

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Chapter 18:

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Completing Year-

End Payroll and

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19: Getting

Ready for a New

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Year Part VI:

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Chapter 20: Top

Ten Checklist

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Your Cash
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Ten Accounts

You Should
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22: Top Ten
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the knowledge

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required for the
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refine exam
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and Teens

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The Course Book

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knowledge

required for the

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Accounting unit.

The Course Books

cover the relevant

syllabus

comprehensively,

at an appropriate

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level and in a clear, user-friendly way. Features

include: practical examples, tasks to consolidate learning, in-depth syllabus coverage, chapter summaries and keywords. Our materials and online equivalents

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will help ensure
you are ready for
your assessments
and prepared for
your career in
accounting.

An essential text
for the AAT Level
3 Diploma in
Accounting
(Professional
Ethics in

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Accounting). This
text contains
practice

examinations with
answers, helping
the student to
prepare for the
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provides all the
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required for the

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Indirect Tax unit.

The Course Books
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syllabus

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way. Features

include: practical

examples, tasks to

consolidate

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The Art of Drew

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(FA19) - STUDY

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empowered more

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than two million learners of all ages from around the world to master subjects that they once struggled with. Fans often wish they'd discovered these learning strategies earlier and ask how they can help their kids

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to understand how
the brain works so
we can unlock its

power. This book
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- How to avoid "rut think" in order to think outside the

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(AQ2016) in a user
friendly way and
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understanding of

each chapter by

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Costing

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favorite*

*artist of both
George Lucas*

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and Steven Spielberg and the artist

behind some of the most

iconic images

of our time...

he is Drew

Struzan.

Struzan has

worked on the

posters for

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*the biggest
films of the
last 30 years.*

Blade Runner,

Back to the

Future,

Jurassic Park

and E.T: The E

xtraterrestria

l to name but

a few. The

first ever

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*book to cover
Struzan's*

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iconic poster

artwork in

depth, with

the final

artwork for

each piece

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explanation of
technical
terminology in
a clear, easy*

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way, this text
provides an*

*accessible and
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for any*

*student in
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*undergraduate
career. New to
this edition:*

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(IFRS), with
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test your
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*and help with
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relating to
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reflect*

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the following
qualifications
and
examinations;*

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**revision and to
test students**

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synoptic**

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guidance of

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are ready for your

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**career in
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been written

specifically to

cover the Unit

'Management

Accounting:

Costing' which is

mandatory for the

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Level 3, AAT
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Accounting at
SCQF - Level 6,
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Training
Certificate:
Accounting
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4 AATSA). The book contains a clear text with worked examples and case studies, chapter summaries and key terms to help with revision. Each chapter concludes with a wide range of activities, many

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**in the style of
AAT computer**

based assessment

s."--Page 1.

The Question

Bank provides all

the knowledge

required for the

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Question Banks

allow students to

test knowledge by

putting theory

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been written
specifically
to cover the
Unit 'Ethics
for*

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which is

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mandatory for

the following

qualifications

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*6. The book
contains a*

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chapter

Bookkeeping:

*concludes with
a wide range*

of activities,

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-Page 1.

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team have

extensive

experience

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enable you to

focus and pass

your exam.

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covers all

aspects of the

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and absolutely

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very much that

you enjoy them

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for exam

success! For

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accounting can

be easy if

it's explained

well, and

Mastering Book-
keeping does

just that. Now

in its updated

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this popular

book has

helped

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companies,

partnerships

and not-for-

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organisations

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more advanced

management

accounting -

The

implications

of the Data

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*step-by-step
guides to
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balance sheet,
depreciation,
accounting for
bad and
doubtful
debts, and*

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much more.

Bookkeeping:

*Everything is
made clear*

*with easy-to-
follow*

explanations.

Typical

transactions

are

illustrated

throughout to

make the

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information

Bookkeeping:

even easier to

Coursebook

understand.

This book is

suitable for

those

preparing for

the

examinations

of ICB, AAT,

IAB, OCR, AQA

and all other

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Advanced

*courses in
book-keeping
and accounts.*

Mastering

Bookkeeping,

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to Learn

AAT Advanced

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Accounting

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Kit

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required for the

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aids which
students can
carry to revise
wherever,
whenever.**

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topics presented
in the same
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Course Book,
ability to focus
on tricky syllabus
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clear, visual
emphasis to key
points, suitable
for both paper
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the knowledge
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by putting theory
into practice and**

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