



CERTIFICATE IN BOOKKEEPING AND ACCOUNTS (MANUAL)

THE INSTITUTE OF CERTIFIED BOOKKEEPERS

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Peter Marshall,2017-04-06 The book 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 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 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 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 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 *Mastering Spreadsheet Bookkeeping* Peter Marshall,2014-04-17 Mastering Spreadsheet Bookkeeping will equip you with the knowledge to write your accounts spreadsheets successfully Whether you are studying for a qualification in bookkeeping or you are a small business owner needing to bring your accounts up to date Mastering Spreadsheet Bookkeeping will give you the knowledge and skills do this effectively helping you to set up your own computerized accounting package without splashing out on expensive new software With Mastering Spreadsheet Bookkeeping you will gain a thorough knowledge of how to use spreadsheets to their fullest advantage saving you invaluable time and labour Aimed at students of bookkeeping and small business owners Mastering Spreadsheet Bookkeeping takes you step by step through what you need to know to use spreadsheets with confidence With its focus on MS Excel and its clear step by step approach Mastering Spreadsheet Bookkeeping will help you to develop your own computerized bookkeeping skills with confidence In addition exam style questions and answers are provided for self testing so you may consolidate your bookkeeping knowledge as you learn *Guide to Distance Education in South Africa 1996/7* ,1996 Containing information in a user friendly format this directory sets out to help the distance learner make an informed career choice and look up the correct information on where and what to study **Icb Level Ii Certificate in Bookkeeping - Text** ,2015 *ICB Level II Certificate in Bookkeeping (Manual) - Exam Kit* ,2014-11-01 **Drum** ,2006 **ICB Level 3 Certificate in Bookkeeping (Manual) - Revision Kit** Kaplan Publishing,2016-05-31 *Field & Stream* ,1969-12 FIELD STREAM America s largest outdoor sports magazine celebrates the outdoor experience with great stories compelling photography and sound advice while honoring the traditions hunters and fishermen have passed down for generations **Field & Stream** ,1970-01 FIELD STREAM America s largest outdoor sports magazine celebrates the outdoor experience with great stories compelling photography and sound advice while honoring the traditions hunters and fishermen have passed down for generations
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