



## How to Do a Year's Worth of Bookkeeping in One Day: A Step-By-Step Guide for Small Businesses (Paperback)

By E T Barton

Createspace, United States, 2011. Paperback. Condition: New. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.In honor of tax season, the price of this book will be cut to only \$7. But hurry and get yours today because come April 15th, the price goes back to \$9.99.

\*\*\*\*\* No matter what industry a business is in, the one thing that most business owners avoid is bookkeeping. This book was designed specifically for those people who choose to avoid doing their books on a regular basis. It was created for small business owners and office managers to help quickly and easily catch up a company's books just in time for tax season. This book includes: \* 11 Things You Will Need to Collect Before You Start \* 10 Simple Steps to Enter Your Data \* Tricks to Make QuickBooks do the Data Entry For You \* A Simple Technique to Double Check and Reconcile your Work \* And a List of What Your Accountant will Expect From You. This book is a quick easy read with lots of illustrated examples and very little Industry Jargon. If you are looking for a fast read that will help you catch...



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