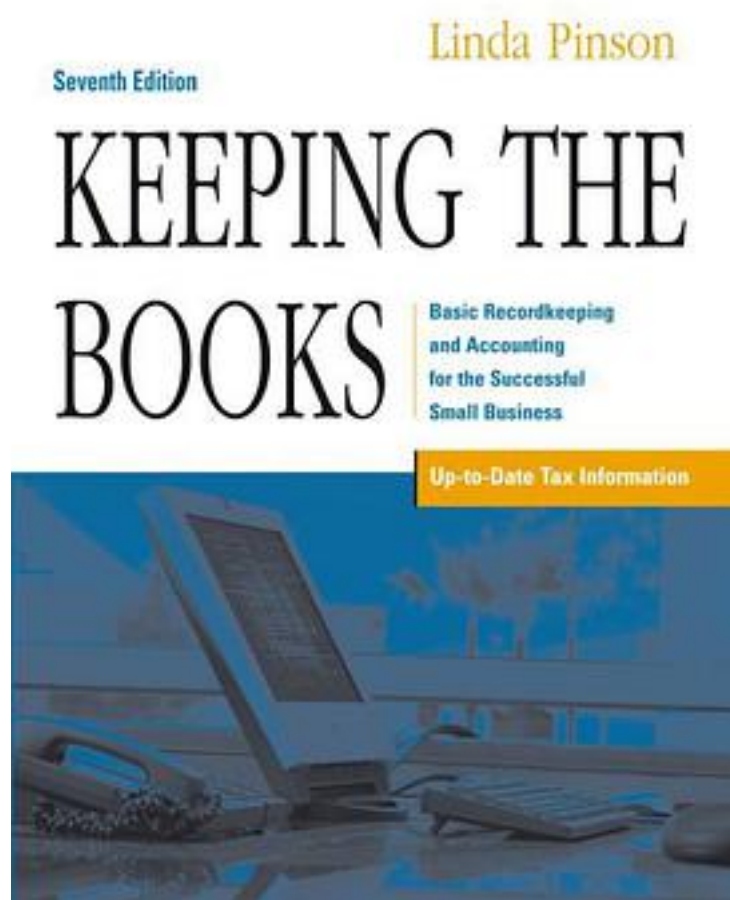


Keeping the Books



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著者:Linda Pinson

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The premier resource for basic bookkeeping and business record management, "Keeping the Books" is a comprehensive, yet down to earth, treatment of one of the most important, yet often neglected, aspects of running a business. User-friendly and

packed with easy-to-understand illustrations, worksheets, and forms, this popular financial reference tool is completely updated, and replete with the variety of IRS forms that entrepreneurs have to be familiar with. From updating car and transportation expenses to exploding the myths around independent contractors, the author presents everything a small company needs to know to maintain proper records. Following the roadmap outlined in "Keeping the Books," entrepreneurs will learn how to: Prepare and analyze financial statements to stay in touch with the heartbeat of their businessSet up bookkeeping systems to keep track of financial detailsMaintain the required IRS records necessary to stay out of troublePlan for required taxes due

作者介绍:

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