



# Computerized Bookkeeping in Laymens Terms

*Julie A. Mucha-Aydlott*

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## **Computerized Bookkeeping in Laymens Terms** Julie A. Mucha-Aydlott

Computerized Bookkeeping in Laymen's Terms a QuickBooks® and small business instruction guide was written for the small business owner who wants the convenience and cost-savings of setting up and running their own bookkeeping system using QuickBooks® but don't know where to start. There are many books that explain bookkeeping, accounting and QuickBooks®, but their explanations begin with the assumption that you the reader already knows accounting. They fail to address the small business owner's questions in understanding the laymen's term -the how, why and what of accounting. Aydlott quickly helps the reader understand such fundamentals spelling out that a balance sheet is a financial statement that reports assets, liabilities, and owners equity on a specific date – by translating it in Laymen's Terms so the reader understand that a balance sheet is a "How much money do I have, How much money do I owe, and How much money am I worth report?" Thus this guide overcomes the biggest problem of other accounting books that tell you how to set-up QuickBooks® accounts, how to run reports, but they lack in the language and the "That's nice to show me how to set-up an account, but with what?" by answering the questions that are most commonly asked such as ""What do I need, what are financial reports and how do I get there in steps?" Aydlott makes clear "You need to know the why you are setting up your books a certain way, where the entries come from and go to on your reports, and most importantly, how much money you need over the long haul to make your business work".

Over 340 pages of basic computerized bookkeeping instructions with QuickBooks® graphics that can be used with QuickBooks® versions 2002 to the most current version and translated explanations for the Small Business, Home Based Business and Entrepreneur in Laymen's Terms. The reader can forget learning each accounting function separately because they won't be remembered anyway. Instead Aydlott shows how to set up your books from point A to point B and keep on top of it throughout the year. The book includes a very important CD that has an Excel or Works compatible Personal Budget, Business Budget, and Business Cash Flow Projection. A Cash Flow Projection is just a clever budget that explains what you think your business will earn, spend and have left over throughout the year. It also includes a basic laymen's chapter on Business Taxes, how to estimate your tax liability and mistakes to avoid. This instruction guide was written for the Authors clients in mind, giving a greater resource for the most common questions and problems using QuickBooks® and understanding accounting. Throw in the Authors sense of humor and honest approach to bookkeeping, and you won't be board with this informative business book.

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