



Basic Accounting: The step-by-step course in elementary accountancy

By Nishat Azmat, Andy Lymer



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Is this the right book for me?

Basic Accounting is a complete, step-by-step course in elementary accounting. Giving clear and concise explanations of accounting principles and practice including PAYE, cashflow statements, accounting for share capital, accounting standards and non-financial reporting, it is perfect for the newcomer to basic accounting, the first- level accounting student or anybody needing to brush up their accounting skills.

No prior knowledge of bookkeeping or accounting is assumed. Clear explanations, diagrams and worked examples enable you to master the basic principles then apply them to practical examples to consolidate and test your knowledge.

Basic Accounting includes:

- Chapter 1: Introduction
- Chapter 2: Source documents
- Chapter 3: The ledger system
- Chapter 4: Balancing the cash book
- Chapter 5: Double entry theory and practice
- Chapter 6: The trial balance
- Chapter 7: Gross profit and stock
- Chapter 8: Trading and profit and loss and accounts
- Chapter 9: The balance sheet
- Chapter 10: Illustrative example
- Chapter 11: Cash and bank transactions
- Chapter 12: Bank reconciliation
- Chapter 13: The petty cash book
- Chapter 14: Credit transactions and suppliers' accounts
- Chapter 15: The accounts of credit customers
- Chapter 16: Purchases and sales returns
- Chapter 17: VAT and PAYE

Chapter 18: Classification of ledger accounts
Chapter 19: Final accounts of a sole trader
Chapter 20: Interpretation of accounts
Chapter 21: Cash flow statements
Chapter 22: Capital and revenue expenditure
Chapter 23: The general journal
Chapter 24: Depreciation of fixed assets
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Chapter 26: Year-end adjustments
Chapter 27: Incomplete records and single entry
Chapter 28: Non-trading concerns and club accounts
Chapter 29: Control Accounts
Chapter 30: Partnership accounts
Chapter 31: Accounting for management
Chapter 32: Costs of production and manufacturing accounts
Chapter 33: Introduction to limited companies
Chapter 34: Accounting for share capital
Chapter 35: The final accounts of a limited company
Chapter 36: Accounting standards
Chapter 37: Non-financial reporting
Chapter 38: Computerized accounting

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Editorial Review

Review

"A well written, easy to follow book that tackles the task of teaching you how to keep financial records...the basic principles are of great benefit to all of us." Amazon.co.uk Customer Review

About the Author

Andy Lymer is Head of Department of Accounting and Finance at University of Birmingham. He also heads up Lymer & Associates, undertaking numerous research, consultancy and publishing projects.

Nishat Azmat is a Certified Accountant teaching at the University of Birmingham.

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