Small Business Books for Australian and New Zealand businesses MYOB and Getting Started in Bookkeeping Bundle

Want to learn how to use MYOB Accounting but also need a bit of background in bookkeeping basics? This no-fuss bundle includes the bestselling MYOB Software For Dummies along with Getting Started in Bookkeeping For Dummies.

MYOB Software For Dummies covers the AccountRight range of MYOB software, as well as BusinessBasics, FirstEdge, MYOB Accounting and MYOB Accounting Plus, and is the perfect starting point for beginners. Now in its sixth edition, MYOB Software for Dummies has sold over 45,000 copies in Australia alone.

Getting Started in Bookkeeping For Dummies is a straightforward reference to keeping the finances of any business, no matter how large or small, in order.

List price: $54.95 (AUS dollars, includes GST) **Availability:** ships within 48 hours

Freight: $9.50 for Australia and New Zealand

Click here to view sample chapters, table of contents and other details.

Bookkeeping for Dummies

Learn to get to grips with bookkeeping basics, record business transactions correctly, manage employee

Bookkeeping for Dummies includes:

- Hassle-free instructions to record transactions month by month
- How to translate the financial lingo, know your assets from your lingo.

- Strategies to prepare financial reports and analyse profit and loss statements
- How to crack the GST code and keep the tax wolves away.
- How to stay on the right side of the law

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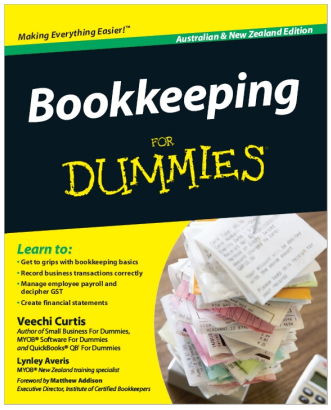

S mall Business For Dummies

Thinking about starting a new business? Searching for ways to run your small business better? This ess

The latest edition of Small Business For Dummies includes:

* Tips for getting into the franchising game
* How to register your business name and pick a business structure
* Strategies for creating the right image for your business
* How to avoid unfair dismissal claims
* How to build a website that generates both profits and sales
* Advice on ways to balance your work and your life
* How to sell your business at the best possible price
* Special tips for manufacturers, retailers and wholesalers

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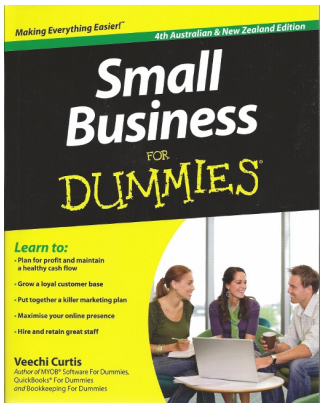

Business Plans For Dummies

Learn how to create a blueprint for growth and profits, differentiate your business from the competition, c

Business Plans for Dummies includes:

* Plan for the future
* Identify customers and their needs
* Differentiate your business from its competitors
* Create financial projections
* Be a great manager
* Expand your business

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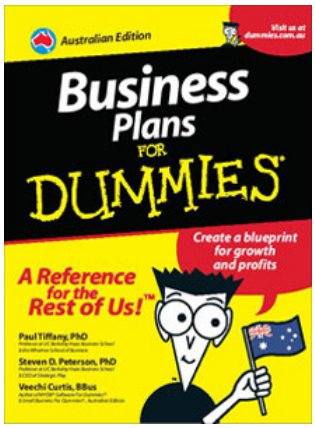
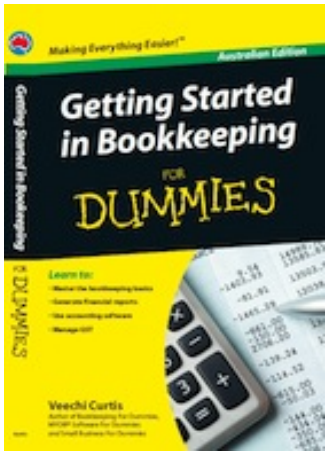


Getting Started in Small Business

Are you thinking about starting your own small business but don't know where to begin? Or have you rec

In Getting Started in Small Business you'll discover:

* An analysis of the advantages and disadvantages of owning a small business
* How to balance your dreams against reality
* Tips on building profitable customer relationships
* Explanations of how to hire your first employee
* How to understand key financial statements
* Strategies to develop business and marketing plans
* How to make bookkeeping stress-free
* Important facts about GST

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