

# Information Sheet

## Accounting & Bookkeeping

### Instructional books at Enterprise Toronto - Resource Centre

Title	Author	ISBN	Location	Call No.
<b>Accounting Fundamentals</b>	Curran, Michael G	0-07301460-5	North York	J101-Ac-Cur
<i>This 7th edition includes: principles of accounting cycle, recording financial data, accounting for special procedures and, more.</i>				
<b>Accounting the easy way</b>	Eisen, Peter J	0-7641-1976-1	North York	J101-Ac-Eis
<i>This 4th edition provides information on recording, adjusting, closing, and reversing entries, special journals, and controls, as well as accounting for inventories, payroll etc.</i>				
<b>Basic accounting for the small business:</b> simple foolproof techniques for keeping your books straight and staying out of troubles	Corniche, Clive G	0-88908-998-1 (Self Counsel business series)	North York Scarborough	J101-Ac-Cor
<i>This 9th edition includes: daily cash sheet, cash summary, statement ledger, payable journal etc.</i>				
<b>Bookkeepers' boot camp:</b> get a grip on accounting basics	Mohr, Angie	0-88908-998-1 (Self Counsel business series)	City Hall North York Scarborough	J101-Ac-Moh
<i>Find information on managing the paper flow, understanding the balance sheet, recording the sales cycle and more.</i>				
<b>The Complete idiot's guide to finance and accounting</b>	Muchian, Michael	0-02-861752-5	City Hall North York	J100-FM-Muc
<i>In the contents: accounts receivable, accounts payable, cash flow, payroll management, cost accounting, inventory control, commercial lenders, venture capital etc.</i>				
<b>Keeping the record straight:</b> introductory accounting for non-for profit organizations	CGA		City Hall	J101-Ac-CGA
<b>Your guide to accounting for small business</b>	Herman, Peter	0-7740-0630-7	North York	J101-Ac-Her
<i>This Canadian edition explains double entry bookkeeping, general ledger, reconciliation, balance sheet etc.</i>				

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## Most Common Software & Online Resources for Small Business

Title	Website
Simply Accounting by Sage	<a href="http://www.sage.com/ca/sage-50-accounting/try">http://www.sage.com/ca/sage-50-accounting/try</a>
Quick Books	<a href="http://quickbooks.intuit.ca">http://quickbooks.intuit.ca</a>
Wave Accounting	<a href="http://www.waveapps.com">http://www.waveapps.com</a>
FreshBooks	<a href="http://www.freshbooks.com">http://www.freshbooks.com</a>

## Free online training

Title	Website
Introduction to accounting	<a href="http://www.simplestudies.com">www.simplestudies.com</a>
So, you want to learn bookkeeping	<a href="http://www.dwmbeancounter.com/tutorial/Tutorial.html">http://www.dwmbeancounter.com/tutorial/Tutorial.html</a>

## Relevant organizations

Title	Website	Tel.
<b>Chartered Professional Accountants (CPA)</b>	<a href="http://www.cpaontario.ca">http://www.cpaontario.ca</a>	416-962-1841
<i>Certified General Accountants (CGAs), Certified Management Accountants (CMAs) and Chartered Accountants (CAs) are now unified under the Chartered Professional Accountant (CPA) designation.</i>		
<b>Canadian Institute of Bookkeeping (CIB)</b>	<a href="http://www.cibcb.com">www.cibcb.com</a>	416-925-9420
<i>A national non-profit organization having the following objectives: to establish educational, professional and ethical standards in the bookkeeping profession.</i>		
<b>Canada Revenue Agency (CRA)</b>	<a href="http://www.cra-arc.gc.ca">www.cra-arc.gc.ca</a>	1-800-959-5525
<i>The agency administers the "tax laws for the Government of Canada and for the most provinces and territories, and various social and economic benefit and incentive programs delivered through the tax system.</i>		
<b>Office of the Auditor General of Canada (OAG)</b>	<a href="http://www.oag-bvg.gc.ca">www.oag-bvg.gc.ca</a>	613-995-3708
<i>An Officer of Parliament that audits "federal government departments and agencies, most Crown corporations and many other federal organizations.</i>		
<b>Canadian Tax Foundation</b>	<a href="http://www.ctf.ca">www.ctf.ca</a>	416-599-0283
<i>A non-profit tax research organization analyzing personal, corporate and, international tax and government matters.</i>		

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100 Queen St. West, Main Floor  
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Scarborough Civic Centre  
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Rev. Jan 8/2016

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