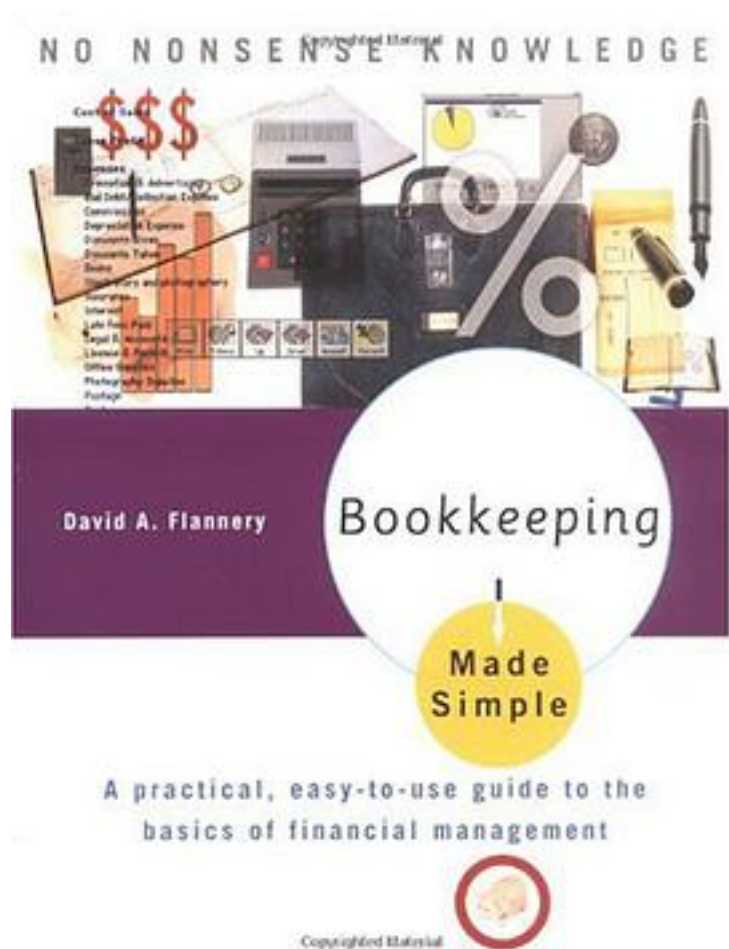


# Bookkeeping Made Simple



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A streamlined introduction to record keeping, accounting, and more, Bookkeeping Made Simple takes the mystery out of financial jargon for small-business owners and

students. Completely up to date, this comprehensive edition now covers the complete accounting cycle, making it easier than ever to master the math of commerce. Topics covered include:

- \* assets and equities
- \* individual accounts
- \* the journal
- \* adjustments to accounts
- \* preparing statements
- \* merchandising accounts
- \* control of cash
- \* petty cash
- \* payroll
- \* partnership
- \* closing the books

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