



Bookkeeping Made Simple: A Practical, Easy-to-Use Guide to the Basics of Financial Management

By David A. Flannery

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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
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- * partnership
- * closing the books

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About the Author

DAVID A. FLANNERY is the director of the business and accounting programs at Bryant & Stratton College. He lives in Virginia Beach with his wife and two children.

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