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

About the Author

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

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• Sales Rank: #262759 in Books

Brand: Random House
Published on: 2005-05-17
Released on: 2005-05-17
Original language: English

• Number of items: 1

• Dimensions: 10.20" h x .41" w x 7.70" l, .85 pounds

• Binding: Paperback

• 160 pages

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