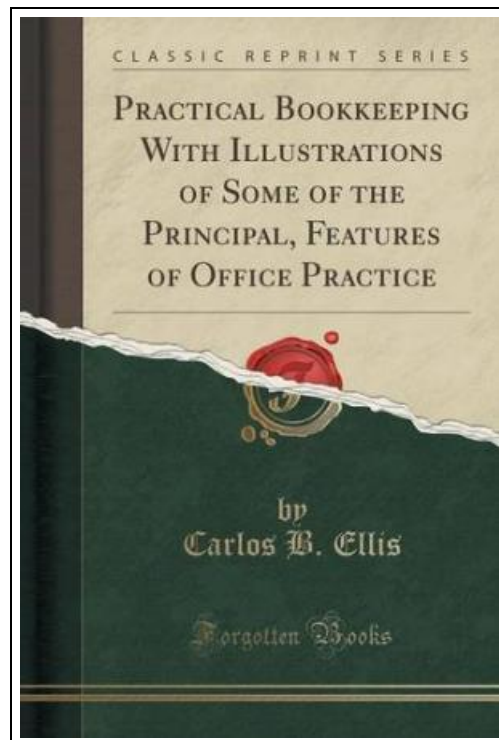


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Reviews

Basically no words to clarify. Of course, it is perform, still an amazing and interesting literature. Its been printed in an exceptionally basic way which is only soon after i finished reading through this ebook where actually altered me, change the way i really believe.
(Newton Runolfsson)

PRACTICAL BOOKKEEPING WITH ILLUSTRATIONS OF SOME OF THE PRINCIPAL, FEATURES OF OFFICE PRACTICE (CLASSIC REPRINT)



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Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English Brand New Book ***** Print on Demand *****.Excerpt from Practical Bookkeeping With Illustrations of Some of the Principal, Features of Office Practice The purpose of this book is to teach the principles of bookkeeping and to give some familiarity with the customs of business. The following are some of its distinctive features: 1. The subject is developed logically by first studying the ledger. Since each entry, in a journal or other book of original entry is to be posted to some account in the ledger, it is manifest that a pupil cannot make these entries intelligently until he understands the accounts involved. When he understands the use and purpose of each of the principal accounts, he is ready to study the books of original entry. 2. No exercises are introduced simply to prolong the time devoted to the subject, but there is enough work to fit the pupil to meet the ordinary demands of the business office. The exercises for supplementary drill cover a great variety of difficult entries. 3. Self-reliance is stimulated by special instructions for the pupil given at points where they will be most needed. The author has made a careful study of the pupils most frequent errors, and has set up danger signals to show how they may be avoided. 4. The business forms and vouchers are simple in design and businesslike in character. 5. Other special features are the chapters on Loose Leaf Accounting, The Voucher Method, Card Index Systems, and Filing Systems. An experience of many years in teaching bookkeeping in public and private schools, supplemented by work in a business office, gives the author confidence that he has made a book sufficiently practical to meet the demands of...



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