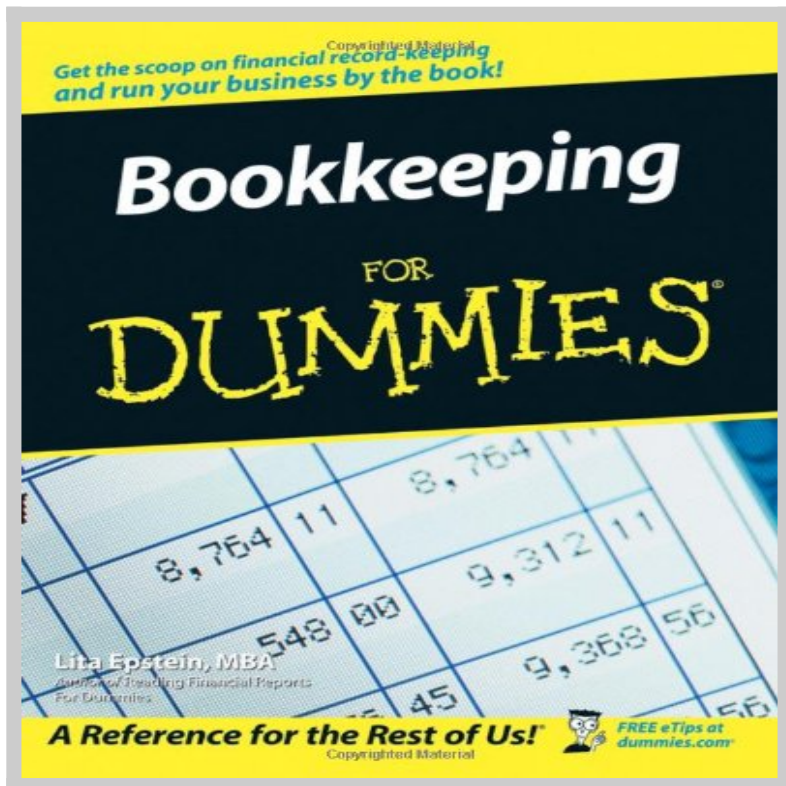


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Accurate and complete bookkeeping is crucial to any business owner, but it's also important to those who work with the business, such as investors, financial institutions, and employees. People both inside and outside the business all depend on a bookkeeper's accurate recordings. "Bookkeeping For Dummies" provides the easy and painless way to master this crucial art. You'll be able to manage your own finances to save money and grow your business. This straightforward, no-nonsense guide shows you the basics of bookkeeping - from recording transactions to producing balance sheets and year-end reports. With the help of this title you can discover how to: outline your financial road map with a chart of accounts; keep journals of cash

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