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Practical Bookkeeping with Illustrations of Some of the Principal, Features of Office Practice (Classic Reprint)

By Carlos B Ellis

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...


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