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that govern the
church's unique
tax standing. But
it is often hard
for overworked
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aspect of tax
code that affects
their church's
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whoever has the
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it. Lack of
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frustrating for
the individual,
but also
potentially risky
for the nonprofit.
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skills to track the
financial activity
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defines what you
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balance; creating
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closing out your
fiscal year. Step-
by-step
instructions,
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detailed
examples help
you put concepts
into actions.**

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forms include an
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register,
accounts
receivable
register,
accounts
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grows bigger,
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accounting without
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eyes in frustration?
Are you a business***

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***owner who's
constantly
befuddled by
accounting
principles and
would like to learn
how to discuss with
your accountants
and bookkeepers
without looking like
a complete idiot? If
yes, then keep
reading...***

Accounting is a vast

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topic filled with a truckload of technical jargon that tends to scare off beginners, except those extremely passionate about it. Truth is, most accountants love it that way, so they can charge you more for their services. But it doesn't have to be

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that way. In this guide, Kevin Ellis demonstrates why you don't need a degree in accounting in order to be able to have intelligent discussions with accountants and other financial professionals. Here's a snippet of what you're going to

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***discover in this
guide: A
comprehensive intro
to the accounting
equation for sole
proprietorship and
corporations
Everything you need
to know about
assets and liabilities
as well as the form
vs substance
paradigm What a
stockholders' equity***

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*is and how to
calculate for it*

*Understanding the
10 core principles of
GAAP The
difference between
GAAP and IFRS The
three accounting
types and how to
identify each one 11
basic accounting
principles you need
to be aware of How
to make sure your*

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accounting
conforms to

professional
standards Know
financial statements,
cash flow
statements and
more like the back
of your hand ...and
tons more! Whether
you're a student,
own a business or
plan or starting one,
this guide is a must-

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***have and will show
you how to think
about cornerstone
accounting principle
in a way that gives
you an intuitive
grasp over the topic
as well as a solid
framework for
understanding more
advanced concepts.
The Beginner's
Guide to Basic
Bookkeeping and***

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Accounting sets a benchmark for new and old businesses alike in the accounting genre.

All the basic accounting and bookkeeping strategies that need to be applied by a company are described in this book. You will get plenty of hands-on

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**examples and
bookkeeping
strategies. This book
will give you a
complete
understanding of
the important
aspects of
bookkeeping and
explain how to set
up and use financial
books. This whole
process starts with
setting up a**

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***company's books
and developing
them, including: ? A
complete list of
Company accounts,
known as the Chart
of Accounts.?
Company's General
Ledger, which is
used to keep all the
activity of a
company's
accounts.?
Company's***

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Incorporated
Journals, which contain detail information about all the financial transactions. After setting up the basic requirements, the second step is to record all the transactions like sales, purchases, and related financial activities. In addition to this, you will also

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*learn how to
manage government
reporting, payroll,
and external
financial reporting.*

*Bookkeeping is a
complicated
process that
requires attention to
detail. The
bookkeeping
process starts with
recording the
financial*

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transactions,
posting them in the
journals, making
General Ledger, and
balancing the debit
and credit
transactions. With
the help of this
process, a company
can gauge their
financial position.
We will help you
understand these
processes in detail

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so that you know how to calculate the finances of your company. All the processes related to adjusting the books, calculating the year-end's financials, and creating reports that are easy to read are discussed in this book.

Understanding all these concepts will

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10 Years

***help you to increase
your profits and
ROI. This book uses
modern research to
provide
bookkeeping
strategies
This primer takes
the mystery and
intimidation out of
business
accounting and
bookkeeping. It
shows a business***

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owner how to understand, use and interpret financial statements; set up or restructure the business' books; use the One-Write System; quickly detect and correct errors; monitor the accounting tasks you delegate to others; understand how outsiders, such

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***as banks, analyze
your company; and
determine when and
how to switch to
computerized
accounting.***

***Includes dozens of
sample financial
statements and rule-
of-thumb formulas
to help non-
accountants easily
comprehend and
use: the balance***

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sheet, the income statement, ratio analysis, budgeting, journals, the general ledger, payroll schedules, depreciation, bank reconciliation, internal controls, and accounting systems. By reviewing the financials of hypothetical small

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firms, readers will learn how to spot and correct potential problems before they become crises. The material in The Zen of Bookkeeping and Accounting: Accounting for New College Students and Other Learners is based on a simple framework for teaching and

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learning
bookkeeping and
accounting using
activities related to
the elements of a
Simple Combined
Chart of Accounting
and Trial Balance
created by Dr.
Pettigrew. To help
organize the
thoughts of readers,
Dr. Pettigrew, a CPA
and successful

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*university professor,
Accounting For
Lawyers*
*uses a three-books
concept and the
Simple Combined
Chart of Accounting
and Trial Balance to
demonstrate day-to-
day bookkeeping
and accounting
activities.*
*Accountants and
bookkeepers use a
systematic step-by-
step set of activities*

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laypro

to keep, update and report on the three main books of an organization: (1) Journal book to record transactions, (2) General Ledger to post the recorded journal entries, and (3) Financial Reports comprising the balance sheet, income statement, statement of

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*retained earnings,
and statement of
cash flows to
summarize and
report on the
balances in the
general ledger. A
simple description
of what
bookkeeping and
accounting is about,
and how
bookkeeping and
accounting activities*

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***are performed in
real-world situations
is presented, using
a fictitious
organization, Smallz
Bizniz LLC. The
material in The Zen
of Bookkeeping and
Accounting:
Accounting for New
College Students
and Other Learners
focuses on financial
accounting:***

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Accounting for the sources and uses of valuable resources, values shown in dollars, in a business organization. The definition used for this simplified book is in terms of the activities involved in the accounting process:

Accounting is both a

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***process and a
means of
summarizing and
reporting of
financial
transactions and
activities of a
business for a
specific period. The
process involves
identifying and
recording financial
transactions in
journals and posting***

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***them to related
accounting ledgers;
the accounting
ledgers are then
summarized,
classified, and
reported in financial
statements such as
the balance sheet,
income statement,
statement of
changes in owner's
equity, and cash
flows statement to***

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be used by users for decision-making purposes. In other words, accounting is a systematic step-by-step set of activities taken by the accountant to (1) identify, analyze, and record financial transactions, (2) record the transactions in the journal using a chart

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of accounts, (3) post the journal entries to the general ledger, (4) prepare a trial balance of the general ledger accounts, (5) make adjustments at the end of accounting periods, and (6) summarize and report on the activities of the firm.

Dr. Pettigrew hopes

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*you enjoy reading
and learning from
The Zen of
Bookkeeping and
Accounting:
Accounting for New
College Students
and Other Learners,
and realize that you
too can learn
bookkeeping and
accounting, and
wishes you all the
best for a*

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**successful career in
Accounting For
business and
accounting.**

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By Single & Double
Entry ...**

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and Accounting
Alpha Teach
Yourself**

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Hours**

Sixth Annual BASIC

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Nursing Home Cost
Reporting
Basic Accounting
for Churches***