



# The Complete Dictionary of Accounting & Bookkeeping Terms Explained Simply

*Cindy Ferraino*

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Accounting and bookkeeping can quickly become the bane of any new business, providing a great deal of headache and problems for even the most seasoned and technically proficient business owners. Hiring an accountant for your small business can cost anywhere between \$1,000 and \$10,000 — an expense many cannot afford — and trying to memorize the hundreds or even thousands of terms necessary understand the complex world of bookkeeping can seem altogether too daunting to undertake. Yet, for those that do master their own bookkeeping, those thousands of dollars can be saved and reinvested in your business immediately.

This book was written for every small business owner who feels they do not have a full grasp of what they are doing with their profits, expenses, payroll, and taxes and would like to take more control of them. You will learn every possible method you need to understand and speak the language of your accountant and bookkeeper or to take over the process yourself.

Learn the hundreds of necessary terms and the methods used by these two fields. Learn the different abbreviations used in the industry and what you will need to properly use this book, from the proper times to use terminology to the effective means by which to fill out your tax forms, records, and other forms. The Complete Dictionary of Accounting and Bookkeeping Terms will give you the knowledge to help you understand the complex world of bookkeeping and take control of your finances today.

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