



Alpha Teach Yourself Bookkeeping in 24 Hours (Alpha Teach Yourself in 24 Hours)

Carol Costa

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One day to bookkeeping success.

Since many small businesses leave the all-important job of bookkeeping to someone on the staff with no training, there is a demand for this easy, authoritative how-to on the subject. Readers will find principles and procedures adapted to suit the needs of various types of business operations—from retail to entertainment to financial institutions.

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