



First Lessons in Business

By John Andrew Bexell

Rarebooksclub.com, United States, 2012. Paperback. Book Condition: New. 246 x 189 mm. Language: English . Brand New Book ***** Print on Demand *****.This historic book may have numerous typos and missing text. Purchasers can download a free scanned copy of the original book (without typos) from the publisher. Not indexed. Not illustrated. 1919 Excerpt: .the columns provided to take care of the various items of expenditure are grouped under the budget headings. The advantage of this arrangement is apparent. Expenditures can be easily compared at any time with the total allotted in each division of the budget. At the end of each accounting period, moreover, information of great value would be available upon which to base the budget for the ensuing year. The left-hand page of the account book is arranged for receipts and the right-hand for payments. All memoranda are made in the items space. If the item to be entered is a receipt, the memorandum should be noted first in the space opposite the current date. The amount should be carried first into the amount column on the left, then into the proper distribution column. Payment items should be banded in a similar manner except that the extensions...



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