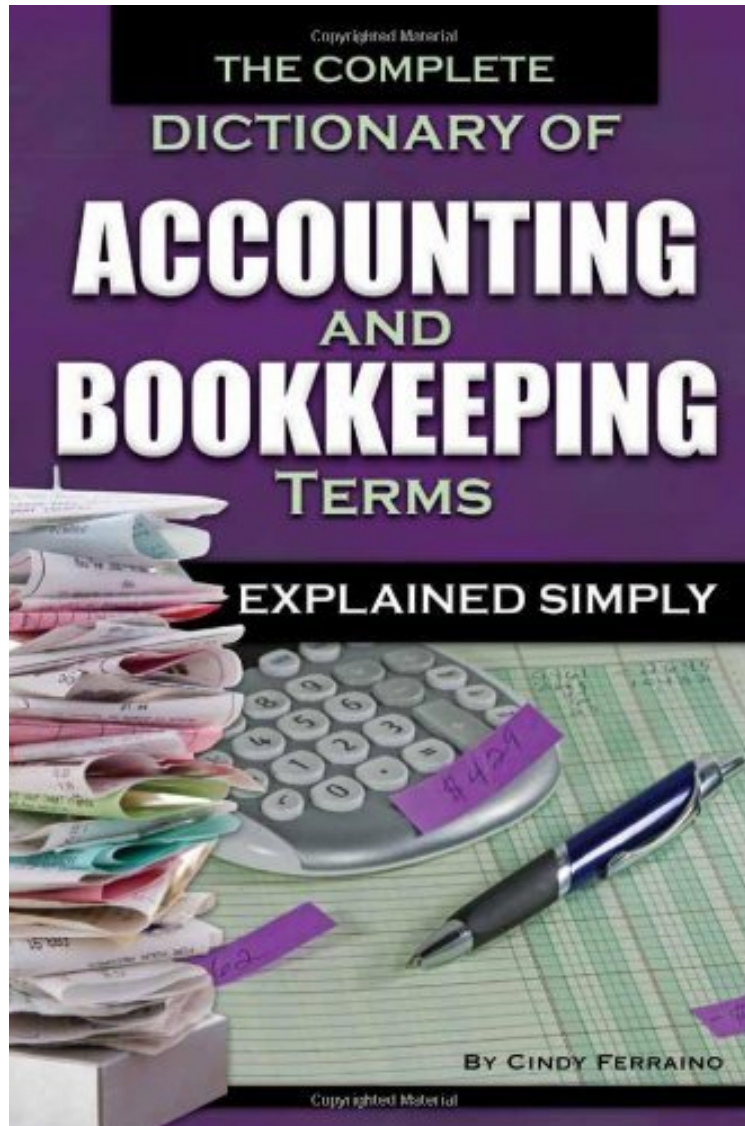


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A. Every small business owner needs to know the basics. I think we are expected to and sometimes don't fess up that we aren't sure of the actual meaning of the words used daily in our professions. My accountant is always throwing around terms that I think I should know, have heard a thousand times, but am I really certain of the meaning? No! This book is an accounting dictionary that will help clear the air. I must admit I often confuse a "debit" with a "credit" on my bank statement, so this book brought my knowledge level up considerably. I found it easy to leaf through to look up terms that I wanted more definition of, and I thumbed through learning the real meaning of many words I had heard before. Ferraino simply explains accounting and bookkeeping terms and how to effectively complete your tax forms. This is something that all will benefit from. She has a 9 page, extensive glossary of acronyms and abbreviations. I had seen several of these over my life time on bank and credit card statements, loan docs, etc and now am more familiar with the meanings. I can now use them properly. She explains the difference in a 401(K) vs. a 529 plan. This reference covers a broad spectrum of accounting, tax, real estate, banking and book keeping terms. It will stay on the shelf for those crisis moments when I need to know more on a subject that I have shied away from. I will use it before business deals and contracts. Good reference, very complete. I received a complimentary copy from Reviewthebook Team. 1 of 2 people found the following review helpful. Good resource By Irene Watson At one time we put total trust into a CPA to do the right thing without questioning anything. He or she may have explained certain aspects or used acronyms and we just took it for their word without understanding what was really said. However, it seems now that our society is questioning everything and so it should. Being versed on what the accountant is saying or referring to is of our best interest. I was simply amazed how concise and user friendly "The Complete Dictionary of Accounting and Bookkeeping Terms Explained Simply" is. I learned so much! Although I felt I knew a lot I came away after reading the book knowing that I didn't. I learned things like Butterfly spread and Perpetual inventory LIFO. Of course the book covers definitions of things like Recession and Red ink making this book a must have for novices and the experienced. I also feel this book would be of utmost importance for every MBA student to have as a mandatory resource. This is a definite keeper in my resource library.

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 to 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. Atlantic Publishing is a small, independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed. This Atlantic Publishing eBook was professionally written, edited, fact checked, proofed and designed. The print version of this book is 290 pages and you receive exactly the same content. Over the years our books have won dozens of book awards for content, cover design and interior design including the prestigious Benjamin Franklin award for excellence in publishing. We are proud of the high quality of our books and hope you will enjoy this eBook version.

Ferraino, a freelance writer for various publications who formerly worked in grants and accounting administration, presents a dictionary for small business owners, new investors, and investment accountants who want a basic understanding of accounting and bookkeeping. After defining types of accounting and numerals, she provides brief definitions to accounting and bookkeeping terms and methods, from abatement to zero growth stock. --Book News, Inc. About the Author When her son, Jeffrey, waved good-bye as he headed off to preschool several years ago, Cindy Ferraino started dabbling in newspaper reporting for a local newspaper. Since that time, she has expanded her writing career to include magazine features for national and regional publications, feature articles for websites, ghostwriting for various websites, and stories for books about the joys of parenting multiple birth children. Before Cindy became a full-time freelance writer, she worked in non-profit grants and accounting administration for a medical school in Philadelphia. Cindy Ferraino is a graduate from Philadelphia University (formerly Philadelphia College of Textiles

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