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there is not knowledge of the bookkeeping the finance and the management accounting it incorporates illustration into everywhere and it is devising it it is putting an emphasis on the introduction of the flow the business flow of the computation logic and the dater too in the accounting system because the cooperation with the various transaction processing system becomes important specifically it becomes a point by whether or not it is possible to have the ability to plan a system that it is possible to do the grasping of the picture of the business activity so as not to become the book which is called so called seeing a tree and not seeing a forest that the whole can not be seen even if it understands a part it adopts the viewpoint as for the business person which is weak at accounting field the this manual can understand the bookkeeping the financial accounting the management accounting cash flow accounting which is indispensable for the business management and basic essence about international accounting standards and the practicing approach technique of the accounting system building here let s introduce contents in each chapter in the skill of the 1st chapter bookkeeping and the financial accounting basic knowledge about the mechanism of the accounting procedure is described it clarifies the way of thinking and the rule of the basic knowledge the dealings the journalizing the payment the posting of the bookkeeping moreover it understands the creating of a major book and an auxiliary book a trial balance sheet and a settlement of accounts procedure and the basic skill of the bookkeeping is made to be able to be won in the skill of the 2nd chapter management accounting it masters accounting knowledge which is indispensable for the business management financial accounting and a management accounting the framework of the costing the mechanism of the standard costing job order cost accounting and process costing a break even analysis an analysis of the affairs of 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catches the case of the practicing accounting information system building in the wide field of the business activity and it understands it as the practicing case it introduces about the financial accounting and financial control system the cost system the purchasing management system the production management system the marketing management system and the physical distribution management system with the composition of above chapter making to function as the initiation book when reviewing and building the accounting system to take the core feature of the business activity is the purpose of the this manual it expects that it is read and that it plays an active part in the field of the practice of the business in this manual february 2014 the author tomohisa fujii resisterd management consultant it coordinator system analyst

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