

## FINANCIAL RECORD KEEPING

### Reading Organizer

**Directions:** Write the numbers 1 through 5 on the lines to list the accounting procedures in the order they are completed.

### Accounting Procedures

\_\_\_\_\_ Post amounts to the general ledger.

\_\_\_\_\_ Analyze business transactions.

\_\_\_\_\_ Prepare the balance sheet.

\_\_\_\_\_ Enter amounts in a general journal.

\_\_\_\_\_ Prepare an income statement.