

Name:	Date:
1aiiic	Date

## 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.	

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