

# Bookkeeping Manual And Computerised

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*Department of the Army United States. National Aeronautics and Space Administration Valentine Korah Donald D. Spencer Clifton C. Hamby United States. Bureau of Naval Personnel*

this bestselling text provides instruction on how to record edit interpret and analyse financial data using manual and computerised bookkeeping systems includes three different company accounts for a total of six monthly periods in the source document booklet the same

data is used in both the manual and computerised sections facilitating comparison of results illustrates the basic principles and entries of bookkeeping in two sections section 1 manual bookkeeping explains how to identify source documents and make entries in the appropriate daybooks details the process and importance of cross checking works through the transfer of entries into the various ledgers and explains how to produce a trial balance illustrates the process of bank reconciliation and the production of a vat 3 form section 2 computerised bookkeeping relates specifically to the tasbooks package but can be easily adapted to suit other bookkeeping accounts packages screen shots throughout provide step by step instructions on how to install the tasbooks program clear down the data and set up new companies customers suppliers nominal accounts and products explains how to produce reports and compare these to the manual daybooks and ledgers includes a sample project and exam complete with solutions and marking schemes written for students of fetac level 5 bookkeeping manual computerised module

this practical introduction to preparing financial statements both manually and using integrated accounting software like tasbooks and sage is written for the revised accounting manual and computerised 5n1348 and bookkeeping manual and computerised 5n1354 modules outlines the basic principles of accounting for example double entry bookkeeping vat and generally accepted accounting principles gaap demonstrates the preparation of final accounts for a sole trader and a company including the processing of end of year adjustments to accounts presents basic computer principles and instructs on the application and use of integrated accounting packages tasbooks and sage in the preparation of financial statements and the processing of end of year adjustments identifies the types and purpose of forecasts and budgets such as cash flow and profit and loss forecasts and the calculation of ratios explains and demonstrates bank reconciliation both manually and using tasbooks and sage introduces a range of accounting terms and key accounting standards and concepts including ssaps ifrss iass as well as consistency and prudence concepts explains the internal and external roles of the auditor demonstrates file management functions and system security in tasbooks and sage written for accounting manual and computerised 5n1348 and bookkeeping manual and computerised 5n1354 which form part of office administration business studies business administration ebusiness information processing marketing international trade legal studies tourism with business

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