



## Bookkeeping Manual Computerised

By John Roche

Gill Macmillan Ltd, Ireland, 2012. Paperback. Book Condition: New. 3rd Revised edition. 245 x 175 mm. Language: N/A. Brand New Book. 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....



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