Computer Accounting Plain Guide: For Sage Accounts (Paperback)

By Michael Fardon, Debbie Board

Osborne Books Ltd, United Kingdom, 2013. Paperback. Book Condition: New. 246 x 147 mm. Language: English . Brand New Book. This easy-to-read, practical text for users of Sage 50 Accounts 2012 is packed full of examples, practice activities and screenshots to guide you through fundamental computer accounting processes. Ideal if you are studying a Sage-based accounting course (IAB, OCR, City Guilds) or using Sage in business. Inside, you ll find step-by-step instructions on how to: - Use Sage 50 to help manage and control the finances of a business - Set up a business in Sage 50, including setting up customer and supplier records - Enter customer and supplier invoices and credit notes - Produce sales invoices both for products and services - Use Sage 50 to process sales and purchase orders - Manage stock using Sage 50 - Enter customer receipts and supplier payments when selling and buying on credit - Enter cash payments and cash receipts (useful for retail businesses) - Perform a bank reconciliation - Set up recurring bank payments and receipts - Manage petty cash - Correct errors and carry out adjustments - Produce useful reports e.g. VAT Return, credit control reports, sales activity reports -...

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