

Maintaining Financial Records

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FIA - FA2 Maintaining Financial Records Study Text

Providing the student with comprehensive coverage of Unit 5, NVQ Level 3: Maintaining Financial Records and Preparing Accounts, this text meets the requirements of the Accounting National Training Organisation (ANTO) at NVQ Level 3 in financial accounting. It also provides knowledge and understanding for students undertaking AAT qualifications, and ACCA (CAT), and is also suitable for any other accounting courses where students need to acquire competence in keeping financial records and preparing accounts. Features Takes a progressive approach to preparing financial statements - this helps students to build on their knowledge in a step-by-step fashion to reinforce the learning process. Contains numerous worked examples, building students confidence in analysing and interpreting data. Provides an extensive range of questions, graded in order of difficulty. This helps students gain proficiency in analysing and interpreting all material presented with the chapters. Includes specimen papers in the style of AAT and ACCA (CAT) in an appendix to help students prepare for these assessments. Contains a glossary of accounting terms at the end of each chapter. Provides step-by-step guides for the preparation of financial accounts. Contains fully displayed answers at the back of the book.

FIA Maintaining Financial Records - FA2 - Kit

"This book would be of interest to those wishing to acquire the skills to set up and effectively run a small business using MYOB. ... Key features of this book include: a clear, straightforward review of accounting principles and terms using MYOB ; a total of 69 hands-on exercises, 10 consolidation tasks, and 7 workplace scenarios ; instructions on how to manage your contacts, purchases & sales, recurring activities & inventory ; instructions on how to look after your banking needs & financial requirements - including GST ; directions on how to analyse your business needs and customise forms & reports ; and details on how to communicate with and market to your customers from within MOYB." - back cover.

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