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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

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