

COMPUTERISED BOOKKEEPING: PRACTICE TEST 2

TRY AND COMPLETE ALL 30 QUESTIONS IN 60 MINUTES.

Choose the correct answer from the options provided for each of the following questions. Write down only the letter of your choice next to the corresponding number, e.g. 1.1 (A).

- 1.1 The following statements relate to early payment terms set up for customers:
- A. Also known as normal payment terms
 - B. Also known as settlement discounts
 - C. Related to the maximum period within which customers should settle their accounts
 - D. Default terms set up for all customers
- 1.2 _____ are created to provide a further detailed analysis of the business activities in a computerised accounting system.
- A. Control accounts
 - B. Trial accounts
 - C. Inventory accounts
 - D. None of the above
- 1.3 Customer payment terms would typically be set up with choices of the following in a computerised bookkeeping system:
- A. Monthly Terms
 - B. Day based Terms
 - C. 30, 60, 90 or 120 days
 - D. All of the above
- 1.4 The _____ document in a computerised accounting system can be used for adding additional costs to a customer's invoice.
- A. Credit note
 - B. Debit note
 - C. Return and debit
 - D. Sales order
- 1.5 Standard rates, zero rates, exempt, fixed-rate and capital goods are all different _____ that are set up in a computerised accounting system.
- A. financial categories
 - B. cost codes categories
 - C. sales analysis code categories
 - D. VAT code categories

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Mastering Spreadsheet Bookkeeping Peter Marshall,2014-04-17 Mastering Spreadsheet Bookkeeping will equip you with the knowledge to write your accounts spreadsheets successfully Whether you are studying for a qualification in bookkeeping or you are a small business owner needing to bring your accounts up to date Mastering Spreadsheet Bookkeeping will give you the knowledge and skills do this effectively helping you to set up your own computerized accounting package without splashing out on expensive new software With Mastering Spreadsheet Bookkeeping you will gain a thorough knowledge of how to use spreadsheets to their fullest advantage saving you invaluable

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Law Relating to Computers, Internet, & E-commerce Nandan Kamath, 2000

Parliamentary Papers Great Britain. Parliament. House of Commons,1984 *Annual Report* Namibia. Ministry of Basic Education, Sport, and Culture,2004 **Secretarial Procedures in the Electronic Office** Desmond W. Evans,1989

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Table of Contents Computerised Keeping Exam Papers

1. Understanding the eBook Computerised Keeping Exam Papers
 - The Rise of Digital Reading Computerised Keeping Exam Papers
 - Advantages of eBooks Over Traditional Books
2. Identifying Computerised Keeping Exam Papers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Computerised Keeping Exam Papers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Computerised Keeping Exam Papers
 - Personalized Recommendations
 - Computerised Keeping Exam Papers User Reviews and Ratings
 - Computerised Keeping Exam Papers and Bestseller Lists
5. Accessing Computerised Keeping Exam Papers Free and Paid eBooks
 - Computerised Keeping Exam Papers Public Domain eBooks
 - Computerised Keeping Exam Papers eBook Subscription Services
 - Computerised Keeping Exam Papers Budget-Friendly Options

6. Navigating Computerised Keeping Exam Papers eBook Formats
 - ePub, PDF, MOBI, and More
 - Computerised Keeping Exam Papers Compatibility with Devices
 - Computerised Keeping Exam Papers Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Computerised Keeping Exam Papers
 - Highlighting and Note-Taking Computerised Keeping Exam Papers
 - Interactive Elements Computerised Keeping Exam Papers
8. Staying Engaged with Computerised Keeping Exam Papers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Computerised Keeping Exam Papers
9. Balancing eBooks and Physical Books Computerised Keeping Exam Papers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Computerised Keeping Exam Papers
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Computerised Keeping Exam Papers
 - Setting Reading Goals Computerised Keeping Exam Papers
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Computerised Keeping Exam Papers
 - Fact-Checking eBook Content of Computerised Keeping Exam Papers
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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