Candidate name: Date:

Unit 317 - Computer Accounting Software – Assignment B

ANSWER SHEET

Task A2

Explain the advantage in giving products, services purchases or sales their own nominal/reference code number.

Task A3

Explain why unique customer codes are used to identify customers and suppliers.

Task A4

Explain the types of risk that could exist for the company data and the procedures that could be put in place for its protection.

Task A5

Explain why it is necessary to adhere to both legal and local guidelines when storing and using data.

Candidate signature:

Candidate name: Date:

Task A6

Screen print of part of the installation process.

Task B4

Screen print of the discount entry for customer **Monarch**

Task D2

Your manager has asked you to write down the total values for the current financial year for the categories shown below.

	Gross
Total sales from Profit & Loss	
Total amount owed by customers	
Total amount owed to suppliers	
Tax due for the current year	

Candidate signature: