Candidate name: Date:

Unit 317 - Computer Accounting Software – Assignment C

ANSWER SHEET

Task A2

Explain how best to code new customer and supplier entries in order to make them unique.

Task A3

Explain why it is advisable to give each of the products/services purchased or sold a unique reference number.

Task A4

Explain the risks that could exist for data security and the procedures that could be put in place for data protection.

Task A5

Explain the need to adhere to both legal and local guidelines when storing or using data.

Candidate signature:

Candidate name: Date:

Task A6

Screen print of the installation process.

Task B4

Screen print of the discount entry for customer **Heritage Build**

Task D2

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

	Gross
All Sales Invoices	
Total amount owed by customers	
Total amount owed to suppliers	
Tax due for the current year (non-accrual)	

Candidate signature: