

The work of accountants has been the major target for computerisation ever since computers were first introduced into commercial organisations. With the revolution in microcomputers a vast new range of accountancy work is now within the scope of computerisation.

To introduce the practising accountant as well as the accountant or financial manager in industry and commerce to these new developments and opportunities, Roger Cowe has written this clear and non-technical professional guide.

The book has four main sections: the first, an introduction to microcomputers in general, explains the necessary jargon and outlines how to choose and instal a computer. The section on computers in the practising office covers incomplete records systems, accounts production and time and fees ledgers. The third section concentrates on applications for small businesses including systems for ledgers, stock control, payroll, fixed assets and word processing. Finally Roger Cowe looks at other related uses such as modelling, and discusses networks, videotext systems and pocket computers.

Useful appendices provide lists of helpful publications, exhibitions, consultants and suppliers of accountancy systems.

Roger Cowe is a qualified management accountant. He is editor of 'Data Business

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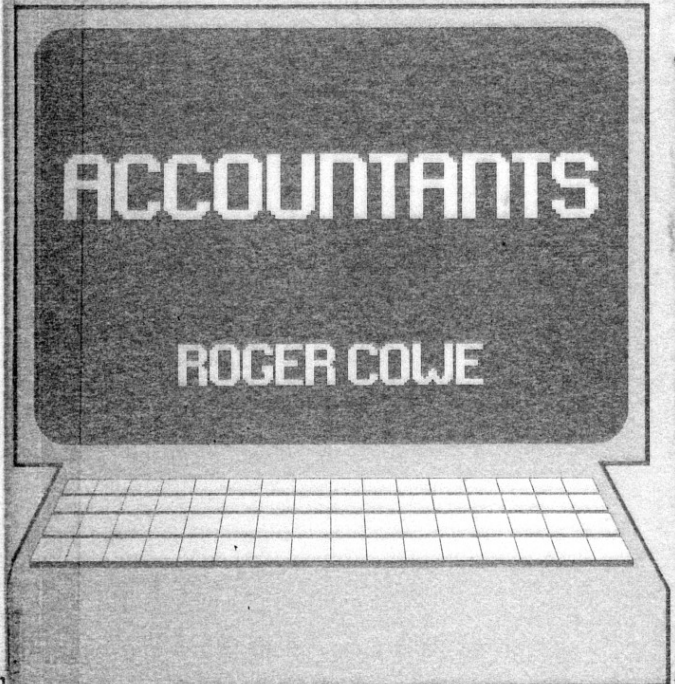
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