

## Concept: Accounting Software

### Assessment Task

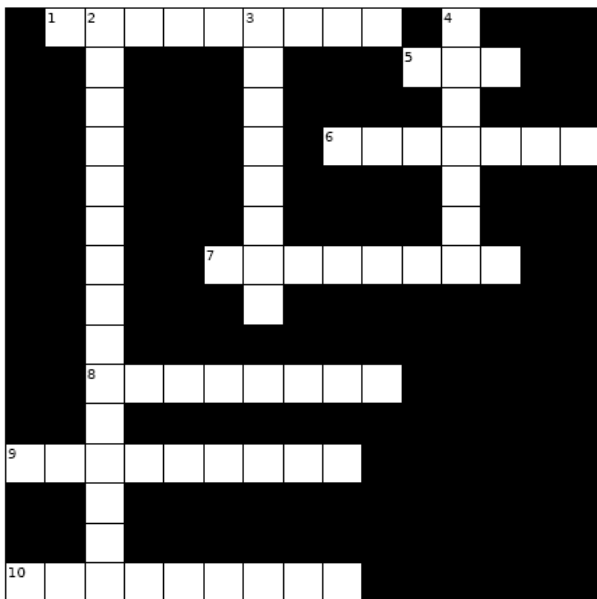
#### How accounting software helps a business (Individual activity) (LO3 AS4)

Complete the crossword puzzle.

[10 marks]

Choose your answers from the words in this box:

tutorials	immediate	journals	income statement
payroll	VAT	financial	cash flow
training	year-end		



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| <p><b>Across</b></p> <p>1 This keeps the owner fully informed of the business's _____ situation at all times.</p> <p>5 It is also important that accounting software be able to handle _____ calculations.</p> <p>6 The program will generate _____ statements. (2 words)</p> <p>7 You use accounting software to draw up _____ and ledgers.</p> <p>8 It might be worthwhile to budget extra for _____ and support when buying your accounting package.</p> <p>9 It allows the business owner _____ access to his or her accounts, files and transactions.</p> <p>10 Software packages usually offer _____ so that you can train yourself.</p> | <p><b>Down</b></p> <p>2 One of the features of an accounting program is that it will calculate an _____. (2 words)</p> <p>3 Accounting software can help avoid _____ problems by drawing up cash budgets and making projections (2 words)</p> <p>4 Accounting software can also help you control your _____ if you have several employees.</p> |
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