



The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, accounts payable, and accounts receivable. It also outlines the procedures for reconciling these accounts and identifying any discrepancies.

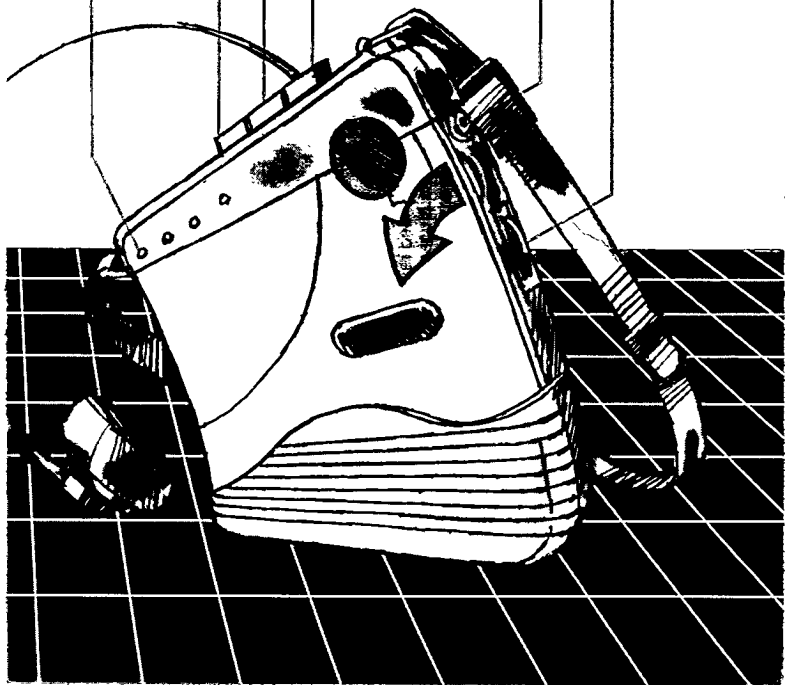
The second part of the document focuses on the role of the accounting department in providing accurate and timely financial information to management. It highlights the need for clear communication and collaboration between the accounting team and other departments. The document describes the various reports and statements that are prepared, such as the balance sheet, income statement, and cash flow statement. It also discusses the importance of analyzing these reports to identify trends and make informed decisions.

The third part of the document addresses the issue of budgeting and cost control. It explains how a well-defined budget can help in managing resources and controlling costs. The document provides a step-by-step guide to developing a budget and monitoring it throughout the year. It also discusses the importance of identifying areas where costs can be reduced and implementing strategies to achieve these savings.

The final part of the document discusses the importance of staying up-to-date with changes in tax laws and regulations. It emphasizes that the accounting department has a responsibility to ensure that the company is in compliance with all applicable laws. The document provides a list of key tax developments and offers advice on how to stay informed about future changes.

AQ 6492

POWER ON << FAST FORWARD ▲ VOLUME
< PLAY □ STOP ☎ PHONES



(E)**Español**

Mantenimiento Mantener limpia la cabeza magnética pasando la casete limpiadora SBC 114 después de 50 horas de uso o una vez al mes por término medio.

Normas de la CE Sacar las pilas si están agotadas o cuando no se vaya a usar el aparato durante mucho tiempo. Este aparato cumple los requisitos de la Comunidad Europea para interferencias de radio.
Tipo La placa tipo está en la parte posterior del aparato.

(I)**Italiano**

Manutenzione Togliere ogni 50 ore di funzionamento od una volta al mese la polvere accumulatasi sulla testina magnetica mediante la cassetta di pulizia SBC 114.

Esigenze della CE Togliere le pile quando sono esaurite o se l'apparecchio non viene usato per un lungo periodo. Questo apparecchio risponde alle esigenze sulle interferenze radio della Comunità Europea.
Tipo La matricola si trova dietro l'apparecchio.

(DK)**Dansk**

Vedligeholdelse Rens tonhovedet efter 50 timers drift eller månedlig med renskassette SBC 114.

EF-regulativerne Når batterierne er opbrugt, eller når apparatet ikke bruges i længre tid, bør batterierne fjernes. Dette produkt overholder kravene til radio-interferens af Europæisk Fællesmarked.
Type Typeskiltet findes på bagsiden af apparaten.

(S)**Svenska**

Underhåll Rengör tonhuvudet efter ca 50 timmars användning ved hjälp av en rengöringskassett typ SBC 114.

Type Avlägsna gamla batterier och sådana som inte skall användas på länge.
Typeskylten sitter på apparatens baksyfte.

(SF)**Suomi**

Hoito Puhdistaja magneettipäätä noin 50 käyttötunnin välein toistamalla puhdistuskasetti, esim. SBC 114, tavallisen kasetin tavoin.

Tyypit Poista paristot, kun ne ovat kuluneet tai kun niitä ei tarvita pitkään aikaan.
Avokkiippi sijaitsee laitteen takaseinässä.
Oikeus muutoksiin varataan.
1198/1
3139 116 12361

(GB)**Maintenance****English**

Clean the magnetic head after every 50 hours of operation or, on average, once a month by playing through the cleaning cassette SBC 114.

Remove the batteries if exhausted or if the set is not to be used for a long time.

The type plate is located on the back of the set.

EC-regulations This set complies with the radio interference requirements of the European Community.

(F)**Entretien****Français**

Entretien toutes les 50 heures d'écoute ou en moyenne une fois par mois, nettoyer la tête magnétique en faisant défiler la cassette de nettoyage type SBC 114.

Enlever les piles dès qu'elles sont usées ou si l'appareil ne servira pas pendant un longue période.

Cet appareil est conforme aux prescriptions de la Communauté Européenne relatives à la limitation des perturbations radio-électriques.

Type La plaque signalétique se trouve à l'arrière de l'appareil.

(D)**Wartung****Deutsch**

Reinigen Sie den Tonkopf nach jeweils 50 Betriebsstunden oder einmal im Monat indem Sie die Reinigungscassette SBC 114 einmal durchlaufen lassen.

Die Batterien herausnehmen wenn sie verbraucht sind wenn das Gerät längere Zeit nicht benutzt wird.

EG-Vorschriften Dieses Produkt entspricht den Funkemissionsvorschriften der Europäischen Gemeinschaft. Das Typenschild befindet sich hinten am Gerät.

BR Deutschland Hiermit wird bescheinigt, daß dieses Gerät in Übereinstimmung mit der Amtsblattverfügung 1045/1984 bzw. VDE-Bestimmung 0875 Teil 1 funk-entstört ist.

(NL)**Onderhoud****Nederlands**

Houd de magneetkop schoon door na elke 50 uur gebruik of gemiddeld eens per maand de reinigingcassette SBC 114 af te spelen

Verwijder de batterijen als zij leeg zijn of als het apparaat lange tijd niet gebruikt wordt.

EG-voorschriften Dit apparaat voldoet aan de radio-stoornis-eisen van de Europese Gemeenschap.

Type Het typeplaatje zit achter op het apparaat.

2 x type { R6
AA-cells
UM3

