



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 statements. 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 receivable, and accounts payable. It also outlines the procedures for reconciling these accounts with bank statements and other external records.

The second part of the document focuses on the classification of expenses. It explains how to distinguish between capital expenditures and operating expenses, and how to allocate costs to different departments or projects. This section includes a table with columns for expense type, amount, and department, which is used to track and analyze spending patterns. The document also discusses the importance of budgeting and how to compare actual expenses against the budget to identify areas of overspending or underspending.

The third part of the document deals with the preparation of financial statements. It provides a step-by-step guide to calculating net income, gross profit, and other key financial metrics. It also includes a sample income statement and balance sheet, with explanations of each line item. The document stresses the need for transparency and accuracy in these statements, as they are used by management and external stakeholders to make informed decisions about the company's financial health.

The final part of the document discusses the importance of regular audits and reviews. It explains how to conduct an internal audit to identify potential errors or fraud, and how to work with external auditors to ensure compliance with accounting standards. The document also provides tips for improving the overall efficiency of the accounting process, such as automating data entry and using spreadsheets to track and analyze financial data.

AQ 6492

POWER ON

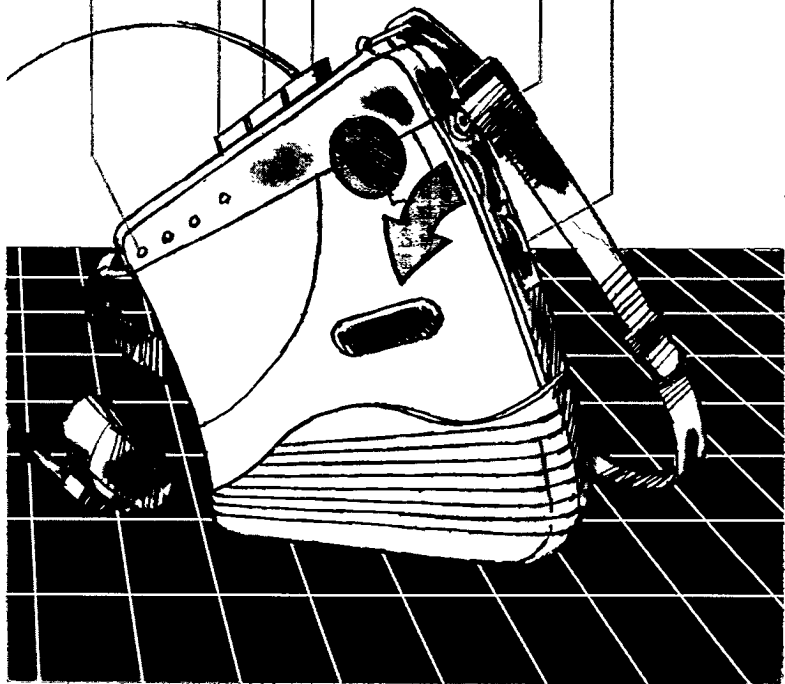
◀ FAST FORWARD

◀ PLAY

◻ STOP

▲ VOLUME

🎧 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. Avlägsna gamla batterier och sådana som inte skall användas på länge.
Typ Typskylten sitter på apparatens bakskyvce.

(SF)**Suomi**

Hoito Puhdistaja magneettipäät 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.
Arvoklippi sijaitsee laitteen takaseinässä.
Oikeus muutoksiin varataan.

1188/1
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-stoornisvoorschriften van de Europese Gemeenschap.

Type Het typeplaatje zit achter op het apparaat.

2 x type { R6
AA-cells
UM3

