



Contaplus 2012 (Spanish Edition)

Ángel M^a Ayensa Esparza

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Este curso tiene por principal objetivo dotar al alumno de la formación necesaria que le permita llevar la contabilidad de una pequeña y mediana empresa ,utilizando el programa Contaplus, adaptada a los cambios del Plan General Contable de 2008. Al finalizar el curso, el alumno será capaz de realizar las siguientes tareas: crear empresas contables con Contaplus; introducir, modificar y eliminar subcuentas; registrar asientos en el diario; gestionar el proceso de cierre y apertura de ejercicios contables; obtener los libros de contabilidad; obtener y recuperar copias de seguridad; controlar el acceso a la información contable de los distintos usuarios de la Empresa; optimizar la introducción y gestión de información contable; controlar los flujos de tesorería de la empresa; gestionar el fichero de inmovilizado de una empresa, así como las amortizaciones; gestionar los presupuestos de una empresa; gestionar una contabilidad analítica muy básica. El alumno deberá contar con los conocimientos mínimos contables, de tal forma que sea capaz de registrar las operaciones contables más comunes, tales como compras, ventas, cobros y pagos, amortizaciones, liquidación de IVA, etc., ya que en este libro no se explican los principios ni la mecánica de la contabilidad, sino solamente el funcionamiento técnico del programa informático.

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