



Lexware 2011 lohn+gehalt /plus /pro (German Edition)

Jörg Merk

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Die Schulungsunterlagen für Lexware 2011 wurden vollständig überarbeitet. Aus Sicht eines Anwenders lernen Sie Schritt für Schritt, eine neue Lohnbuchhaltung im Programm einzurichten, die Stammdaten zu erfassen, die monatlichen Abrechnungen zu erstellen und den Buchungsbeleg in den buchhalter zu übertragen. Sie erstellen alle erforderlichen Meldungen und lernen, was beim Jahresabschluss alles zu beachten ist. Neu in diesem Schulungshandbuch: ein ausführliches Kapitel zum Thema Altersvorsorge und Direktversicherung.

Fragen zur Lernzielkontrolle und Übungen am Ende jedes Kapitels geben Ihnen die Möglichkeit, das vermittelte Wissen gleich praktisch umzusetzen und zu prüfen.

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