

ACC 150 Accounting Software Applications

COURSE DESCRIPTION:

Prerequisites: ACC 120 and CIS 110

Corequisites: None

This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger; accounts receivable; accounts payable; inventory; payroll; and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. Course Hours Per Week: Class 1, Lab 2, Semester Hour Credit 2.

LEARNING OUTCOMES:

Upon completion of this course, the student will be able to:

1. Develop the skills necessary to do general ledger computer accounting for service, merchandising, non-profit and manufacturing businesses.
2. Complete exercises and problems using accounts receivable, accounts payable, invoicing, payroll, inventory and job cost systems.
3. Complete the accounting cycle using QuickBooks software.
4. Complete exercises to customize forms, online resources, and export data to Microsoft Word and Excel.
5. Prepare income statements, statements of equity, balance sheet, and cash flow statements utilizing computerized software.
6. Complete computer accounting projects that require designing service and merchandising businesses.

OUTLINE OF INSTRUCTION:

- I. Quick tour of QuickBooks
 - A. Creating an accounting system in QuickBooks
 - B. Opening a company data file
 - C. Navigating QuickBooks
 - D. Backing up company data
 - E. Restoring company data
 - F. Closing company data file
 - G. Exiting QuickBooks
- II. Chart of Account
 - A. Password protection
 - B. Displaying chart of accounts
 - C. Changing chart of accounts
 1. Add new account
 2. Delete account
 3. Edit account
 - D. Printing chart of accounts
 - E. Reminder list
- III. Banking
 - A. Viewing and printing check register

- B. Making deposits
 - C. Writing checks
 - D. Reconciling bank statements
 - E. Online banking
- IV. Customers and sales
- A. Customer list
 - 1. Viewing
 - 2. Adding new customer
 - 3. Editing customer information
 - 4. Adding a new job
 - B. Recording sales
 - 1. Cash sale
 - 2. Credit sale
 - a. Creating invoice
 - b. Creating reminder statement
 - c. Recording customer payment
 - C. Recording bank deposits
 - D. Printing customer register and journal entries
 - E. Accounts receivable reports
 - F. Evaluating customer and job profitability
- V. Vendors, purchases, and inventory
- A. Vendor list
 - B. Items and services list
 - C. Vendor transactions
 - 1. Creating purchase orders
 - 2. Receiving items
 - 3. Receiving and paying bills
 - 4. Paying sales tax
 - D. Vendor reports
- VI. Employees and payroll
- A. Time tracking and payroll preferences
 - B. Employee list
 - C. Timesheets
 - D. Transferring time to sales invoices
 - E. Printing paychecks
 - F. Paying payroll liabilities
 - G. Payroll reports
- VII. Reports and graphs
- A. Trial balance
 - B. Adjusting entries
 - C. General ledger
 - D. Financial statements
 - 1. Profit and loss
 - 2. Balance sheet

- 3. Statement of cash flows
 - E. Tax reports
 - F. Management reports
- VIII. Creating a service company
 - A. Using EasyStep interview
 - B. Editing chart of accounts
 - C. Creating customer list
 - D. Creating vendor list
 - E. Creating item list
- IX. Accounting for service company
 - A. Recording transactions
 - 1. Owner's investment
 - 2. Purchases
 - 3. Sales
 - 4. Adjusting entries
 - B. Reports
 - C. Closing the accounting period
- X. Merchandising corporation: sales, purchases, and inventory
 - A. Creating new company using EasyStep Interview
 - B. Customizing chart of accounts
 - C. Creating customer, vendor, and inventory lists
 - D. Recording purchase and sales transactions
 - E. Recording adjusting entries
 - F. Printing reports
- XI. Merchandising corporation: payroll
 - A. Enabling and setting up payroll
 - B. Printing employee list, paychecks, payroll entries, and reports
 - C. Paying payroll liabilities
- XII. Advanced topics
 - A. Income tax reports
 - B. Budgets
 - C. Estimates
 - D. Progress
 - E. Billing
 - F. Credit card sales
 - G. Bad debts
 - H. Memorized reports
 - I. Exporting reports to Excel
 - J. Audit trail

REQUIRED TEXTBOOK AND MATERIAL:

The textbook and other instructional material will be determined by the instructor.