

**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 Hours Credit, 2.

**LEARNING OUTCOMES:**

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

- A. Function effectively on the job.
  - 1. Use current accounting terminology.
- B. Use quantitative and qualitative tools and methods.
  - 1. Understand computer software and learn new programs.
- C. Classify accounts and record transactions.
  - 1. Record transactions in journals.
  - 2. Post transactions to ledgers.
  - 3. Prepare schedules of accounts payable and accounts receivable.
    - (a.) Prepare accounts payable register, accounts payable aging summary, unpaid bills detail report, and vendor balance summary.
    - (b.) Prepare accounts receivable reports and customer balance detail report.
- D. Account for cash.
  - 1. Reconcile bank statements with proof of cash.
  - 2. Account for petty cash.
- E. Account for payroll.
  - 1. Prepare payroll data and compute all liabilities associated with payroll.
  - 2. Prepare necessary tax and information returns.
    - (a.) Prepare payroll summary by employee report, employee journal report, payroll item report, Form 941, Form 940, and W-2 Forms.
- F. Complete the accounting cycle and use its outputs.
  - 1. Prepare a working trial balance.
  - 2. Journalize and post adjusting entries.
  - 3. Prepare and adjusted trial balance.
  - 4. Journalize and post closing entries.
  - 5. Prepare a post-closing trial balance.
  - 6. Prepare financial statements and necessary disclosures.
  - 7. Use accounting cycle to create interim reports.

**OUTLINE OF INSTRUCTION:**

- I. Quick tour of QuickBooks Pro 2001
  - 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 an 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 billing
  - E. Credit card sales
  - F. Bad debts
  - G. Memorized reports
  - H. Exporting reports to Excel
  - I. Audit trail
  - J. Accountant's review copy

**REQUIRED TEXTBOOKS AND MATERIALS:**

See Durham Tech web site.

**STATEMENT FOR STUDENTS WITH DISABILITIES:**

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 536-7207, ext. 1413 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.