

**Coffeyville Community College**

**#07.1543**

**COURSE SYLLABUS**

**FOR**

**COMPUTERIZED ACCOUNTING**

**Taasha Viets**

**Instructor**

**COURSE NUMBER:** 07.1543      **COURSE TITLE:** Computerized Accounting

**CREDIT HOURS:** 3

**INSTRUCTOR:** Taasha Viets

**OFFICE LOCATION:** Field Kindley High School

**OFFICE HOURS:** As posted

**PREREQUISITES:** Accounting I or permission of instructor

**REQUIRED TEXT AND MATERIALS:** *Automated Accounting 8.0.* Allen & Klooster, 2003.

**COURSE DESCRIPTION:**

This course is designed to teach how the computer can be used as an accounting tool. It is not intended to teach any new accounting concepts, but rather how accounting procedures can be applied through computer applications with the use of a general ledger software package. Also included are modules for accounts receivable and payable, and asset management.

In introducing the computer as an accounting tool, students will be given the criteria to evaluate accounting software. Such facts as ease of use, recording and reporting capabilities, error detection and correction, and security will be discussed. The class will include not only the inputting of information into the computer but also the proper preparation of input forms and supporting documents. Students will learn to use the computer for both general ledger and subsidiary ledger transactions. General journals and special journals will be used. Then students will see how separate files are merged to produce a single financial report. Also using the computer as a tool for special accounting application such as depreciation and payroll will be introduced. The computer will also be used to analyze financial reports and prepare statistical data to be used by management.

This is a three semester hour course. Most work will be completed in the computer lab during class times. However, some homework will be expected in the form of reading and preparing input forms. Those students who have computers at home may also complete computer assignment at home.

**EXPECTED LEARNER  
OUTCOMES:**

1. To compare electronic accounting systems to manual accounting systems.
2. To introduce integrated accounting software.
3. To prepare input for service oriented business.
4. To record information in integrated accounting system.
5. To understand how the computerized system works.
6. To understand accounting procedures for a merchandising organization.
7. To prepare the input form necessary in a merchandising organization.
8. To record merchandising information in the integrated accounting system.
9. To understand the voucher system.
10. To prepare information for the voucher system.
11. To enter data into the voucher system.
12. To explain how integrated accounting can be used in a departmentalized accounting system.
13. To enter information into a departmentalized system.
14. To explain accounting procedures required by the integrated accounting software for partnerships and corporation accounting.
15. To use integrated accounting software for partnerships and corporations.
16. To discuss the need for financial statement analysis.
17. To use integrated accounting software as a tool for financial analysis.
18. To use fixed asset management with integrated accounting.
19. To use integrated accounting as an inventory management tool.
20. To discuss the component parts of a computerized payroll accounting.
21. To use integrated accounting to collect and report payroll information.

**LEARNING TASKS  
& ACTIVITIES:**

- I. General Ledger – Service Business
  - a. Complete a General Journal Input Form
  - b. Enter Chart of Accounts Maintenance Data
  - c. Enter and Correct General Journal Transactions
  - d. Graph Data on a Screen (Pie Charts, Column Charts, etc.)
- II. General Ledger – End of Fiscal Period for a Service Business and Bank Reconciliation
  - a. Record and Display Adjusting Entries
  - b. Illustrate Financial Statements
  - c. Bank Reconciliation Procedures

- d. Period-End Closing
- III. Purchases and Cash Payment
  - a. Maintain Vendors
  - b. Purchases
  - c. Cash Payments
  - d. Journal Reports
  - e. Ledger Reports
- IV. Sales and Cash Receipts
  - a. Maintain Customers
  - b. Sales Cash Receipts
  - c. Journal Reports
  - d. Ledger Reports
  - e. Statements of Account
- V. End of Fiscal Period for a Partnership (Merchandising Business)
  - a. Adjusting Entries
  - b. Financial Statements
  - c. Period-End Closing for a Partnership
- VI. Discounts, Debit Memorandums, and Credit Memorandums
  - a. Purchase Discounts
  - b. Sales Discounts
  - c. Debit Memorandums
  - d. Credit Memorandums
- VII. Plant Assets
  - a. Plant Assets Input Form
  - b. Maintain Plant Assets Data
  - c. Plant Assets Data Reports
  - d. Generating and Posting Depreciation Adjusting Entries
- VIII. Corporations
  - a. Identify Appropriate Journals for Postings
  - b. Generate Checks
  - c. Generate Monthly Financial Statements
- IX. Payroll
  - a. Employee Input Forms
  - b. Payroll Transactions Input Form
  - c. Payroll Transactions
  - d. Payroll Journal Entries
  - e. Payroll Reports
- X. Accounts Payable: Purchase Order Processing and Inventory Control
  - a. Purchase Orders
  - b. Purchase Invoices and Receiving Reports
  - c. Purchase Invoices and Purchase Returns
  - d. Purge Invoices and Purchase Orders

- XI. Accounts Receivable: Sales Order Processing and Inventory Control
  - a. Sales Invoices Input Form
  - b. Sales and Sales Return Transactions
  - c. Purge Sales Invoices
- XII. Accounting System Setup
  - a. Set Up a Computerized Accounting System
  - b. Enter Chart of Accounts, Vendors and Customers
  - c. Enter Opening Balances and Budget Amounts
  - d. Enter Employee Data
  - e. Entry Inventory Stock
  - f. Enter the Accounting System Setup Data
  - g. Generate and Post Journal Entries
  - h. Evaluate Financial Records
- XIII. Career Development
  - a. Self Awareness
  - b. Career Research
  - c. Workplace Expectations
  - d. Career Strategy
  - e. School-to-Career Transition
  - f. Lifelong Learning

**ASSESEMNT OF  
OUTCOMES:**

Daily Work: All assignments will be turned in to the instructor. Grades will be based on accuracy and timeliness. A grade scale of 1 to 5 will be used, with 5 representing the best possible grade. Each class day an assignment is late the grade will be reduced by 1 point.

Quizzes: At the end of each chapter a quiz will be given to review the major concepts of the chapter. Periodically, unannounced quizzes will be given over reading material, class discussion, or problem assignments. Students missing a pop quiz will not be allowed to make-up that quiz.

Examinations: Tentatively, there will be five major exams. When a student finds it necessary to miss a major examination, it is that student's responsibility to schedule a make-up exam with the instructor.

**GRADING  
POLICY:**

The final grade will be determined in accordance to the following formula.

Daily Work..... 20%  
Quizzes..... 20%

Major Examinations.....	40%
Final Exam.....	20%

The final grade will be based on a curve of total points earned.

The grading scale will be:

90-100	=	A
80-89	=	B
70-79	=	C
60-69	=	D
59 & Below	=	F

**ATTENDANCE:**

The Field Kindley High School attendance policy applies to all students enrolled in school. The attendance policy is intended to encourage students to be regular in their attendance.

It is the responsibility of the parents to see that their students attend school. The school program cannot reach pupils who are not present. Thus compulsory school attendance is necessary and the school district requires regular attendance in compliance with the state laws (Kansas Statue No. 72-4802).

**Any secondary student who misses more than eight (8) days in one semester from any one class is in danger of not receiving credit for such a class or course.** This means that a student who is absent more than the above policy allows may require an extra semester to graduate. Exceptions to this are as follows:

1. School-sponsored trips, events and activities will not be counted as days absent.
2. Illness of a student which requires hospitalization or home confinement will not be charged against the student's eight (8) days, providing the illness and subsequent hospitalization or home confinement **are verified by a physician in writing no later than 24 hours following the return to school.**
3. Absence for a funeral or death of immediate family or grandparents, aunts or uncles will not count against the eight (8) days.

Absences verified by a parent note or phone call does not exempt the absences from the attendance policy. **If a student misses 10 days and/or classes in a semester, the administration will determine the approval of excuses for any further days/classes missed.** Absences without a valid approved excuse will be noted as unexcused. A parent's note or phone call does allow the student to make up any work missed while absent for an excused reason. Students eighteen years of age or older are NOT exempt from the attendance policy.

**Parents must notify the attendance office within 24 hours of their child's absence.** Notification of the absence after the 24-hour period will not excuse the student's absence unless special arrangements have been made with the principal or assistant principal.

**This syllabus is subject to revision with prior notification to the student by the instructor.**

## **COMPETENCIES:**

### **I INTRODUCTION TO INTEGRATED ACCOUNTING**

#### **COMPARE ELECTRONIC (COMPUTERIZED) ACCOUNTING SYSTEMS TO MANUAL ACCOUNTING SYSTEMS**

1. Describe the principle differences between a computerized and manual accounting system.
2. List the principle parts of a computerized accounting system.

#### **INTRODUCE INTEGRATED ACCOUNTING SOFTWARE**

3. Turn the computer on and access the integrated accounting software.
4. Open the menu bar and describe each of the six choices.
5. List the special function keys and define the purpose of each.
6. Open a new accounting file.
7. Save a file on the student disk.
8. Retrieve an existing file from the student disk.
9. Tell how to access Help menu and describe its purpose.

### **II ACCOUNTING CYCLE—SERVICE BUSINESS**

#### **PREPARE INPUT FORM FOR A SERVICE ORIENTED BUSINESS**

1. Prepare Chart of accounts input form.
2. Analyze transactions and prepare General Journal input form.
3. Assign numbers and prepare information for Customers ledger.
4. Assign numbers and prepare information for Vendors ledger.

#### **RECORD INFORMATION IN INTEGRATED ACCOUNTING SYSTEM**

5. Key in Chart of Account information.
6. Key in General Journal information.
7. Key in Customer Ledger information.
8. Key in Vendors Ledger information.
9. Correct any errors found in key or recording information.
10. Display and print accounts, Journals, and Trial Balance.
11. Record and key in adjusting entries.
12. Display and print Financial Statements, Customers Ledger, and Vendors Ledger reports.
13. Perform year end closing procedures.

#### **UNDERSTANDING HOW THE COMPUTERIZED SYSTEM WORKS**

14. Explain how and when errors can be identified in the computerized accounting system.
15. Explain what the computer does when a year end closing is performed.
16. Describe what steps can be taken to assure accounting data is not changed after reports are prepared.

### III ACCOUNTING CYCLE—MERCHANDISE BUSINESS

#### UNDERSTANDING ACCOUNTING PROCEDURES FOR A MERCHANDISING ORGANIZATION

1. Explain some of the common differences between a service organization and merchandising organization.
2. List the special journals used by a merchandising organization and describe the purpose of each.
3. Explain the use of the Debit and Credit memorandums.

#### PREPARE THE INPUT FORMS NECESSARY IN A MERCHANDISING ORGANIZATION

4. Prepare the Purchases Journal input forms.
5. Prepare the Cash Payments input forms.
6. Prepare the Sale Journal input forms.
7. Prepare the Cash Receipts input forms.
8. Prepare General Journal input forms required by debit and credit memorandums.

#### RECORD MERCHANDISING INFORMATION IN THE INTEGRATED ACCOUNTING SYSTEM

9. Key information from Purchase Journal input forms.
10. Key information from Cash Payments input forms.
11. Key information from Sales Journal input forms.
12. Key information from Cash Receipts input forms.
13. Key information from General Journal input forms.
14. Identify and correct any errors found in keying information.
15. Display and print copies of all journals created by in record merchandising information.

### IV VOUCHER SYSTEM

#### UNDERSTANDING THE VOUCHER SYSTEM

1. Define a voucher.
2. Explain the use of a voucher system.
3. Compare a voucher system to a nonvoucher system.

#### PREPARE INFORMATION FOR THE VOUCHER SYSTEM

4. Prepare a New Voucher input form.
5. Prepare the Cash Payments input form.

#### ENTER DATA INTO THE VOUCHER SYSTEM

6. Key new voucher transactions.
7. Key Cash Payments transactions.
8. Display information and correct errors.

9. Print Voucher Register, Check Register, Schedule of Vouchers Payable.
10. Print copies of individual customers' accounts.
11. Print checks issued for voucher payments.

## V DEPARTMENTAL ACCOUNTING

### EXPLAIN HOW INTEGRATED ACCOUNTING CAN BE USED IN A DEPARTMENTALIZED ACCOUNTING SYSTEM

1. Explain why departmental accounting information is useful.
2. Give some examples of how revenue and expenses may be departmentalized.

### ENTERING INFORMATION INTO A DEPARTMENTALIZED SYSTEM

3. Prepare ledger to identify departmental information.
4. Key information into general journal and special journals.
5. Print a departmentalized income statement.

## VI PARTNERSHIPS AND CORPORATIONS

### EXPLAIN ACCOUNTING PROCEDURES REQUIRED BY THE INTEGRATED ACCOUNTING SOFTWARE FOR PARTNERSHIPS AND CORPORATION ACCOUNTING

1. Discuss the basic differences between a Sole Proprietorship, Partnership, and Corporation.
2. Compare differences between a capital statement for a proprietorship and a partnership.
3. Explain how a Retained Earnings Statement is different from a Capital Statement.
4. Explain how the computer will know what type of business organization is being used.
5. Discuss some of the new accounting that will be added to the equity section of a corporate ledger.

### USING INTEGRATED ACCOUNTING SOFTWARE FOR PARTNERSHIPS AND COPORATIONS

6. Key transactions for a partnership and corporation.
7. Perform year end closing for a partnership.
8. Perform year end closing for a corporation.
9. Prepare financial statements for a partnership and corporation.

## VII FINANCIAL STATEMENT ANALYSIS

### DISCUSS THE NEED FOR FINANCIAL STATEMENT ANALYSIS

1. List some of the common tools of financial statements analysis.
2. Discuss some of the common ways in which financial analysis may be used by a business.
3. Explain the purpose of a Statement of Cash Flows and list its three principle parts.
4. Distinguish between vertical analysis and horizontal analysis. Give an example of how each might be used.

## USE INTEGRATED ACCOUNTING SOFTWARE AS A TOOL FOR FINANCIAL ANALYSIS

5. Access the financial analysis menu of the Integrated Accounting Software.
6. Print a statement of Cash Flows.
7. Print an income statement with vertical analysis.
8. Print an income statement with horizontal analysis.
9. Print a balance sheet with vertical analysis.
10. Print a balance sheet with horizontal analysis.

## VIII FIXED ASSETS

### FIXED ASSET MANAGEMENT WITH INTEGRATED ACCOUNTING

1. Define Fixed Assets.
2. Define Depreciation as used by accounting.
3. Compare the depreciation methods of Straight Line, Sum of Years Digits, Declining Balance, and Accelerated Cost Recovery System.
4. Using Integrated Accounting, calculate depreciation using Straight Line, Sum of Years Digits, Declining Balance, and Accelerated Cost Recovery System.
5. Display and print a Fixed Asset Report.
6. Display and print Depreciation Schedules and Reports.

## IX INVENTORY

### USING INTEGRATED ACCOUNTING AS AN INVENTORY MANAGEMENT TOOL

1. Explain why inventory management is important.
2. Distinguish between a periodic and a perpetual inventory system.
3. Compare the FIFO, LIFO, and WEIGHT AVERAGE inventory valuation methods.
4. Discuss how the choice of inventory methods can affect gross profit and net income.
5. Record inventory input data.
6. Key inventory maintenance information into Integrated Account System.
7. Display and print inventory reports.

## X PAYROLL

### DISCUSS THE COMPONENT PARTS OF A COMPUTERIZED ACCOUNTING SYSTEM

1. Define Payroll Register.
2. Define Employee Earning Records.
3. Define regular pay, overtime pay, payroll deductions, and net pay.
4. Distinguish between federal income taxes and FICA taxes.
5. Define quarterly tax return and describe the type of information reported on this return.
6. Define a W-2 and explain where this information for this report is found.

USING INTEGRATED ACCOUNTING TO COLLECT AND REPORT PAYROLL INFORMATION
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7. Prepare employee maintenance input forms.
8. Prepare payroll input forms.
9. Access payroll menu in Integrated Accounting.
10. Prepare system to record payroll information for new pay period.
11. Key employee maintenance and payroll information into integrated accounting.
12. Display and print Payroll Register.
13. Display and print payroll checks.
14. Display and print Employee Earnings records.
15. Display and print annual W-2.
16. Display and print Quarterly Tax Return.