SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE:	COMPUTERIZED ACCOUNTING APPLICATIONS
ODE NO.:	ACC116 SEMESTER: TWO
PROGRAM:	ACCOUNTING
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APPROVED: _____   ___1994/12/15___
DEAN, SCHOOL OF BUSINESS &   DATE
HOSPITALITY

COMPUTERIZED ACCOUNTING APPLICATIONS

Course: Accounting 116

Total Credit Hours: 4

Prerequisites: EDP 121, EDP 122, ACC 107

PHILOSOPHY/GOALS:

This course provides students with the opportunity to take their manual bookkeeping/accounting skills into the computer environment. They have the opportunity to set up a company's books on the computer using computerized accounting software packages. This process commences with the conversion of a manual set of books to the computerized system then proceeds through the daily operations of the computerized system to conclude with period ending procedures and financial statements.

STUDENT PERFORMANCE OBJECTIVES

upon successful completion of this course, the participant will be able to:

1. Demonstrate a working ability to convert a manual set of books to the computer using a computerized accounting package.

2. Demonstrate the working ability to operate the computerized accounting software package in the areas of G/L, A/R, A/P, and Inv./Payroll on a daily basis.

3. Demonstrate the working ability to process period ending and financial statement operations using the computerized accounting software package.

TOPICS TO BE COVERED

1. Simply Accounting System.

2. Setting up a company.

3. Daily operations.

4. Period ending procedures.

5. Repeat of 2. through 4 using AccPac PLus Accounting System.

LEARNING OBJECTIVES

The student should be able to :

1.0 SIMPLY ACCOUNTING SYSTEM

1.1 Explain advantages of computerizing the accounting system.

1.2 Describe the basic features of Simply Accounting and its modules.

1.3 Start the program and access the data files.

1.4 Customize the Simply Accounting System.

1.5 Develop a backup system for the data files.

1.6 Enter data for an established computerized system.

2.0 SETTING UP A COMPANY

2.1 Set up the sat files for a new company.

2.2 Enter company information.

2.3 Create a chart of accounts using the default chart of accounts.

2.4 Add, modify and delete accounts.

2.5 Enter the opening balances from the trial balance.

2.6 Display the trial balance on the monitor.

2.7 Set the integration accounts.

2.8 Print the financial statements.

3.0 DAILY OPERATIONS

3.1 Create and enter adjusting entries.

3.2 Operate the Accounts Receivable module.
3.21   Set up the module
3.22   Add, modify and delete customers
3.23   Enter opening balances for customers
3.24   Enter current transactions for sales and customer payments

3.3   Operate the Accounts Payable module
3.31   Set up the module
3.32   Add, modify and delete vendors
3.33   Enter opening balances for vendors
3.34   Enter current transactions for purchases and payments

3.4   Operate the Inventory module
3.41   Set up the module
3.42   Add, modify and delete inventory item names
3.43   Enter opening balances for inventory
3.44   Understand control of inventory through A/R and A/P
          modules
3.45   Adjust inventory balances

3.5   Operate the Payroll module
3.51   Set up the module
3.52   Add, modify and delete employees
3.53   Enter opening balances for employees
3.54   Enter employee pay data

4.0   PERIOD ENDING PROCEDURES

4.1   Make month/year end adjustments.

4.2   Print month/year end reports.

4.3   Understanding of the audit trail.

5.0   ACCPAC PLUS GENERAL LEDGER

5.1   How the General Ledger works.

5.2   Define and set up the company profile.

5.3   Define and set up the departments and source codes.

5.4   Create the Chart of Accounts.

5.5   Print the Chart of Accounts.

5.6   Define and create account groups.

5.7   Setting up opening balances.

5.8   Processing a Batch

5.9   Backing up the Batch

5.10 Posting a Batch

5.11 Printing the Batch, Journals and Trial Balance.

5.12 Month end procedures.

REQUIRED RESOURCES:

    Using SImply Accounting for DOS
    P Fuhrman and F. Buck
    Prentice Hall

METHOD OF ASSESSMENT:

A)   Grading   A+   90% - 100%
                      A   80% - 89%
                      B   70% - 79%
                      C   60% - 69%
                      R   Below 60% - Repeat the course

B)   Testing: All students will be required to complete TWO tests
               during the course of the term. The total weighting
               of the two test will represent 70% of the final term
               grade.

     Supplementary Test: This test can be written by a student who
               fails or misses a test during the regular semester.
               The grade received will replace the lowest failed
               test or missed test. This test will cover the
               complete semester work.

C)   Assignments: Assignments will be announced during the term
                with due dates. These will account for 30% of the
                final term grade. A penalty of 10% will apply per
                day that an assignment is overdue.

NOTES TO STUDENTS

    A) Attendance is critical to the participant's success in this
       course.

    B) Your professor reserves the right to modify the course as
       he/she deems necessary to meet the needs of the students.