

ACC 150 Accounting Software Applications

COURSE DESCRIPTION:

Prerequisites: ACC 120 and CIS 110

- 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

- 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.