

Accounting 87A1
Summer 2015
Monday -Thursday

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Required Material: QuickBooks Pro 2014: A Complete Course by Janet Horne
Published by Pearson Prentice Hall

Learning Objectives: Convert a manual accounting system to a computerized system and analyze the differences between the two. Using generic accounting software, demonstrate the understanding of accounting and accounting software needed to enter transactions and complete the accounting cycle. Utilize the resulting output from an accounting software system to demonstrate knowledge of financial management.

Instruction: Much of the work is self-directed. The instructor and the systems manager will be available to get you through the rough spots.

You may choose to work from home if you have a copy of the QuickBooks software. QuickBooks Pro does come with a trial copy. Please be aware that there will be problems if you do not have the same version of software. You will not be able to transfer files between the two locations.

The work can be done in small groups; however each person is responsible to turn in independent homework.

Learning Hints: In Learning computer software there are no dumb questions. Often there are multiple ways to accomplish your task. During this course you will most likely encounter both computer hardware and software problems. I will help you work through these issues. Much of the learning will be by trial and error as you see what works and what doesn't. For each transaction entered you should know what accounts will be debited and credited, in what amounts, when you save it.

Pointers: (Things that can go wrong)

The first time you open a company, put your name in the company title.

Make sure you are on the H: drive (your home drive) and in the correct company.

Make sure you enter the dates correctly.

Do not skip any steps in the instructions.

Know the difference between "cash" and "accrual" transactions (receivable, payables).

Make sure you are in the correct "data entry window" for the transaction you are entering.

When "paying bills", remember that you need to search out the discounts and the credits (kind of hidden).

Grading: The points for each assignment are shown on the reverse side. The assignments shown for a particular week will be due on specified due date by the end of the class. Assignments can be submitted to me directly, place in the in-box in the back of the computer lab and by email as an Excel attachment.

Late and partially completed assignments will not earn full value. Fold your assignment in half lengthwise, make sure your name and Chapter number are on the outside.

De Anza does not have an automatic dropping policy. If you are registered for the class you must drop the class. If you are on the end of quarter grading sheet you will receive a grade.

Final Project Exam: The Final Exam must be complete and handed in by Thursday, August 7th 5:00 PM.

For all Chapters

Review the tutorial exercises in the workbook, these do not need to be submitted. Review end of chapter exercises on your own. Prepare and submit (hardcopy or softcopy) the end of chapter problem reports as shown. Fold your assignment in half lengthwise, make sure your name and Chapter number are on the outside. For each chapter, the tutorial section and the homework section are different companies.

Make sure you have opened the correct company on your "H" drive. The Final Project Exam can only be taken after you have completed the assignments.

Accounting systems are very "date" sensitive. Be careful in entering the dates for all transactions.

There will be no "late" points deducted until after July 14th, after said date all assignments must be turned in on time otherwise there will be a 30% reduction in grade for late homework.

For Help for You and Golf Shop, you must enter the data for all four weeks, but print only the reports at the end of the fourth week.

**School Week
Points**

Reports to be submitted by Due Date

6/29 Introduction to computer accounting, review green sheet- set up accounts.

Chapter 1 Overview of QuickBooks

(As needed)

Optional, no assignment, can **work on Chapter 2**

7/01 **Chapter 2**, Landscape

Sales and Account Reconciliation (work on Assignment)

No Class 7/4

Homework 20 points

Pages 141 - 144, Customer Balance Detail, Sales by Item Summary and Trial Balance

Chapter 2 – Due 7/6

7/6 **Chapter 3**, Payables and Purchases

Homework 20 points

Pages 208-210, Unpaid Bills Detail Report for Jan. 15, 2008, Vendor Balance Detail

Chapter 3- Due 7/8

7/9 **Chapter 4**, General Accounting and End-of-Period Procedures

Homework 20 points

Pages 268- 271, Journal, Statement of Cash Flows, Jan, 2008, Profit and Loss Jan. 2008, Balance Sheet as of Jan. 31st(After transfer of Net Income)

Chapter 4 -Due 7/14

7/14 **Help for You Practice Set** - Enter data for all five weeks

Homework 40 points

Week 4, page 272-81, Unpaid Bills Detail, Customer Balance Detail, Bank Reconciliation, Statement of Cash Flows, Ending Profit & Loss, and Balance Sheet all as of Jan. 31

Due 7/16

7/16 **Chapter 5**, Sales and Receivables: Merchandising Business

Homework 20 points

Pages 383-88, Customer Balance Detail, Itemized Sales by Item Report Jan. 1-15, 2014 Report, Trial Balance Jan 1-15, 2014

Due 7/21

7/21 **Chapter 6**, Payables and Purchases: Merchandising Business

Homework 20 points

Pages 451-54, Unpaid Bills Detail Jan. 25, 2008, Sales Tax Liability, Vendor Balance Detail Jan. 30, 2014, Trial Balance, as of Jan. 31

Due 7/23

7/23 **Chapter 7**, General Accounting and End-of-Period Procedures: Merchandising Business

Homework 20 points

Pages 522-26, Bank Reconciliation, Ending Trial Balance, Journal, Profit & Loss, Balance Sheet all as of Jan. 31

Due 7/27

7/27 **Golf Shop** - Enter data for all five weeks

Homework 40 points

Pages 527-41, Sales Tax Liability, Bank Reconciliation, Ending Journal, Profit & Loss, Balance Sheet

Due 7/30

7/30 **Chapter 8 – Payroll**

Homework 20 points

Pages 576-79, Payroll Summary 1/14

Due 8/3

8/3 **Start Final Project**

Chapter 9, Your Coffee Corner

Homework 20 points

Page 669 -78, Account Listing, Carole Chen Employee Summary Payroll Item Listing, Balance Sheet Jan.1, 2014

Due 8/6 5PM

All late homework must be handed in by 08/03 in order to receive grade. The Final Exam can only be done after you have completed all of the assignments.



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