

# 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.