

ACCT 310 Accounting Information Systems

**Credit Hours:** 3

**Scheduled hours per week**

Lecture: # 3

Lab: #

Other: e-course

**Catalog Course Description:** This course is an examination of accounting information systems within a context of computerized technology. The course focuses on accounting terms, concepts, and technology found within the accounting information systems environment; accounting cycles and control of accounting information systems; theory and practices relating to systems development; and reporting practices related to accounting information systems.

**Prerequisites:** ACCT 201 Principles of Accounting I

**Corequisites:** None

**Course Learning Outcomes:**

Students should be able to:

Create, navigate, backup, and restore company data for a service or merchandising business using QuickBooks Accountant .

Customize the chart of accounts to suit specific business needs.

Create vendors, customers, item and employees lists, and track inventory.

Process payroll timesheets and pay employees, payroll liabilities, payroll reports, and payroll taxes.

Create the checking account and check register for a small business, including making deposits, writing checks, and reconciling a bank statement.

Record customer transactions such as how to create invoices, record sales, record customer payments, and print customer reports.

Record vendor transactions, including purchase orders, pay bills, and print vendor reports.

Complete the accounting cycle by creating a trial balance and entering adjusting entries.

Create a number of different reports and graphs including Balance Sheet, Profit & Loss, Adjusted Trial Balance, Statement of Cash Flows, Cash Flow Forecast, A/P and A/R reports.

Export reports to Microsoft Excel® software templates or a PDF printer.

Understand the EasyStep Interview feature to set up a new company in QuickBooks .

Create a merchandising corporation with sales, purchases, inventory, and to record transactions for the first month of operations, including recording payroll, and create paychecks using QuickBooks .

Apply advanced features of QuickBooks software including budgets, estimates, progress billing, credit card sales, accounting for bad debts, memorized reports, and the audit trail.

Analyze and interpret financial forms and reports (adjusted trial balance, general ledger, journal, profit and loss, income and expense graph, balance sheet, statement of cash flows, cash flow forecast, and accounts receivable aging summary report for decision making using ratios, charts, and other venues.)

Extract tax information from QuickBooks for local, state, and income tax summary reports.

Create a proposal, executive summary, and develop an entrepreneur company with various financial reports exported to Excel to demonstrate mastery of using QuickBooks .

**Topics to be studied:****Exploring QuickBooks with Rock Castle Construction | Quick Tour of QuickBooks Accountant**

Install QuickBooks	QuickBooks Menus
Start QuickBooks	QuickBooks Help Menu
Open Company	Save Company Files
Change Company Name	QuickBooks Backup (.QBB) Files
QuickBooks Navigation	QuickBooks Restore Files
Home Page	Close Company
QuickBooks Icon Bar	Exit QuickBooks

**Customizing QuickBooks and the Chart of Accounts**

Customize QuickBooks	Add New Accounts
Customize with QuickBooks Editions	Delete Accounts
Customize QuickBooks using Preferences	Edit Accounts
Customize QuickBooks with Favorites	Print Chart of Accounts
Customize Chart of Accounts	Customize QuickBooks Security
Display Account Numbers	Customize QuickBooks Company Snapshot

**Banking**

View and Print Check Register	Print Journal
Make Deposits	Reconcile Bank Statements
Write Checks	Online Banking

**Customers and Sales**

View Customer List	Online Billing
Add New Customer	Credit Sales: Create Reminder Statements
Edit Customer Information	Credit Sales: Record Customer Payments
Add a Job	Record Bank Deposits
Recording Sales in QuickBooks	Print Journal Entries
Cash Sales	Customer Reports
Credit Sales: Create Invoices	

**Vendors, Purchases, and Inventory**

Vendor Navigation	Enter Bills against Inventory
Vendor List	Pay Bills
Items and Service List	Receive Inventory with Bill
Create Purchase Orders	Enter Bills
Receive Inventory	Pay Sales Tax
Receive Bills	Vendor Reports

**Employees and Payroll**

Payroll Setup	QuickBooks Payroll Services
Employee Navigation	Create and Print Paychecks
Customize QuickBooks Payroll	Pay Payroll Liabilities
Employee List	File Payroll Tax Forms
Time Tracking	Payroll Reports
Transfer Time to Sales Invoices	

**Reports and Graphs**

Trial Balance	Tax Reports
Adjusting Entries	Income Tax Preparation Report
Adjusted Trial Balance	Income Tax Summary Report
General Ledger	Income Tax Detail Report
Financial Statements	Export to TurboTax
Profit and Loss	Management Reports
Income and Expense Graph	Cash Flow Forecast
Balance Sheet	Save Reports to Electronic Files
Statement of Cash Flows	

**Small Business Accounting with QuickBooks | New Company Setup**

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|--|--|
| EasyStep Interview                     | Print Customer, Vendor, and Item Lists |
| QuickBooks Company Setup               | Customize QuickBooks                   |
| Add the People You Do Business With    | Enter Company Information              |
| Add the Products and Services You Sell | Customize QuickBooks Preferences       |
| Add Your Bank Accounts                 | Customize Chart of Accounts            |

**Accounting for a Service Company**

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|------------------------------|-----------------------------|
| Record Owner’s Investment    | Make Adjusting Entries      |
| Record Purchase Transactions | Print Reports               |
| Record Sales Transactions    | Close the Accounting Period |

**Merchandising Corporation: Sales, Purchases, and Inventory**

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|-------------------------|--------------------------------|
| Set Up a New Company    | Customize Chart of Accounts    |
| Customize QuickBooks    | QuickBooks Opening Adjustments |
| Create a Customer List  | Record Purchase Transactions   |
| Create a Vendor List    | Record Sales Transactions      |
| Create an Item List     | Make Adjusting Entries         |
| Create a Sales Tax Item | Print Reports                  |

**Merchandising Corporation: Payroll**

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|-----------------------------|-------------------------------|
| QuickBooks Payroll Services | Print Payroll Journal Entries |
| Process Payroll Manually    | Pay Payroll Liabilities       |
| Print Employee List         | Process Payroll Forms         |
| Print Paychecks             | Print Payroll Reports         |

**Advanced QuickBooks Features for Accountants**

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|-------------------|---------------------|
| Budgets           | Memorized Reports   |
| Estimates         | Audit Trail         |
| Progress Billing  | Accountant’s Copy   |
| Credit Card Sales | Ask My Accountant   |
| Bad Debts         | Document Management |

**Live Project: QuickBooks in Action: An Authentic Project**

Proposal | Executive Summary | Company Setups | Lists | Transactions | Memorized Reports | Documentation | Presentation

<b>Bachelors of Applied Science in Business Administration</b>	
<b>(BASBA) Program Outcomes</b>	
<i>Business Information Technology concentration (BIT):</i>	
Communicate effectively and professionally both orally and in writing including complex report generation.	
Demonstrate and integrate the use functional areas of business including accounting, economics, finance, global business, management, marketing and the legal environment of business.	X
Demonstrate the ability to work ethically, effectively, and respectfully with people of diverse backgrounds and with people whom have different roles, social affiliations, and personalities.	
Use accounting software such as Quickbooks to manage accounting functions for statement preparation by accountants or external analysts.	X
Build on the competencies developed in the AAS in Business Technology to demonstrate competence in the use of electronic tools –hardware and software --to research, manage, and present information including word processing, spreadsheet, and presentation software.	

<ul style="list-style-type: none"> <li>Demonstrate and integrate the use functional areas of business including accounting, finance, management, and marketing in a professional business or administrative office.</li> </ul>	
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<b>Bachelors of Science in Business Administration</b>	
<b>(BSBA) Program Outcomes</b>	
<i>Accounting Specialization (ACCT):</i>	
Communicate effectively and professionally both orally and in writing including complex report generation.	X
Demonstrate the use of quantitative skills in analysis of complex business decisions with a global perspective.	X
Demonstrate and integrate the use functional areas of business including accounting, economics, finance, global business, management, marketing and the legal environment of business.	X
Demonstrate the ability to work ethically, effectively, and respectfully with people of diverse backgrounds and with people whom have different roles, social affiliations, and personalities.	
Interpret and analyze accounting information for internal control, planning and performance evaluation.	X
Demonstrate knowledge of generally accepted accounting principles and procedures and apply these to financial reporting situations to corporate and board of directors' level executives.	X
Be able to demonstrate knowledge of the global business environment and how financial reporting differs from the United States to other countries.	
Demonstrate an ability to communicate complex auditing procedures and apply auditing techniques to provide assurance of the validity of financial reporting.	X
Demonstrate an understanding of the United States Income tax code and how to research complex tax situations to provide maximum benefit to the organization.	X
Be able to demonstrate an understanding of the legal environment of business.	
Be able to demonstrate an understanding of the ethical responsibilities of those in accounting practice and the importance of strong ethical standards to the functioning of the financial world.	X
Be admission-ready for a Master of Business Administration program if desired.	
Be ready to sit for the Certified Public Accountant (CPA) exam if desired.	

<b>Bachelors of Applied Science in Business Administration</b>	
<b>(BASBA) Program Outcomes</b>	
<i>Accounting and Financial Management Concentration (AFM):</i>	
Communicate effectively and professionally both orally and in writing including complex report generation.	
Demonstrate and integrate the use functional areas of business including accounting, economics, finance, global business, management, marketing and the legal environment of business.	X
Demonstrate the ability to work ethically, effectively, and respectfully with people of diverse backgrounds and with people whom have different roles, social affiliations, and personalities.	
Build on the accounting---related competences developed in the AAS program and	X

interpret and analyze accounting information for internal control, planning, and performance evaluation.	
Demonstrate knowledge of generally accepted accounting principles and procedures and apply these to financial reporting situations.	X
Demonstrate knowledge of the global business environment and how financial reporting differs from the United States to other countries.	
Demonstrate an ability to communicate financial results to various stakeholders that increases the understanding of the financial situation of the organization.	
Function as a member of a financial planning team and provide support to other areas of the organization requiring timely financial data.	X
Demonstrate an understanding of the ethical responsibilities of those in accounting practice and the importance of strong ethical standards to the functioning of the financial world.	

<b>Relationship of Course to General Education Learning Outcomes:</b>	
<b>Composition and Rhetoric</b> Students illustrate a fundamental understanding of the best practices of communicating in English and meet the writing standards of their college or program-based communication requirements.	X
<b>Science &amp; Technology</b> Students successfully apply systematic methods of analysis to the natural and physical world, understand scientific knowledge as empirical, and refer to data as a basis for conclusions.	X
<b>Mathematics &amp; Quantitative Skills</b> Students effectively use quantitative techniques and the practical application of numerical, symbolic, or spatial concepts.	X
<b>Society, Diversity, &amp; Connections</b> Students demonstrate understanding of and a logical ability to successfully analyze human behavior, societal and political organization, or communication.	
<b>Human Inquiry &amp; the Past</b> Students interpret historical events or philosophical perspectives by identifying patterns, applying analytical reasoning, employing methods of critical inquiry, or expanding problem-solving skills.	
<b>The Arts &amp; Creativity</b> Students successfully articulate and apply methods and principles of critical and creative inquiry to the production or analysis of works of art.	
<b>10/20/2107</b>	

Students should be able to:

Apply computerized software, QuickBooks, to complete accounting tasks for service and merchandising organizations.

Understand ethical values and behavior for problem solving and decision making.

Apply problem solving skills and analyzing financial accounting reports using QuickBooks.

Evaluate a company's earning potential and liquidity by means of financial analysis.

Understand global business environments.

**Special projects or requirements of the course:**

Hands-on QuickBooks Applications

On-line Assessment QuickBooks Theory Tests

Web-Based Research Accounting | Government Support Sites

Create a proposal, executive summary, and QuickBooks Entrepreneur Company with exporting financial reports.

**Additional information:** None

West Virginia University at Parkersburg

**Prepared by:** Carol C. Thomas, Professor

Uniform Course Syllabus (UCS)

**Date:** October 20, 2017.