BTEC 210 Accounting Information Systems

Credit Hours: 3

Scheduled hours per week
Lecture: #
Lab: #
Other: e-course

Catalog Course Description: This course covers small business accounting using computerized software. Topics include creating a chart of accounts, recording customer and vendor transactions, processing payroll, and printing reports. In addition, setting up a new company is covered as well as advanced topics such as exporting to Excel software, ratios, and using the audit trail with an emphasis on analysis of business transactions and accounting reports.

Prerequisites: ACCT 201 Principles of Accounting

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 to create invoices, sales, customer payments, and to 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.

Set up 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.

Topics to be studied:

*Exploring QuickBooks with Rock Castle Construction* | Quick Tour of QuickBooks Accountant

Install QuickBooks
Start QuickBooks
QuickBooks Menus
QuickBooks Help Menu
Save Company Files
West Virginia University at Parkersburg
Open Company
Change Company Name
QuickBooks Navigation
Home Page
QuickBooks Icon Bar

**Customizing QuickBooks and the Chart of Accounts**
- Customize QuickBooks
- Customize with QuickBooks Editions
- Customize QuickBooks using Preferences
- Customize QuickBooks with Favorites
- Customize Chart of Accounts
- Display Account Numbers

**Banking**
- View and Print Check Register
- Make Deposits
- Write Checks

**Customers and Sales**
- View Customer List
- Add New Customer
- Edit Customer Information
- Add a Job
- Recording Sales in QuickBooks
- Cash Sales
- Credit Sales: Create Invoices

**Vendors, Purchases, and Inventory**
- Vendor Navigation
- Vendor List
- Items and Service List
- Create Purchase Orders
- Receive Inventory
- Receive Bills

**Employees and Payroll**
- Payroll Setup
- Employee Navigation
- Customize QuickBooks Payroll
- Employee List
- Time Tracking
- Transfer Time to Sales Invoices

**Reports and Graphs**
- Trial Balance
- Adjusting Entries
- Adjusted Trial Balance
- General Ledger
- Financial Statements
- Profit and Loss
- Income and Expense Graph
- Balance Sheet
- Statement of Cash Flows

**Uniform Course Syllabus (UCS)**
- QuickBooks Backup (.QBB) Files
- QuickBooks Restore Files
- Close Company
- Exit QuickBooks

**Customizing QuickBooks**
- Add New Accounts
- Delete Accounts
- Edit Accounts
- Print Chart of Accounts
- Customize QuickBooks Security
- Customize QuickBooks Company Snapshot

**Banking**
- Print Journal
- Reconcile Bank Statements
- Online Banking

**Customers and Sales**
- Online Billing
- Credit Sales: Create Reminder Statements
- Credit Sales: Record Customer Payments
- Record Bank Deposits
- Print Journal Entries
- Customer Reports

**Vendors, Purchases, and Inventory**
- Enter Bills against Inventory
- Pay Bills
- Receive Inventory with Bill
- Enter Bills
- Pay Sales Tax
- Vendor Reports

**Employees and Payroll**
- QuickBooks Payroll Services
- Create and Print Paychecks
- Pay Payroll Liabilities
- File Payroll Tax Forms
- Payroll Reports

**Reports and Graphs**
- Reports
- Income Tax Preparation Report
- Income Tax Summary Report
- Income Tax Detail Report
- Export to TurboTax
- Management Reports
- Cash Flow Forecast
- Save Reports to Electronic Files
Small Business Accounting with QuickBooks | New Company Setup

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

Accounting for a Service Company
Record Owner's Investment
Record Purchase Transactions
Record Sales Transactions
Make Adjusting Entries
Print Reports
Close the Accounting Period

Merchandising Corporation: Sales, Purchases, and Inventory
Set Up a New Company
Customize QuickBooks
Create a Customer List
Create a Vendor List
Create an Item List
Create a Sales Tax Item
Customize Chart of Accounts
QuickBooks Opening Adjustments
Record Purchase Transactions
Record Sales Transactions
Make Adjusting Entries
Print Reports

Merchandising Corporation: Payroll
QuickBooks Payroll Services
Process Payroll Manually
Print Employee List
Print Paychecks
Print Payroll Journal Entries
Pay Payroll Liabilities
Process Payroll Forms
Print Payroll Reports

Advanced QuickBooks Features for Accountants
Budgets
Estimates
Progress Billing
Credit Card Sales
Bad Debts
Memorized Reports
Audit Trail
Accountant’s Copy
Ask My Accountant
Document Management

Relationship of Course to Program or Discipline Learning Outcomes:

<table>
<thead>
<tr>
<th>Bachelors of Applied Science in Business Administration (BASBA) Program Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Information Technology concentration (BIT):</td>
</tr>
<tr>
<td>Communicate effectively and professionally both orally and in writing including complex report generation.</td>
</tr>
<tr>
<td>Demonstrate and integrate the use functional areas of business including accounting, economics, finance, global business, management, marketing and the legal environment of business. X</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Use accounting software such as Quickbooks to manage accounting functions for statement preparation by accountants or external analysts. X</td>
</tr>
<tr>
<td>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</td>
</tr>
</tbody>
</table>
Demonstrate and integrate the use functional areas of business including accounting, finance, management, and marketing in a professional business or administrative office.

**Associate of Applied Science in Business Technology (BTEC) Program Outcomes:**

At the conclusion of the AAS in Business Technology program, students will:

<table>
<thead>
<tr>
<th>Outcome</th>
<th>X</th>
</tr>
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<tbody>
<tr>
<td>Communicate effectively and professionally both orally and in writing within the context of the business world in an administrative role.</td>
<td></td>
</tr>
<tr>
<td>Demonstrate competence in the use of electronic tools: hardware and software-to research, manage, and present information.</td>
<td>X</td>
</tr>
<tr>
<td>Utilize word processing software such as MS Word to design professional quality documents (reports, memos, etc.), including the ability to import and appropriately integrate tables and graphics.</td>
<td></td>
</tr>
<tr>
<td>Utilize spreadsheet software such as MS Excel to manipulate and analyze data, including basic operations on cells and cell ranges, formulas and functions, filters, sorts, and develop graphs and charts.</td>
<td>X</td>
</tr>
<tr>
<td>Utilize presentation software such as MS PowerPoint to present information in an appropriate and sophisticated manner, including design templates, color and animation schemes, custom animation, and importation of charts, tables, and graphics.</td>
<td></td>
</tr>
<tr>
<td>Demonstrate the ability to work ethically, effectively, and respectfully with people of diverse backgrounds and with people who have different roles, social affiliations, and personalities.</td>
<td></td>
</tr>
<tr>
<td>Be prepared for admission to the Bachelor of Applied Science in Business Administration with a Business Information Technology (BIT) concentration at WVU at Parkersburg.</td>
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**Relationship of Course to General Education Learning Outcomes:**

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<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition and Rhetoric</td>
<td>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.</td>
<td>X</td>
</tr>
<tr>
<td>Science &amp; Technology</td>
<td>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.</td>
<td>X</td>
</tr>
<tr>
<td>Mathematics &amp; Quantitative Skills</td>
<td>Students effectively use quantitative techniques and the practical application of numerical, symbolic, or spatial concepts.</td>
<td>X</td>
</tr>
<tr>
<td>Society, Diversity, &amp; Connections</td>
<td>Students demonstrate understanding of and a logical ability to successfully analyze human behavior, societal and political organization, or communication.</td>
<td></td>
</tr>
<tr>
<td>Human Inquiry &amp; the Past</td>
<td>Students interpret historical events or philosophical perspectives by identifying patterns, applying analytical reasoning, employing methods of critical inquiry, or expanding problem-solving skills.</td>
<td></td>
</tr>
<tr>
<td>The Arts &amp; Creativity</td>
<td>Students successfully articulate and apply methods and principles of critical and creative inquiry to the production or analysis of works of art.</td>
<td></td>
</tr>
</tbody>
</table>

Students should be able to:
Apply computerized software package, 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 analyze financial accounting reports using QuickBook.

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

Understand global business environment.

**Special projects or requirements of the course:**
- Hands-on QuickBooks Applications
- On-line Assessment QuickBooks Theory Tests
- Web-Based Research Accounting | Government Support Sites

**Additional information:**
BTEC courses require a C or better for Certificates, Associate’s Degree, and BASBA Major Concentration.

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

**Date:** October 20, 2017