



Computerized Accounting

1 Accounting Principle and Bookkeeping

- Assets, Liabilities, and Owner's Equity
- The Account & Double Entry System (Dr. & Cr.)
- Journalizing & Posting Transactions
- Financial Statements
- Adjusting the Accounts
- Using the Work Sheet to Prepare Financial Statements
- Closing the Accounts and Closing Procedures
- Bank Reconciliation & the Use of Petty Cash Account
- Special Journals and Ledgers
- GST & PST
- Accounting for Merchandising
- Payroll Accounting

2. AccPac

- Part I: General Ledger & Financial Reports
- General Ledger Creation
- Chart of Accounts
- Batch Processing
- Period End
- Financial Statements
- Year End

Part II: Accounts Receivable

- Accounts Receivable Data Creation
- Customer Data
- Record opening Invoices
- Record Invoices (Sales on Accounts)
- Record Cash Receipts
- Period End Procedures
- Aged Receivable Reports & Statements

Part III: Accounts Payable

- Accounts Payable Data Creation
- Vendor Data
- Opening Payables
- Regular Invoices
- Processing Manual Cheques
- Processing System Cheques



- Period end Procedures
- Aged Payable Reports

3. Simply Accounting

- Introduction to Simply Accounting System
- The General Ledger and the Accounts
- The Accounts Receivable and The Cash Receipt
- The Accounts Payable and the Payment

4. QuickBook 2002

- Introduction to QuickBook System.
- The General Ledger and the Accounts
- The Accounts Receivable and The Cash Receipt
- The Accounts Payable and the Payment

5. Project

- Set up project in the middle of Accounting Principle and Bookkeeping
- Supervise and answer the question through the rest of the course
- Utilized project data to practice the Accounting Software
- Summarized the Accounting Cycle.
- Questions and discussion
- Suggestions to the students

6. Office 2000

- Word
- Excel
- Access
- PowerPoint