

**BCIT COURSE OUTLINE**Ref. no./Date **FMGT2710 January 1998****Title COMPUTER-BASED ACCOUNTING****Type and Purpose** A General module that deals with computer-based Financial Information Systems and comprehensive bookkeeping practice in a small firm.**Required by** Second-term Financial Management Technology students.**Instructors**

Name	Office	Local
Russ Curtis	SE6-333	6756
Graham Hughes	SE6-318	6841

**Required Texts & Tools** Working with Simply Accounting for Windows. Paradis & Zwicker. Nelson. Latest Edition.  
Mountain Carpets, Inc. An Accounting Simulation. Carol Zwicker. Blue Sky Publishing.  
**Proof of Purchase of the above materials is required or no grade will be given.**  
AccPac Simply Accounting for Windows, Version 5.0. (Optional)  
PC with a modem and a Spreadsheet application  
Financial Calculator (Sharp EL-733 or similar).

**Prerequisites** Successful completion of all Level 1 work.**Learning Outcomes****Upon successful completion of this module, students shall:****PART I: SPREADSHEET**

1. Be able to construct a workbook that contains journals, general ledger and subsidiary ledgers.
2. Be able to enter transactions in the workbook.
3. Be able to prepare financial statements, schedules and reports in the workbook.
4. Be able to analyze the activity and financial position of a small merchandising firm.

**PART II: ACCPAC SIMPLY ACCOUNTING FOR WINDOWS**

5. Be able to apply Windows functionality as it applies to the set-up, operation and maintenance of a simple, Windows based accounting package.
6. Understand computer-based accounting in general and AccPac Simply Accounting for Windows in particular.
7. Understand accounting principles as they apply to packaged accounting systems.
8. Complete applications using AccPac Simply Accounting. The following modules will be employed:
  - General Ledger
  - Accounts Payable
  - Accounts Receivable
  - Payroll
  - System
9. Understand the shortcomings and limitations of AccPac Simply Accounting and other similar (simple) accounting packages and appreciate the situations where such packaged products can be implemented.

## Content/Context

The first four weeks will be taken up with the Practice Set in a spreadsheet application. The remainder of the term will be taken up with AccPac Simply Accounting for Windows using the Paradis & Zwicker text

**Teaching and Learning Approaches** This is a lecture/lab module. Lectures will provide the background for laboratory work. Lab time will be used to complete assigned work, to get help with problems and for practical tests.

### PART I: PRACTICE SET

1. Work will be collected periodically and marked while the work is being completed. On completion, the finished Practice Set will be printed out and submitted for grading (with a supporting data diskette). All work submitted at this time must be correct and complete in all respects.

### PART II: ACCPAC SIMPLY ACCOUNTING FOR WINDOWS

2. Assignments from the text will be completed on a weekly basis and be printed and submitted for grading.
3. The Practice Set company will be migrated to Simply Accounting (from the spreadsheet) and one month's transactions entered.

### Assessment Procedure PART I: SPREADSHEET PRACTICE SET

- |                       |     |
|-----------------------|-----|
| 1. Weekly assignments | 20% |
| 2. Written test       | 10% |

### PART II: ACCPAC SIMPLY ACCOUNTING FOR WINDOWS

Five practical tests will be given during the term (in labs). Each test is worth 5% of the term grade, with a 'throw-out' allowed. Missed tests cannot be made up.

- |                           |     |
|---------------------------|-----|
| 3. Assignments            | 30% |
| 4. Quizzes                | 20% |
| 5. Practice Set migration | 10% |
| 6. Written test           | 10% |

Emphasis will be place on the timely submission of completed assignments: late work will not be accepted for grading: incomplete work will be severely penalized.

Although cooperative learning strategies are encouraged, individual submissions are required throughout this module. The Institute's policy regarding plagiarism will be strictly enforced. Where plagiarism is suspected, students may be required to sit an oral examination of their work.

The detail of this Course Outline is subject to change by mutual agreement.

Computer-based Accounting  
 FMGT 2710: COMPUTER-BASED ACCOUNTING  
 PLAN OF WORK  
 JANUARY 1998

Session	Topic	Read	Lab Prep	Homework
01-05	Course Introduction	PSet	Lab Introduction	Set up dox
01-12	Practice Set	PSet	Journal entries	Input Forms
01-19	Practice Set	Ch. 01,02	Post/Reports	*Jan/Feb
01-26	Simply Accounting- Introduction	Ch. 03,04	DSR Enterprises	Input Forms
02-02	Accounting for Receivables	Ch.05,06, 07	Sunset Auctions	Input Forms
02-09	Accounting for Payables	Ch. 08,09	Moonbeam Ent.	Input Forms
02-16	Accounting for Payroll	Ch. 11	Johnson (#1)	Input Forms
02-23	Migration to a new system	PSet	Prepare PSet	Documentation
02-30	Course Conclusion	PSet	March Trx	

**Notes:**

**PSet:** Short for Practice Set. The 'Reading' is contained in the spiral bound booklet that comes with the Practice Set package.

**Ch. 01** Refers to the Chapter Material in the Simply Accounting textbook. The companies named as assignments are also found as exercises in the text. The data for doing these problems is found on the data diskette that comes with the text.

**Backing-up:**

The Simply Accounting text, Appendix B sets out procedures for backing up your data. This is your first reading assignment. It is important that you master and practice sound backup procedures.

**Input Forms:**

The 'homework' in this module is comprised of two activities: reading material assigned in the Practice Set documentation and the text and preparing Input Forms so that data entry can proceed during time-tabled labs. You are expected to come to labs with your input forms already prepared. An example of an Input Form is on the J:> Shareout drive in the Practice set spreadsheet file. You are encouraged to use a spreadsheet to prepare these forms (unless you do not have access to a PC at home).

**Trx** Transactions

## Six Rules for Building Spreadsheets Other People Can Understand

---

### **1. Provide Documentation**

- Reserve the first sheet to list all the other sheets in the Workbook.
- If you write macros, provide a line by line explanation of how they work.
- Organize things in the order most convenient for entering data and label each section clearly: avoid peculiar acronyms and abbreviations. Then use formulae to link the report page back to the data entry page.

### **2. Separate data entry areas from reports**

- Printed reports are often brief and stylized, so it is helpful to put the data entry area onto one page of your workbook and use a separate page to design your report.
- The data entry page can include notes, data entry instructions, and definitions, even phone numbers to call when there are questions.
- Link the report page to the data entry page using formulae and/or look-ups.

### **3. Name everything systematically**

- Assign names to ranges and cells that will be used in reports and/or calculations later in the workbook. (Do not do this until you are certain that all work is completed and that your model requires no further alterations).
- Assign names to the pages of your workbook.
- When pages are named, begin range names with an initial for the page. Recent versions of Excel do this automatically.

### **4. Make data cells distinctive**

- Some cells hold formulae while others hold values. Use colour, borders or shading to differentiate between cell types. Be consistent in the application of colour so that it is easy to see the difference.
- Leave this kind of formatting until the spreadsheet is working and de-bugged. It is better to wait until the task is done before doing any serious formatting.

### **5. Never put a constant into a formula**

- Put constants on your front page and explain them with notes. Where you need to use the constant later on, look to it from where it is needed.

### **6. Use a standard report footer and use it on every page of your workbook.**

- Make the footer include the name of the file that generates the report and don't scrimp. Include the drive number, directory, sub-directory and folder or file name.

### **Why go to all this trouble?**

Well, not just because I said so. If you are hit by a bus, your successor will thank you. But, better yet, the more self explanatory your spreadsheet is, the less time you will have to spend explaining it yourself.