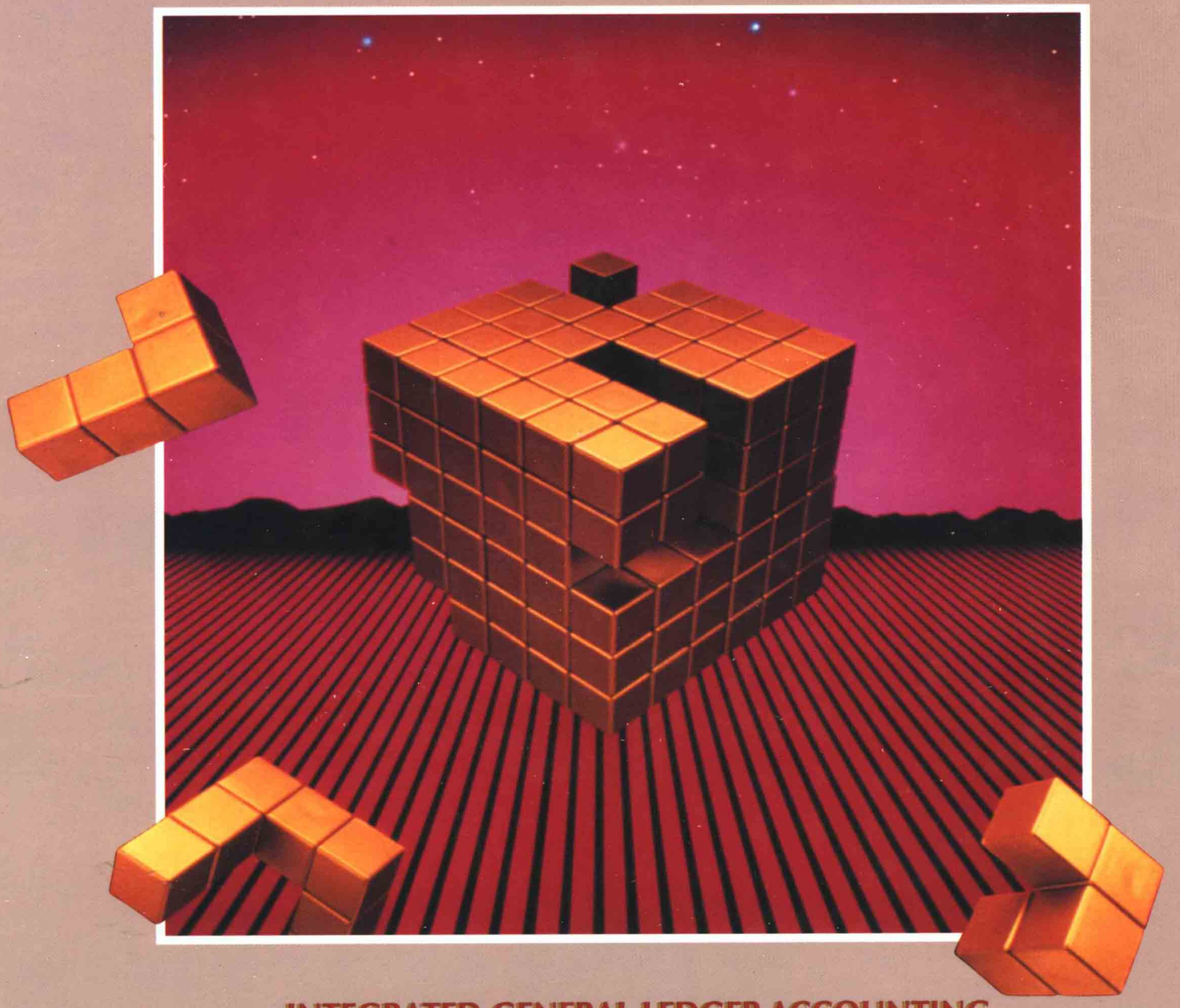
G L E N C O E

COMPUTERIZED ACCOUNTING



INTEGRATED GENERAL LEDGER ACCOUNTING
SPREADSHEET ACCOUNTING
TURBO TAX

• Macintosh Version • Macintosh Version • Macintosh Version • Macintosh Version • Macintosh Version •

G L E N C O E

COMPUTERIZED ACCOUNTING

MACINTOSH VERSION

Emma Jo Spiegelberg
Laramie High School
Laramie, Wyoming

Carol Yacht
Yavapai College
Clarksdale, Arizona

Christopher R. Schaber
Thomas Moore College
Crestview Hills, Kentucky

FSCreations
Cincinnati, Ohio

Phyllis Lentz
Consulting Editor
Orange County Public Schools
Orlando, Florida

GLENCOE
Macmillan/McGraw-Hill
New York, New York Columbus, Ohio Mission Hills, California Peoria, Illinois

Copyright © 1995 by the Glencoe Division of Macmillan/McGraw-Hill School Publishing Company. All rights reserved. Except as permitted under the United States Copyright Act, no part of this publication may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without prior written permission of the publisher.

Send all inquires to:

GLENCOE DIVISION
Macmillan/McGraw-Hill
936 Eastwind Drive
Westerville, OH 43081

ISBN 0-02-803728-6

Printed in the United States of America

1 2 3 4 5 6 7 8 9 King 02 01 00 99 98 97 96 95

ClarisWorks is a registered trademark of Claris Corporation.
MacInTax is a registered trademark of ChipSoft, Inc.
IBM is a registered trademark of International Business Machines Corporation.
Microsoft, MS DOS and Excel are registered trademarks and Windows is a trademark of Microsoft Corporation.
Apple and Macintosh are registered trademarks of Apple Computer, Inc.

PREFACE

After your students learn the fundamental principles and concepts of accounting, what's next? A logical next step is to build on these understandings by applying them to real world technology. *Computerized Accounting* is a comprehensive textbook and software program that will help your accounting students make a smoother transition from the classroom to the workplace.

Computerized Accounting consists of three units: Unit 1—Computerized Accounting, Unit 2—Spreadsheets, and Unit 3—*MacInTax*. Take your students from the most basic computerized accounting tasks to income tax preparation in one textbook!

Throughout Unit 1, your students will learn how to use the *Glencoe Integrated Accounting* (Version 2.0) software to implement a diverse selection of accounting problems. They will use the general ledger system, integrated bank reconciliation tool, graphs, payroll module, inventory system, and the plant asset register. Important accounting concepts are also reinforced in these chapters to help students make the transition from a manual accounting system to a computerized system.

Unit 2 introduces spreadsheet terminology using *ClarisWorks*® (Version 2.0) and *Microsoft*® *Works* (Version 3.0) software. Specific step-by-step instructions lead your students through the fundamental concepts, from formatting data and entering formulas to building their own spreadsheets and creating graphs.

In Unit 3, you can introduce your students to one of the most popular tax preparation software packages—*MacInTax*®. The chapter explains how to prepare both personal and business tax forms.

MAJOR CHANGES IN THE TEXTBOOK ▼

The textbook includes significant enhancements to facilitate the learning process. These changes are the result of invaluable feedback provided by numerous instructors. A description of these new features appears below.

- **NEW Expanded Coverage**—Two new chapters explain how to use the integrated inventory system and plant asset register built into the software. A comprehensive discussion addresses the issues and concepts involved in maintaining an inventory database. The textbook also includes expanded coverage of the integrated bank reconciliation tool and the graphs (charts) incorporated into the software.
- **NEW Spreadsheets**—The two chapters on spreadsheets teach your students how to enter formulas, format and copy data, print a worksheet, modify financial reports exported by the accounting software, and prepare charts. The text takes your students step by step through the process of analyzing a problem and building a spreadsheet from scratch using *Microsoft Works* and *ClarisWorks*.
- **NEW *MacInTax***—This chapter introduces basic tax concepts using personal income tax forms as a model. The chapter also expands and

reinforces your students' understanding of the tax requirements for a business. The textbook discusses several other tax issues and includes a variety of problems for use with the *MacInTax* software.

- **NEW Icons**—The textbook design now incorporates icons to assist students in learning and effectively using the accounting software.

When your students see this icon, they will know to perform the corresponding steps using the software.

This icon identifies how to use the mouse to perform various functions such as choosing an option from a menu, resizing a window, scrolling through a list, and clicking a button.

Whenever your students encounter a situation that requires special attention, this icon serves as a reminder or warning. Detailed instructions or notes explain the action to be taken.

The icon shown here reminds your students to carefully proof their work before continuing with the next step.

- **NEW Two-Color Format**—A new, two-color format provides your students with a textbook designed to make learning easier.
- **NEW Margin Notes**—Throughout the text, margin notes reinforce major concepts or provide helpful hints. Objectives also appear in the margin to help your students focus their learning.
- **NEW Vocabulary**—Key terms introduced in the text appear at the beginning of each chapter. Definitions of these terms are provided within the chapter, after the chapter summary, and in a comprehensive glossary.
- **NEW Self-Reviews**—Check figures included in the textbook at key intervals assist students in verifying their work. These self-reviews keep your students on track as they complete the sample problems in the chapters.
- **NEW Study Guide and Working Papers**—Input forms, end-of-chapter review exercises, and analysis questions are now offered in a separate student study guide and working papers edition.

NEW SOFTWARE FEATURES ▼

The *Glencoe Integrated Accounting* software has been updated to provide your students with a comprehensive accounting package that rivals many commercial accounting applications. Beginning with Version 2.0, the *Glencoe Integrated Accounting* software is the only educational accounting package available in MS-DOS, Macintosh, and Windows formats.

The software includes these new features:

- **NEW Graphs**—Several charts and graphs can be displayed or printed to allow your students to visualize the accounting data. Charts such as customer balances, vendor balances, actual vs. budget, aged accounts receivable, and more are available. Graph types include pie chart, bar chart, line graph, and 3D bar charts. If you have access to a color printer, you can even print the charts in color as they appear on the screen.

此为试读,需要完整PDF请访问: www.ertongbook.com

- **NEW Integrated Bank Reconciliation**—The bank reconciliation tool is now integrated with the general ledger system. Select the bank reconciliation option, then simply pop up a list of the checks appearing in the cash payments journal and mark those that are outstanding. After completing the form, your students can direct the program to automatically record the bank service charge in the cash payments journal.
- **NEW Problem Sets**—The revised software (Version 2.0) is completely compatible with all the problem sets you currently are using including those you have created. Student (work-in-progress) files are also compatible.
- **NEW Export to *Excel*®**—Selected reports can be exported to an *Excel* spreadsheet format. Since most spreadsheet programs import *Excel* formatted files, you can extend problems by instructing your students to use a spreadsheet to perform additional analysis on the accounting data generated by the software.
- **NEW Inventory System**—The cost of inventory tool is still provided, but a more extensive, integrated inventory system is now incorporated into the software. Using this system, inventory transactions can be entered (sales, returns, purchases, etc.). An adjusting entry is automatically generated at the end of the fiscal period to reflect the current value of merchandise inventory.
- **NEW Plant Asset System**—An integrated plant asset system is now included in the accounting software along with the depreciation tool. Entries for asset acquisitions, disposal of assets, and adjustments for depreciation are automatically generated by the software.
- **NEW General Journal Report**—The dialog box used to print the general journal report now includes an option to generate a printout based upon the comment recorded as part of an entry. For example, your students could choose to print only the adjusting entries.
- **NEW Enhanced Reports**—Reports are now printed with a page number on each page to facilitate handling of long reports. Also, reports can be printed to a text file and then imported into almost any word processor.

TEMPLATES ▼

Template disks accompany the *Computerized Accounting* text. These disks include templates for the accounting problems, spreadsheet activities, and *MacInTax* problems. These templates facilitate the learning process by allowing your students to focus on learning the software—not just keying data. For most accounting problems, the template files include the chart of accounts, opening balances, vendors, and customer data. Beginning a new problem is as easy as opening a file. While working with the spreadsheet, the templates help reinforce important skills and concepts.

RESOURCES FOR THE TEACHER ▼

A complete teacher's resource portfolio now accompanies the textbook. In the resource portfolio, you will find a wealth of information to help you introduce the concepts in the textbook. Innovative teaching suggestions will compliment your teaching style to help your students attain the maximum learning benefit

from the course. Use the color transparencies to reinforce the features and capabilities of the *Glencoe Integrated Accounting* software, spreadsheet activities, and *MacInTax* software.

A comprehensive solutions manual and solution software simplify the task of verifying your students' accounting work. To use the software, identify the solution, select a student's completed file, and press a button to analyze his/her work. If your students save their files on a network, you can check the work for an entire class in less than five minutes.

Since there are never enough problems in the textbook, the teacher's resource portfolio also includes supplemental problems for every chapter. Use these problems as additional assignments, reteaching exercises, extra credit work, or use them for testing purposes. Then, let the solution software verify the completed problems for you. Detailed step-by-step instructions guide you through the process of building your own problems if you want to computerize your favorite applications.

HARDWARE REQUIREMENTS ▼

The *Glencoe Integrated Accounting* software is reproducible and network-ready. The software can run on any Macintosh computer that is capable of running System 6.0.5 (or higher). The following minimum configuration is required:

- a monitor
- two floppy disk drives or a hard drive
- 1 Mb memory (2 Mb required for System 7.0)
- System 6.0.5 (or higher)
- printer (optional, but recommended)
- mouse

Emma Jo Spiegelberg
Christopher R. Schaber
Carol Yacht
Phyllis Lentz

TABLE OF CONTENTS

UNIT 1

Chapter 1 ▼ Introduction to Computerized Accounting 1

Accounting Systems 2
Computerized Accounting 2
Hardware Requirements 3
Care and Handling of Diskettes 4
The Accounting Program 5
Data Entry Basics 11
Summary of Key Points 16
Chapter Glossary 17
Review and Applications 19

Chapter 2 ▼ Exploring the Accounting System 23

Input Forms 24
Getting Started 27
What's in a Menu? 30
Chart of Accounts 36
Saving Your Work 42
Customer Accounts 43
Vendor Accounts 46
Ending the Accounting Session 47
Summary of Key Points 49
Chapter Glossary 49
Review and Applications 51

Chapter 3 ▼ Recording Transactions in the General Journal 63

General Journal 64
Getting Started 68
Business Information 69
Using the General Journal 69
The Posting Process 75
General Ledger Reports 76
Proofing Your Work 77
Trial Balance 81
Financial Statements 81
Ending the Accounting Session 84
Summary of Key Points 86
Chapter Glossary 86
Review and Applications 88

Chapter 4 ▼ Recording Transactions in the Sales and Cash Receipts Journals 97

Introduction to the Sales and Cash Receipts Journals 98
Sales Journal 98
Getting Started 103
Integration Accounts 103
Using the Sales Journal 105
Cash Receipts Journal 109
The Posting Process 116
Proofing Your Work 116
Accounts Receivable Reports 118
Ending the Accounting Session 122
Summary of Key Points 123
Chapter Glossary 123
Review and Applications 125

Chapter 5 ▼ Recording Transactions in the Purchases and Cash Payments Journals 135

Introduction to the Purchases and Cash Payments Journals 136
Purchases Journal 136
Getting Started 143
Using the Purchases Journal 143
Cash Payments Journal 146
The Posting Process 154
Proofing Your Work 154
Accounts Payable Reports 157
Ending the Accounting Session 163
Summary of Key Points 164
Chapter Glossary 164
Review and Applications 165

Chapter 6 ▼ Completing the Accounting Cycle 179

Adjusting Entries 180
Recording Adjustments Using the General Journal 183
Financial Statements 185
The Closing Process 188
Ending the Accounting Session 190
Deleting Files 190
Summary of Key Points 191
Chapter Glossary 191
Review and Applications 192

Application Activity 1 ▼ Pets & More! 201

Chapter 7 ▼ Using Special Accounting Tools 209

Bank Reconciliation 210
Depreciation 215
Cost of Inventory 219
Budget Analysis 222
Analyzing Data Using Graphs 223
Ending the Accounting Session 224
Summary of Key Points 225
Chapter Glossary 225
Review and Applications 227

Chapter 8 ▼ Advanced Accounts Payable Transactions and Partnerships 235

Partnerships 236
Purchases on Account 239
Purchases Returns and Allowances 241
Purchases Discounts 243
Withdrawals by Partners and Partial Payments 245
Proofing Your Work 247
Ending the Accounting Session 249
Summary of Key Points 250
Chapter Glossary 250
Review and Applications 252

Chapter 9 ▼ Advanced Accounts Receivable Transactions 267

Accounts Receivable Transactions 268
Getting Started 276
Proofing Your Work 276
Determining the Adjustment for Uncollectible Accounts 279
Ending the Accounting Session 279
Summary of Key Points 280
Chapter Glossary 280
Review and Applications 282

Chapter 10 ▼ Transactions and Financial Statements for Corporations 301

Corporations 302
Capital Stock Transactions 302
Adjusting Entries 308
Financial Statements 309
Proofing Your Work 312
Exporting to MicroSoft Excel 313
Performing the Closing Process for a Corporation 314
Ending the Accounting Session 314
Summary of Key Points 316
Chapter Glossary 316
Review and Applications 318

Application Activity 2 ▼ Expo Electronics, Inc. 329

Chapter 11 ▼ Recording the Payroll 337

Introduction to Payroll 338
Computerized Payroll 339
Getting Started 342
Proofing Your Work 346
Displaying the Payroll Checks 347
Posting the Payroll 347
Paying the Payroll Tax Liabilities 350
Using Graphs 351
Ending the Accounting Session 351
Summary of Key Points 352
Chapter Glossary 353
Review and Applications 354

Chapter 12 ▼ Advanced Financial Statement Analysis 371

Introduction 372
Statement Analysis 372
What-If Analysis 377
Ending the Accounting Session 378
Summary of Key Points 379
Chapter Glossary 379
Review and Applications 380

Application Activity 3 ▼ Sound City 387

Chapter 13 ▼ Using the Inventory System 397

Computerized Inventory System 398
Input Forms 401
Getting Started 404
Using the Inventory System 405
Proofing Your Work 408
Inventory Reports 408
Merchandise Inventory Adjustment 411
Ending the Accounting Session 412
Summary of Key Points 413
Chapter Glossary 413
Review and Applications 414

Chapter 14 ▼ Using the Plant Asset System 427

Plant Asset System 428
Maintaining a Plant Asset Register 429
Using the Plant Asset Register 432
Proofing Your Work 434

此为试读,需要完整PDF请访问: www.ertongbook.com

Plant Asset Reports 434
Depreciation Adjustment 437
Comparing Depreciation Methods Using Graphs 438
Ending the Accounting Session 439
Summary of Key Points 440
Chapter Glossary 440
Review and Applications 441

UNIT 2

Chapter 15 ▼ Introduction to Spreadsheets 453

What Is a Spreadsheet? 454
Getting Started 454
Exploring the Spreadsheet 457
Navigating a Spreadsheet 458
Basic Building Blocks of a Spreadsheet 461
Saving Your Work 469
Changing the Appearance of a Spreadsheet 470
Printing a Spreadsheet 473
What-If Analysis 475
Ending the Spreadsheet Session 476
Summary of Key Points 477
Chapter Glossary 477
Review and Applications 479

Chapter 16 ▼ Working With and Building Spreadsheets 487

Updating a Spreadsheet 488
Copying and Moving Data 496
Preparing Charts 501
Building Your Own Spreadsheets 506
Summary of Key Points 510
Chapter Glossary 510
Review and Applications 511

UNIT 3

Chapter 17 ▼ *MacInTax* 521

Overview of the Software 522
Navigating the Screens 524
Completing a Tax Return 524
Getting Started 524
Choosing the Primary Form (Step 1) 526
Transferring Information (Step 2) 526
Importing Information (Step 3) 528
Interview Process (Step 4) 528
File Cabinet (Step 5) 541
Final Review (Step 6) 541

Printing the Return (Step 7) 543
Filing Electronically (Step 8) 543
Summary of Key Points 544
Chapter Glossary 544
Review and Applications 547

Appendices 555

Glossary 559

Index 571

1

Introduction to Computerized Accounting

Learning Objectives

When you have completed Chapter 1, you should be able to:

1. Discuss how computer technology can be used to automate an accounting system.
2. Explain the hardware requirements to run the accounting software.
3. Describe the guidelines for safely handling diskettes.
4. Identify the major components of the accounting software.
5. Explain how to communicate with the software.
6. Discuss how controls are used to manage data and work with the software.
7. Describe the basic process for entering data.
8. Define the terms introduced in this chapter.

Key Terms

Accounting system	Ellipsis	Key-entering
Source document	Window	Key
Journal	Dialog box	Cursor
Hardware	Warning message	Numeric field
Software	Error message	Alphanumeric field
Operating system	Scroll bar	Clipboard
Diskette	Thumb	Mouse
Integrated	Button	Clicking
Menu	Radio button	Double-clicking
Pull-down menu	Check box	Dragging
Menu bar	Field	Command (⌘) key

ACCOUNTING SYSTEMS ▼

An **accounting system** is the process of recording and reporting financial events or transactions. Regardless of the method used for recording and reporting transactions, all businesses must follow the same rules and guidelines. Whether businesses record transactions manually in a journal or electronically with a computer, they follow the same rules.

As you have already learned, many steps are involved in processing business transactions. First, you collect, verify, and analyze financial information to determine how to record it. Next, you record transactions by writing them in a journal with a pen or pencil or by key-entering them into a computer. Then, you produce reports by classifying and summarizing the financial information.

The primary goal of an accounting system is to provide the financial information needed to manage a business on a day-to-day basis. Until now you have focused on how this information is gathered from daily transactions and summarized in reports using a manual accounting system. Now, you have an opportunity to learn how computers can be applied to an accounting system.

COMPUTERIZED ACCOUNTING ▼

Early in the evolution of computer technology and software, accountants recognized the benefits of increased speed and accuracy that could be attained by automating an accounting system. Although the methods for processing business transactions vary, the manual approach and a computerized system follow the same basic steps. The primary differences between the two accounting systems are the means of recording data and the manner in which reports are produced.

OBJECTIVE 1

Discuss how computer technology can be used to automate an accounting system.

In a computerized system, the source documents generated by daily transactions are collected, verified, and analyzed in the same manner as in a manual system. An accountant or clerk collects the information from paper records of transactions called **source documents**. Examples of source documents are purchase orders, invoices, and receipts. The information is verified for accuracy and then analyzed to determine which accounts are affected by the transaction.

The next step in the process is to record the transactions. In a manual system, the transactions are recorded by writing the account information and amounts in a journal. A **journal** is a record of the transactions shown in order by date. The transaction information recorded in a computerized accounting system is identical to the information recorded in a manual system, but the method of entering the transaction information differs. Rather than writing the information by using a pen or pencil, an accountant or clerk enters data by using the keyboard.

The accounting cycle involves collecting, verifying, analyzing, recording, classifying, summarizing, and reporting financial transactions.

After entering the financial information, the accountant uses the power of the computer to classify and summarize the data. The computer automatically performs the process of posting to the general ledger. Reports such as a Trial Balance, Income Statement, and Balance Sheet can be printed in seconds by entering a few keystrokes.

Whether you are currently learning accounting or are already familiar with basic accounting concepts, you can use this knowledge with a computerized system. The key to using the accounting software is to apply the concepts you already understand. Follow the same basic steps to collect, verify, analyze, record, classify, summarize, and report the financial events. The

Glencoe Integrated Accounting software has been designed to help make the transition from a manual to a computerized accounting system easier. In the following sections and chapters, you will learn how to use the software and how to apply your existing accounting skills to benefit from the potential of an automated accounting system.

HARDWARE REQUIREMENTS ▼

OBJECTIVE 2

Explain the hardware requirements to run the accounting software.

The accounting software you will be using with this text requires a minimum hardware configuration. **Hardware** represents the physical components of your computer system such as the monitor, disk drives, and memory. The **software** consists of programs that instruct the computer to perform the desired functions.

Before you operate the accounting software, verify that your computer meets or exceeds the minimum requirements listed for the type of computer equipment available to you.

Macintosh

In 1984, Apple Computer, Inc. introduced its first Macintosh microcomputer. (See Figure 1-1.) Since its introduction, Apple has offered many different models, including the Classic, LC, IIsi, and the Quadra. The **operating system**,

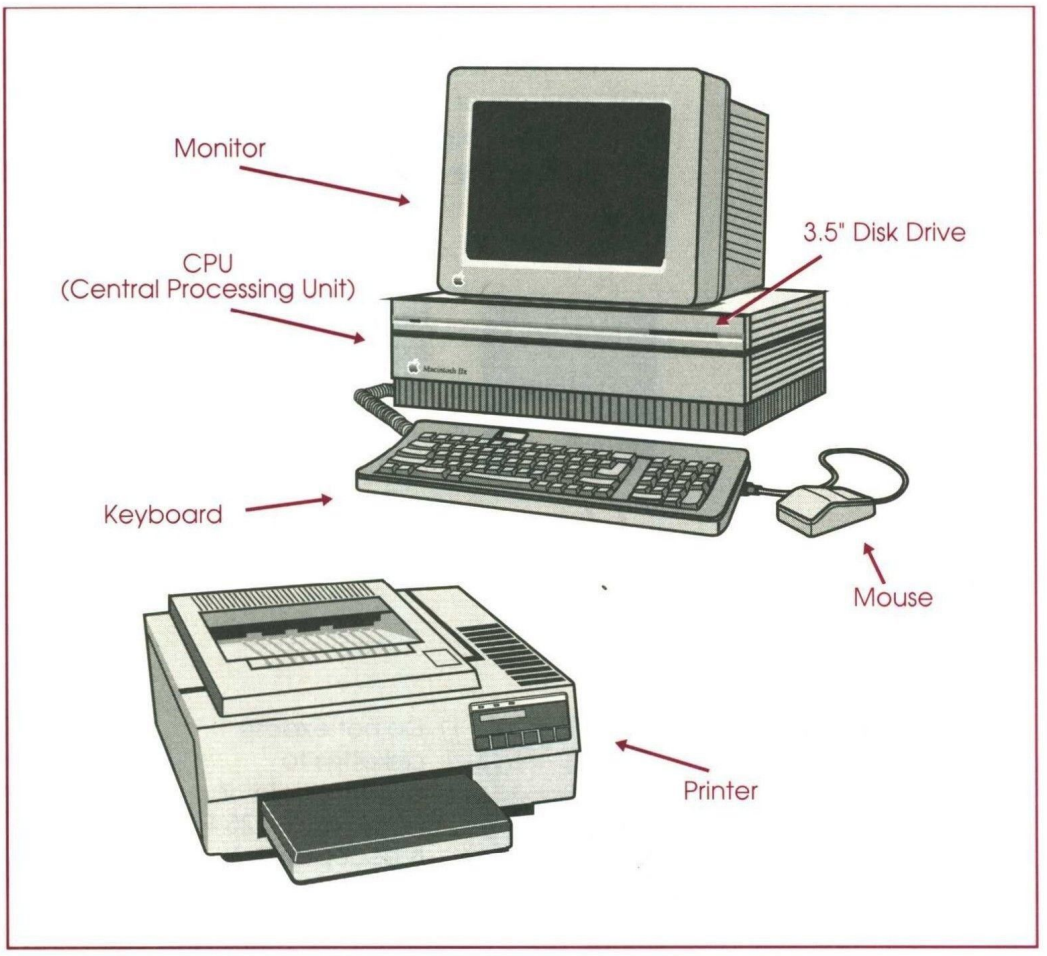


Figure 1-1 A Typical Macintosh Configuration

called the System software, controls the computer and how it performs basic tasks such as saving files or displaying information on the monitor.

Minimum Configuration

The *Glencoe Integrated Accounting* software will run on all Macintosh computers from the Mac Plus to the newer systems such as the Quadra 605. The following minimum configuration is required to operate the accounting software:

- a color or monochrome monitor
- at least one floppy disk drive
- 1Mb memory (2Mb recommended for System 7)
- System 6.0.5 (or higher)
- printer (optional, but recommended)

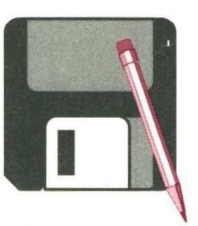
CARE AND HANDLING OF DISKETTES ▼

OBJECTIVE 3
Describe the guidelines for safely handling diskettes.

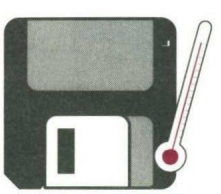
The accounting software is provided on magnetic media called **diskettes** in 3.5" format. The business information you create while working with the program is also recorded on a diskette for later retrieval. You should handle the diskettes used for storing the programs and information very carefully. Though durable, the diskettes are subject to damage from many sources as illustrated in Figure 1-2.

As you work through the accounting program, you will create a significant amount of financial information requiring several hours of your time spent at the computer. Following the diskette handling guidelines will help you protect the valuable data you have entered.

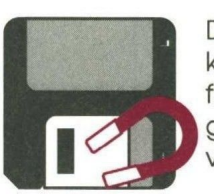
Never touch the exposed surface of 3.5" diskettes.



Use only a felt-tip marker to write on a label once it has been applied to a diskette. Do not use an eraser to correct mistakes. The rubber scraps can damage the media.



Do not expose diskettes to extreme cold or heat. (50°F-125°F is acceptable.)



Do not expose diskettes to magnetic fields such as those generated by a television or telephone.

Figure 1-2 Guidelines for Care and Handling of Diskettes

此为试读,需要完整PDF请访问: www.ertongbook.com