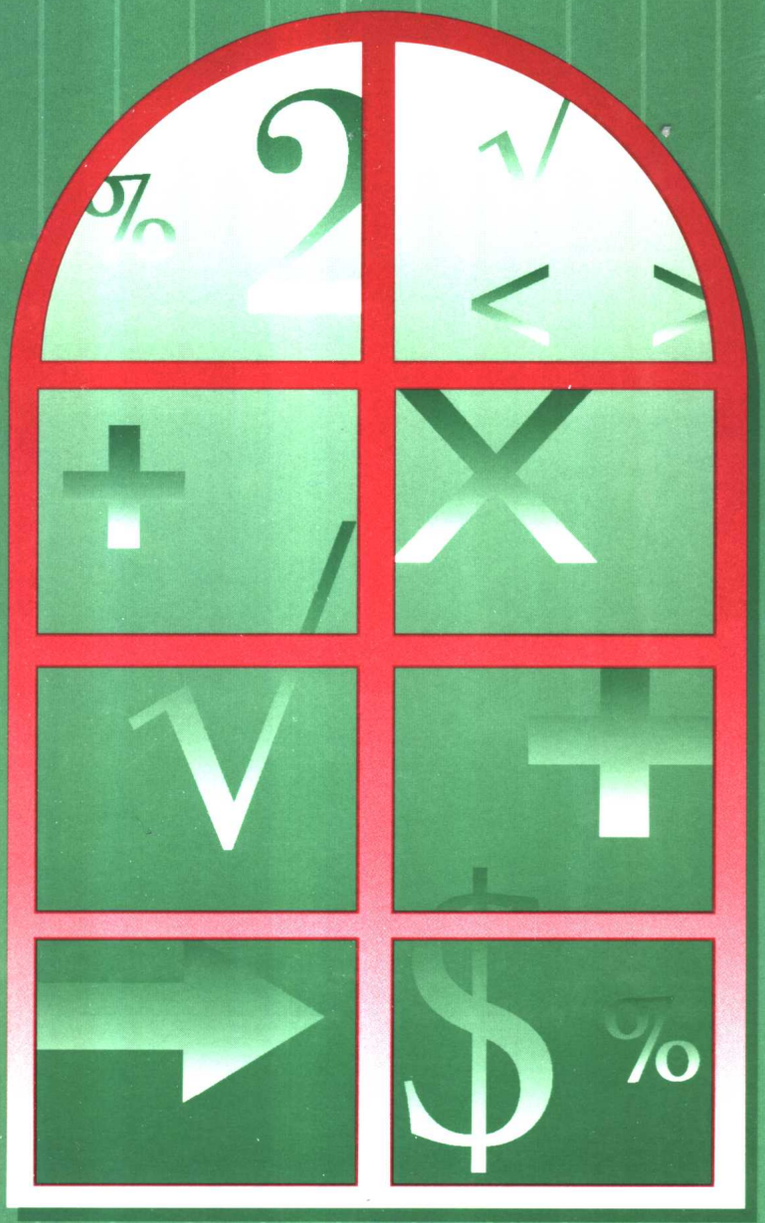
Computer Accounting *for* Microsoft® Windows™



Carol Yacht and Jack E. Terry

COMPUTER ACCOUNTING

for

MICROSOFT® WINDOWS™

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This book teaches you how to use *Windows*™ accounting software. *Windows*™ is a ***graphical user interface***[1] that allows your computer's disk operating system (***DOS***) to work in a pictorial way. Instead of learning a computer language or typing intricate commands, you give your computer instructions by typing on the keyboard or using a mouse to direct ***icons*** (graphic symbols) on your screen. Using *Computer Accounting for* Windows™ (*CA4WIN*) you can "pick and click" your way through the computerized accounting cycle.

To run the software you need:

- An 80386 IBM or IBM-compatible personal computer with 2 megabytes of RAM, one high density disk drive, monitor, and keyboard.
- *Microsoft® Windows™ 3.1* or higher already installed.
- A mouse.
- A printer--dot-matrix or laser. Although individual printers are not required, you should have access to one.

There are differences between manual methods and computerized methods of accounting. This book explains these differences. The steps of the accounting cycle change when accounting software is used. When you complete this book you will have a working familiarity with *Windows*™ accounting software.

CA4WIN is divided into three sections: Part 1, Computer Accounting Cycle for Service Businesses; Part 2, Computer Accounting Cycle for Merchandising Businesses; and Part 3, Analyzing Financial Reports. There are ten chapters, three comprehensive projects, and three student-designed businesses for you to complete.

[1]Words that are italicized and bold-faced appear in the Glossary.

PART 1--COMPUTER ACCOUNTING CYCLE FOR SERVICE BUSINESSES

Chapter 1: You do an exercise that demonstrates how the accounting software is used. This introduces you to the procedures that will be used with all the exercises in *CA4WIN*.

Chapter 2: You record and post entries in the General Journal. You also learn about the differences between computerized and manual accounting systems.

Chapter 3: You continue with the exercises that you used in Chapter 2 and complete the computer accounting cycle.

Project 1: Brice McClure, DDS. Project 1 is a comprehensive project that reviews what you have learned in Chapters 1, 2 and 3.

Project 1A: You design a service business from scratch. This includes setting up the business, creating a Chart of Accounts, writing business transactions, and completing the computer accounting cycle. You learn how to use the "Custom" feature of *CA4WIN* and apply what you have learned about computerized accounting.

PART 2--COMPUTER ACCOUNTING CYCLE FOR MERCHANDISING BUSINESSES

Chapter 4: You learn about the Accounts Receivable Ledger and special journals. You use the Sales Journal, Cash Receipts Journal, and General Journal.

Chapter 5: You learn about the Accounts Payable Ledger and the Voucher System. You use the Purchases Journal, Cash Payable Journal, General Journal, Vouchers Register, and Check Register.

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Chapter 6: You learn how computerized accounting software handles Merchandise Inventory. You also complete the accounting cycle using both accounts payable and accounts receivable transactions.

Chapter 7: You learn how the payroll feature of the accounting software works and how to complete payroll transactions.

Chapter 8: The accounting software has the ability to calculate periodic and perpetual inventory. You learn how the inventory feature is used.

Project 2: Currier & Son. This is a comprehensive project that incorporates what you have learned in Chapters 4 through 8.

Project 2A: You design a merchandising business. You create a Chart of Accounts, Vendors, Customers, and write transactions and complete the computer accounting cycle for a merchandising business.

PART 3--ANALYZING FINANCIAL REPORTS

Chapter 9: You learn how to use the Plant Assets Depreciation feature of *CA4WIN.*

Chapter 10: You learn how to use two additional features of the software: Financial Ratios and the Present Value calculator.

Project 3: Ellston, Inc. This is the culminating project in your study of computerized accounting. All the features of the software are reviewed in this Project.

Project 3A: You design a service or merchandising business that uses all of the features of *CA4WIN.*

Appendix A: Instructions for installing the software.

Appendix B: A guide to using *Windows*™ software for computer accounting.

Appendix C: A review of basic accounting principles and procedures.

Appendix D: Tips on how to care for and handle disks.

Appendix E: Key combinations that control the software.

Glossary: Terms that are boldfaced and italicized throughout the book appear here.

Index: Each chapter in the book ends with an index. The index at the end of the book is an alphabetic listing of the chapter indexes.

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TABLE OF CONTENTS
COMPUTER ACCOUNTING FOR WINDOWS™
Carol Yacht & Jack E. Terry

PART 1: COMPUTER ACCOUNTING CYCLE FOR SERVICE BUSINESSES

Chapter 1: Exploring the Accounting Software

Software Objectives and Learning Objectives 1-1
Example[1] Exercise 1-2
Manual Vs. Computerized Accounting 1-25
The *CA4WIN* Keyboard 1-27
Summary and Review 1-29
Chapter 1 Index 1-36

Chapter 2: Recording Transactions in the General Journal

Software Objectives and Learning Objectives 2-1
WOOD Exercise 2-2
Editing Transactions 2-9
Pop-Up Calculator 2-9
Posting Transactions 2-14
General Ledger 2-15
Trial Balance (unadjusted) 2-16
Summary and Review 2-17
MATTHEW Exercise 2-24
Chapter 2 Index 2-27

Chapter 3: Completing the Accounting Cycle for Service Businesses

Software Objectives and Learning Objectives 3-1
WOOD Exercise (continued) 3-1
Computer Accounting Cycle 3-3
Adjusting Entries 3-4

[1]Exercise names are shown in boldface.

Trial Balance (adjusted) 3-6
Financial Statements 3-7
Closing Entries 3-9
Trial Balance (post-closing) 3-11
Summary and Review 3-12
MATTHEW Exercise (continued) 3-16
Chapter 3 Index 3-18

Project 1: Brice **MCCLURE**, DDS . . . . . P1-1 to P1-5

Project 1A: Student-Designed Service Business . . . P1A-1 to P1A-5

PART 2: COMPUTER ACCOUNTING CYCLE FOR MERCHANDISING BUSINESSES

Chapter 4: Accounts Receivable

Software Objectives and Learning Objectives . . . 4-1
AAA HDWE Exercise 4-1
Accounts Receivable Ledger 4-3
Accounts Receivable Transactions 4-5
Sales Discounts 4-11
Sales Returns and Allowances 4-15
Accounts Receivable Schedule 4-18
Summary and Review 4-19
D&D MDSE Exercise 4-25
Chapter 4 Index 4-27

Chapter 5: Accounts Payable and Vouchers Payable

Objectives 5-1
A-Z MART Exercise 5-2
Accounts Payable Ledger 5-3
Accounts Payable Transactions 5-5
Purchase Discount 5-11
Purchase Returns and Allowances 5-17
Accounts Payable Schedule 5-19
Voucher System 5-20
ROBERGE Exercise 5-20
Voucher Register 5-23

Check Register 5-24
Summary and Review 5-27
STYLES Exercise 5-34
Chapter 5 Index 5-37

Chapter 6: Completing the Accounting Cycle for Merchandising Businesses

Software Objectives and Learning Objectives 6-1
Adjusting Entry Approach 6-2
MARTEL'S Exercise 6-3
Trial Balance (December 11, 1995) 6-3
Accounts Payable and Accounts Receivable Transactions 6-4
Trial Balance (unadjusted) 6-9
Adjusting Entries for a Merchandising Business 6-10
Trial Balance (adjusted) 6-13
Financial Statements 6-14
Statement of Cash Flows 6-17
Closing Entries 6-18
Trial Balance (post-closing) 6-20
Summary and Review 6-21
ABC ELEC Exercise 6-28
Chapter 6 Index 6-32

Chapter 7: Payroll Accounting

Software Objectives and Learning Objectives 7-1
SOFTWARE City Exercise 7-2
Employee List 7-7
Payroll Journal Transactions 7-8
Payroll Register 7-12
Payroll Quarterly Report 7-13
General Ledger Reports 7-14
Trial Balance (January 10, 1995) 7-17
Summary and Review 7-19
HARDWARE City Exercise 7-24
Chapter 7 Index 7-28

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Chapter 8: Inventory

Software Objectives and Learning Objectives 8-1
Periodic Inventory 8-2
EMPORIUM Exercise 8-2
Periodic Inventory Report 8-4
Perpetual Inventory 8-5
Comparison of Periodic and Perpetual Inventories . 8-9
General Journal Entries 8-10
Summary and Review 8-12
OUTLETS Exercise 8-15
Chapter 8 Index 8-18

Project 2: **CURRIER** & SON .... P2-1 to P2-7

Project 2A: Student-Designed Merchandising Business P2A-1 to P2A-2

PART 3: ANALYZING FINANCIAL REPORTS

Chapter 9: Plant Assets Depreciation

Software Objectives and Learning Objectives 9-1
Straight-Line Depreciation 9-2
Units of Production Depreciation 9-3
Double-Declining Balance Depreciation 9-3
Sum-of-the-Years'-Digits Depreciation 9-5
MACRS Depreciation 9-5
PRESCOTT Exercise 9-7
Asset Depreciation Report 9-11
Adjusting Entries for Depreciation 9-15
Financial Statements 9-16
Trial Balance (post-closing) 9-22
Summary and Review 9-23
ATHLETIC Pro Exercise 9-29
Chapter 9 Index 9-31

Chapter 10: Financial Ratios and Present Value

Software Objectives and Learning Objectives . . . 10-1
Analyzing Comparative Financial Statements 10-1
Comparative Balance Sheet 10-2
Comparative Income Statement 10-3
Ratio Analysis 10-4
Short-Term Liquidity Ratios 10-5
Equity Ratios 10-9
Profitability Tests 10-10
Market Tests 10-16
RANGER Wholesale Company Exercise 10-18
Ratio Reports 10-25
Present Value Calculator 10-29
General Journal Entries 10-35
Summary and Review 10-37
Exercise 10-1: **RANGER** continued 10-42
Exercise 10-2: Computing Present Value 10-43
Chapter 10 Index . . . . . 10-44 to 10-45

Project 3: **ELLSTON**, Inc. . . . . P3-1 to P3-4

Project 3A: Student-Designed Business P3A-1

Appendix A: Software Installation . . . . . A-1 to A-3

Appendix B: *Windows*™ Fundamentals . . . . . B-1 to B-6

Appendix C: Review of Accounting Principles . . . . . C-1 to C-5

Appendix D: Disk Care and Handling Information . . D-1

Appendix E: Command Key Summary . . . . . E1 to E4

Glossary . . . . . GL-1 to GL-17

Index . . . . . IN-1 to IN-4

SOFTWARE OBJECTIVES: In Chapter 1, you will use the software to:

1. Start *Computer Accounting for Windows™* (*CA4WIN*).[1]
2. Select the exercise, **Example**.
3. Use the Journals and post to the General Ledger.
4. Print a Trial Balance.

LEARNING OBJECTIVES: In Chapter 1, you will be able to:

1. Use the software to complete the **Example** exercise.
2. Understand the difference between Original and Current balances.
3. Understand how the editing keys, combination keys, the mouse and the pop-up calculator work.
4. Understand the differences between manual vs. computerized accounting.
5. Complete chapter activities.

For purposes of demonstrating how the accounting software works, this chapter will take you step by step through typical data entry using an exercise called **Example**. This will introduce you to the journal entry and posting procedures used with exercises in *CA4WIN*. The purpose of this exercise is software familiarity rather than to test accounting knowledge. Individual chapters in this book will focus on specific features of the accounting software. By completing each chapter you will gain in-depth knowledge of computerized accounting.

[1]If the software is not installed, see Appendix A, Installing the Software.

GETTING STARTED

Follow these steps to start *Computer Accounting for Windows*™:

1. Put a formatted data disk in drive A.[2]

2. To start double click on the *CA4WIN* icon. (The left mouse button is the only one used with this software.)

3. "Where is your data?" is displayed as shown in Figure 1-1:

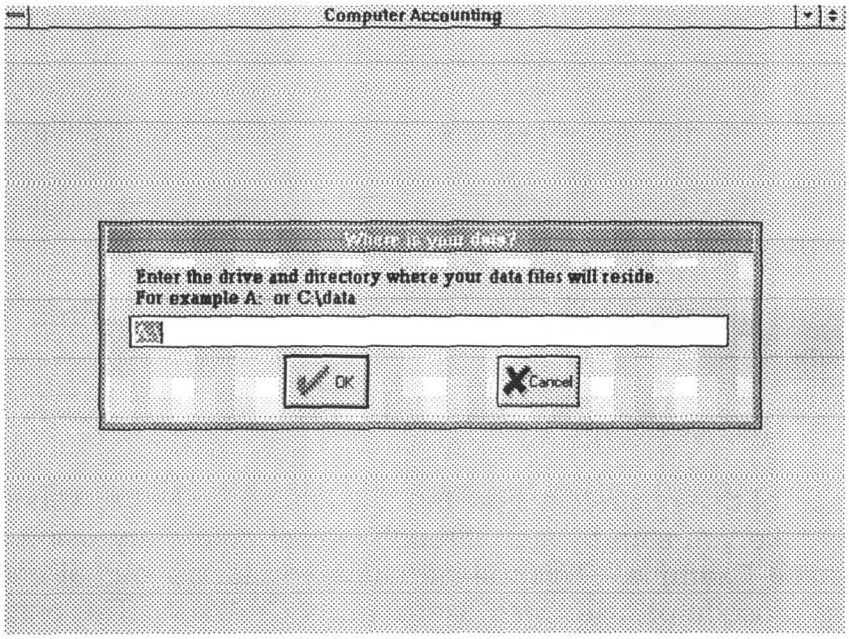

Figure 1-1: Where is your data? box

[NOTE: If the data path shown is C:\CA4WIN and you want to save to drive A, put a formatted data disk in drive A and type **A:**. Click on OK **<✓>** or press **<Enter>**.]

[2]The instructions assume that data is saved in drive A. See "Saving Data In Drive A," Appendix A, pages A-2 to A-3.

4. Click on OK <✓>.

5. The next window is the Exercise Selection Box as shown in Figure 1-2:

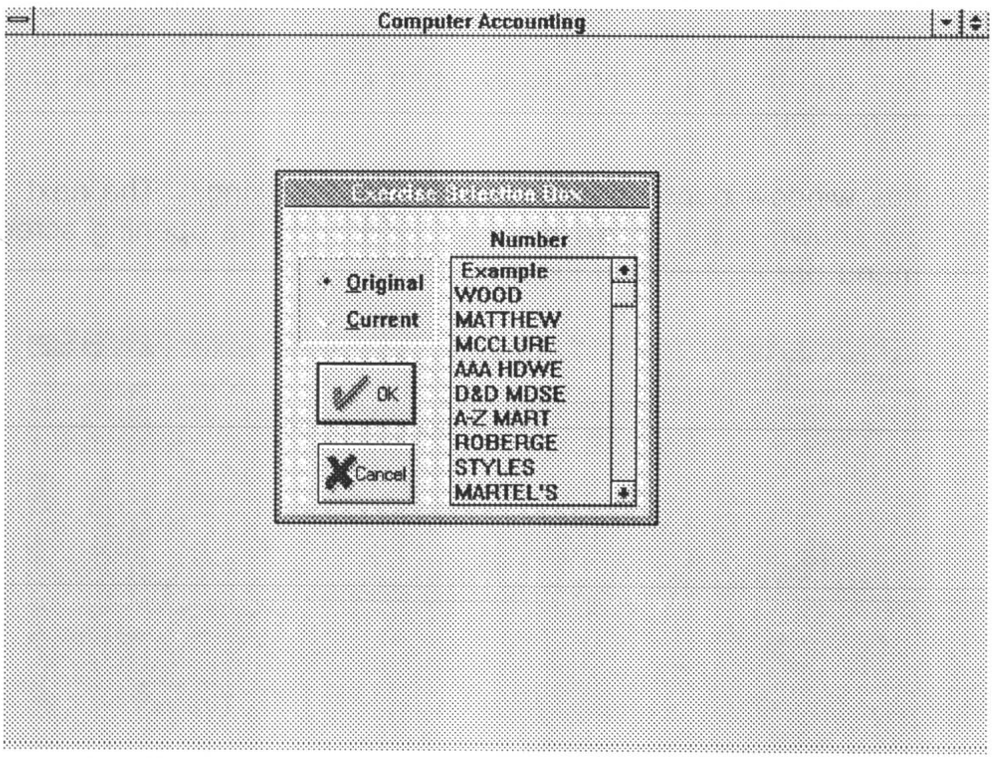

Figure 1-2: Exercise Selection Box

The Exercise Selection Box shows the following: Original or Current balances, OK <✓>, Cancel <X>, and the Number scroll box. If you want to start one of the exercises listed in the Number scroll box, click on Original or Current. Then use the up or down arrows <↑ ↓> or mouse to scroll through the list until you find the exercise that you want.

Original balances allow you to start the exercise from the beginning. ***Current balances*** are used when you have worked with the exercise before and saved it. If you want to continue from where you left off, select Current balance.

Scrolling moves the list up or down. Highlight the name of the exercise with your mouse and click on **<OK>**. The files listed in the Number scroll box are called exercise files. In Chapter 1, you will retrieve the exercise, **Example**, and explore the software.

6. Original balance is the ***default***. The default is the initial setting of the program before any work is saved. Make sure that Original is selected and that the **Example** exercise is highlighted. Click on **OK <✓>** to continue.

7. A status window pops up quickly that says "Working." The next window shown is the ***menu bar*** for *CA4WIN* or the opening screen. The menu bar is shown in Figure 1-3:

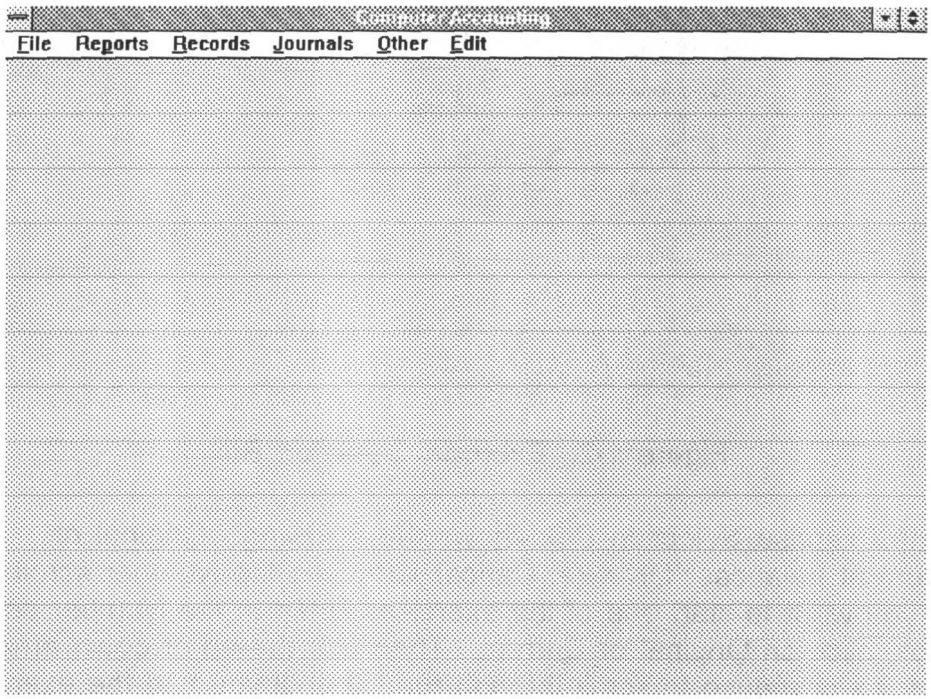

Figure 1-3: Menu bar or opening screen for *CA4WIN*

Each menu bar item has a ***pull-down menu*** underneath it. You can make menu selections by clicking on the item with the mouse or pressing the **<Alt>** key then the underlined letter. The instructions will show combination keys like this: **<Alt>+<F>** is the

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