Integrated Accounting

for **DOS**

Klooster & Allen

5TH EDITION

Integrated Accounting

for DOS

5TH EDITION

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Preface

The abundance of inexpensive computers has made it possible to cost justify learning about computerized accounting concepts using a hands-on approach to computers. The same abundance of inexpensive computers has made it possible for many more businesses and governmental agencies to use computers to assist in keeping their accounting records. Thus, it is even more important that accounting students be exposed to computerized accounting procedures. The *Integrated Accounting* software that accompanies this text-workbook enables students to learn how computers are used in today's accounting environments. The ease of running this software removes the technical obstacles of using the computer so that even the first-time computer user can concentrate on the accounting applications.

MAJOR FEATURES

The *Integrated Accounting* package is composed of a text-workbook and software disk(s) that provide a realistic approach to computerized, integrated accounting principles. It consists of three software modules that contain the major accounting systems commonly found in computerized accounting environments. The first software module contains integrated accounting capable of handling the processing for businesses that are organized as sole proprietorships, partnerships, and corporations; service and merchandising businesses; departmentalized and non-departmentalized businesses; as well as voucher and non-voucher systems. The second software module contains complete Fixed Assets and Payroll systems, and the third module contains a complete perpetual inventory system.

HIGHLIGHTS OF CHANGES IN THE FIFTH EDITION

The fifth edition of *Integrated Accounting* has retained many features that made the first four editions so successful. Because of technological changes, industry software innovations, and user feedback from the previous edition, the following changes have been implemented:

1. Debit and Credit columns have been added to the journal screens, thereby eliminating the need to enter any negative values.
2. A ratio analysis report has been added to the software.
3. Additional capabilities have been built into the software that allow it to tailor its processing to a wider array of accounting processing

tasks (e.g., voucher/non-voucher systems, departmentalized/non-departmentalized businesses, service/merchandising businesses, and sole proprietorships/partnerships/corporations).

4. Additional print capabilities have been added that enable the user to direct the displayed report to one of several attached printers, or to a file on disk for input into a word processor.
5. File handling has been enhanced to permit the user to store and retrieve his/her data to directories (if used) on a wide variety of different disk drives (e.g., 5 1/4-inch, 3 1/2-inch, hard drives).
6. Input forms have been eliminated from the text-workbook.
7. Separate chapters have been created for partnerships and corporations to expand coverage of these topics.
8. Two spreadsheet chapters have been added that provide basic spreadsheet operation and enable the user to complete integration applications with data from the *Integrated Accounting* software.
9. Each new software feature introduced in the text includes "Easy Steps." Easy Steps are simple step-by-step instructions for using that feature. This technique makes the software easy to learn and provides an easy-to-use reference.
10. A third computer challenge problem has been added to each chapter (except Chapter 1).
11. A tutorial problem in each chapter provides all the information needed to successfully complete the student practice and challenge problems.
12. The text has been reorganized in such a way that students are exposed to many types of ongoing accounting systems, covering a wide variety of accounting processing. Thus, the user becomes very familiar with the software and its features before he or she is expected to set up a new computerized accounting system (Chapter 12).
13. Student check figures for each of the end-of-chapter computer problems have been provided in the instructor's manual.
14. The Inspector software for checking student's data files has several enhancements, such as non-case sensitive checking.

ORGANIZATIONAL FEATURES

The text-workbook consists of fourteen chapters and two comprehensive problems. Each chapter contains concise explanations of the material presented with sample illustrations, screen displays, computer-generated output, a tutorial problem, a student exercise, a practice problem, and a student challenge problem. In addition, fundamental data processing terms are defined in the context in which they are used throughout the text.

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LEARNING OBJECTIVES

This courseware package is intended for students who want to learn about computerized accounting principles. Therefore, the major objective of this book and its associated computer software are (1) to present and integrate accounting principles in such a way that no prior knowledge of computer or computerized accounting is required and (2) to provide a hands-on approach to learning how modern computerized integrated accounting systems function. Each chapter identifies the learning objectives that are to be mastered. These objectives correspond to the sequence of options designed into the accompanying software.

Additional flexibility has been designed into the computer software to permit its use with most traditional accounting textbooks. The computer may be used to solve many of the manual accounting problems in these textbooks. Thus, the application of the software is limited only by the students' imagination and desire to learn.

MESSAGE TO THE INSTRUCTOR

This package has been designed so that the material and the computer exercises presented in this text-workbook can be introduced gradually through the use of beginning data files that permit the processing of ongoing accounting systems. In this way, students can concentrate on learning accounting topics while they gain experience with the various features of the software.

Each chapter contains a tutorial problem to help students learn the important operational characteristics of the software quickly. Each chapter also contains a student exercise, a student practice problem, a student challenge problem, and audit tests to ensure that students comprehend the material presented. This approach permits students to work independently and at their own rates.

An instructor's manual is provided to assist you while using *Integrated Accounting.* In addition, a solutions checker disk called the Inspector Disk is available to electronically check your students' solutions against the solutions provided on the Inspector Disk. The solution files provided on the Inspector Disk represent the same solutions provided in print in the instructor's manual. Also, student check figures for each of the end-of-chapter computer problems are provided for use at your discretion.

MESSAGE TO THE STUDENT

The *Integrated Accounting* software is designed so that computer-generated output, the integration processes, and the accounting procedures are very similar to those currently used in business and industry, whether the business systems use large or small computer systems. The

significant difference between the software used in this package and an actual business system is the simplicity of computer operation.

When a business or industry uses a computerized system to control such valuable assets as cash and accounts receivable, very tight controls are maintained on security, data entry, and audit trail procedures. These controls often complicate the operation of a computerized system. Some of these restrictions have been intentionally omitted from this package in the interest of simplifying the operations and providing a usable, relevant educational tool.

AUTHORS

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a word processing, spreadsheet, and database textbook; several accounting simulation courseware packages; and many other educational software packages.

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COMPUTER CONFIGURATION

The *Integrated Accounting* package is available for the IBM PC[1], IBM Personal System/2, and compatible computers. The minimum configuration to run the software is 512K memory using DOS 2.0 or above for PCs, DOS 3.3 or above for Personal System/2s, one monitor, and one dual-sided 3 1/2-inch disk drive. Access to an 80-column, continuous-feed printer is optional.

1 IBM and Personal System/2 are registered trademarks of International Business Machines Corporation. Any reference to IBM, IBM PC, or Personal System/2 refers to this footnote.

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CHAPTER

1

Introduction to Integrated Accounting

LEARNING OBJECTIVES

Upon completion of this chapter, you will be able to:

1. Identify and define the key terms associated with integrated accounting systems.
2. Describe the various types of windows.
3. Operate the computer and the accounting software using a keyboard or a mouse.
4. Perform system start-up procedures.
5. Make menu selections.
6. Load data from disk.
7. Perform data entry activities.
8. Display and print reports.
9. Access help information.
10. Save data to disk.
11. Define terms associated with computerized accounting.

INTRODUCTION

This text will teach you about computerized accounting using a hands-on approach. You will learn to operate the software by entering realistic accounting transactions for a variety of business applications and by generating financial statements as well as other management information reports.

The software makes use of a standard user interface that utilizes pull-down menus, movable overlapping windows, mouse support, list windows, and help windows. This standard interface is similar to the interface used in many other software applications. Most of the techniques you learn in this book can be applied to many other software packages. This will make the transition to other applications very easy.

The *Integrated Accounting* Software

The *Integrated Accounting* software consists of three modules with the opening balance data and template files all on one 3 1/2-inch disk. Module 1, named IA1, contains the integrated accounting software for general ledger, accounts payable, accounts receivable, and financial statement analysis. Module 2, named IA2, contains the software for fixed assets and payroll. Module 3, named IA3, contains the inventory software.

The data files contain the opening (or beginning) balances for each problem in the textbook. Therefore, before a problem can be solved, the beginning data must be loaded. On a hard disk or network system, the data and template files should be copied into the same directory as the software.

This Text-Workbook

Each chapter begins with an introduction that describes the topics to be covered. The introduction is followed by the operating procedures required to enter and process the data presented in the chapter. At the end of each chapter is a tutorial problem (identified as problem A) with detailed operating instructions. If you have difficulty with an activity in the tutorial problem, refer back to the operational procedure that describes the activity. Page references are provided for each step of the tutorial problem. Following the tutorial problem is a student exercise, a computer practice problem B, and a computer challenge problem C.

This book uses features that will make learning the *Integrated Accounting* software easier and allow you to locate reference information quickly and easily. These features are listed below.

1. Each pull-down menu is shown in the chapter.
2. Each data entry window is pictured with an explanation of each of the data fields.
3. Throughout the text, useful illustrations and notes are provided in the margins.
4. An illustration showing a partially completed input form is provided for many data entry screens.
5. Brief step-by-step procedures called Easy Steps are provided for each computer activity (such as menus, data entry, and report printing). The Easy Steps make the activities easier to learn and serve as a reference when you are working the end-of-chapter problems.

OPERATING PROCEDURES

The operating procedures in this chapter include pull-down menus, mouse instructions, data entry windows, list windows, dialog windows, and report windows. In addition, the operating procedures for start-up, the File menu, the General Information data entry window, setting the display type, setting the colors, and using the Help menu will also be covered.

Using a Mouse

The *Integrated Accounting* software works with a mouse. If you have a mouse connected to your computer, the pointer will be displayed on your screen as a small rectangle (▮). The pointer moves on the screen as you move the mouse. The following functions can be performed with a mouse:

Point	Move the pointer to a specific location on the screen.
Click	Quickly press and release the left mouse button.
Drag	Press and hold down the left mouse button and move the mouse.

Point and click Pointing to an object on the screen and clicking the mouse button is "clicking on the object." For example, if you are directed to "click on" the Ok button, you should point to the Ok button and click the left mouse button.

Pull-Down Menus

One of the ways you can communicate with the computer is with a menu. A menu contains a list of commands. Figure 1.1 shows the parts of the *Integrated Accounting* menu system.

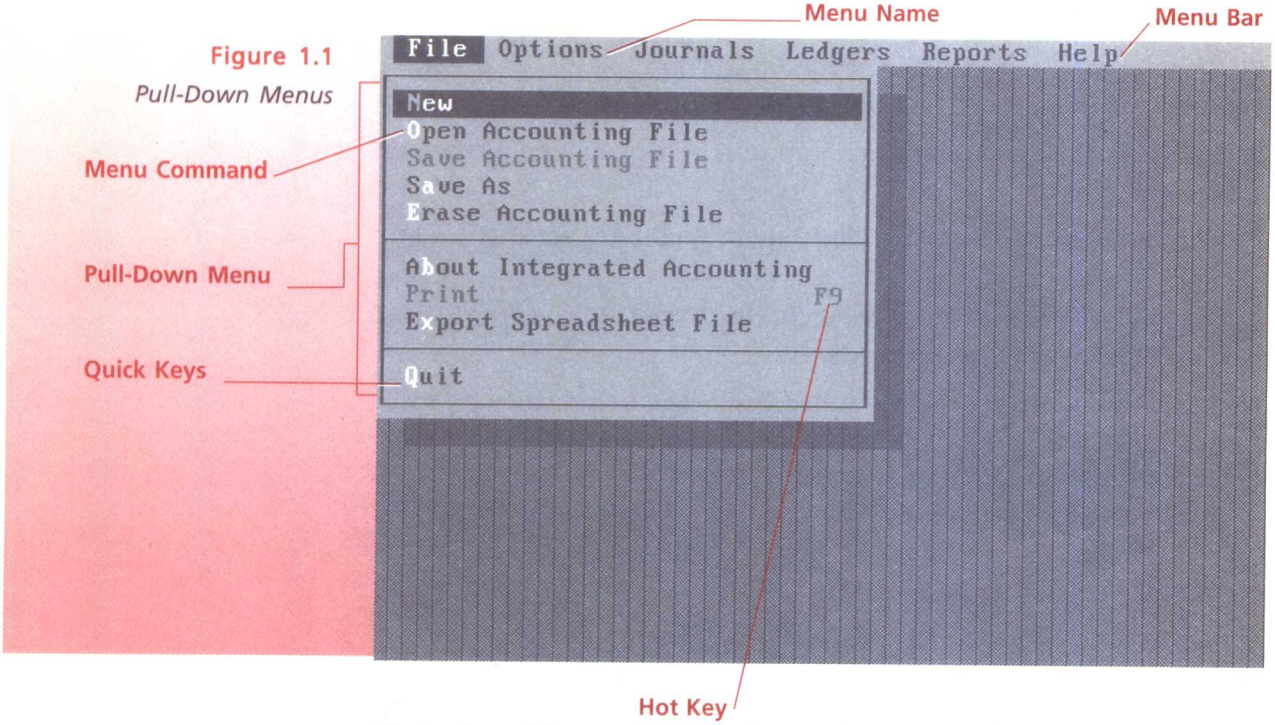


Figure 1.1
Pull-Down Menus

Menu Bar. The menu bar is the top line of the screen, which shows the menus that are available. The menu bar is different for the Accounting System, Fixed Assets, Payroll, and Inventory software systems.

Menu Name. Each of the words on the menu bar is the name of one of the pull-down menus. If a menu name is "dimmed," it is not available.

Pull-Down Menu. A pull-down menu is a list of commands that appears immediately below the selected menu.

Menu Command. The menu commands are the menu items, such as New and Open Accounting File shown in the File menu in Figure 1.1. They are referred to as commands because they command the computer to perform a particular action.

Quick Key. Each menu name and each menu command has a quick key associated with it. The quick keys appear on the screen as either a bright or an underlined letter (within the menu or command name). Quick keys allow easy menu or menu command selection.

Hot Key. Some menu options can be selected without pulling down a menu by using a function key or a key sequence. For example, pressing the F9 function key while a report is displayed will cause the computer to print the displayed report to an attached printer. If a menu command has a hot key, it will be shown on the pull-down menu.

Table 1.1 describes keyboard keys that you will find useful when working with pull-down menus.

Table 1.1
Keys Used with Pull-Down Menus

Key	Function
Alt	Use this key to transfer control to the menu bar to select a pull-down menu.
Esc	Use this key to release control from the menu bar or to remove any pull-down menu.
Down Arrow	Use this key to pull down a menu. Each time this key is pressed while a menu is pulled down, the highlight bar will move down to the next menu command. If the highlight bar is on the last command, it will wrap around to the first command.
Up Arrow	Use this key to move the highlight bar up to the previous command within a pull-down menu.
Right Arrow	This key selects the next menu.
Left Arrow	This key selects the previous menu.
Enter	Use this key to choose the currently highlighted menu or menu command.

Selecting and Choosing Menus and Menu Commands

With the *Integrated Accounting* software, the terms *select* and *choose* have different meanings. When menus on the menu bar or menu commands are selected, they are highlighted. When a highlighted (or selected) menu or command is chosen, the software will take the appropriate action. Dimmed commands are not available at the current time (you may need to select another command before using a dimmed command).

Pulling Down a Menu and Choosing a Menu Command

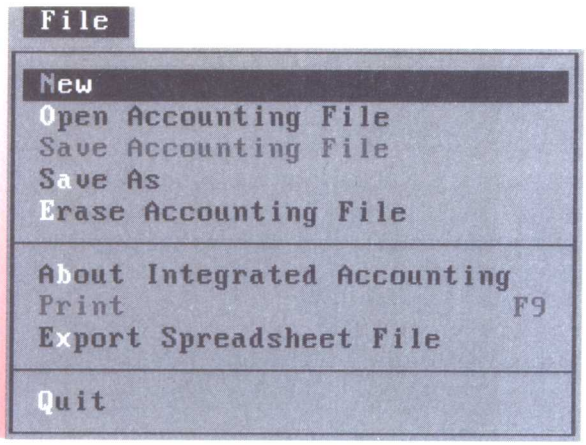
Keyboard

1. **Press the Alt key.**
   When the Alt key is pressed, the first menu on the menu bar (File) is selected.
2. **Press the Left or Right Arrow key to select a menu.**
   As you move through the menus with the Left and Right Arrow keys, any menus that are inactive (dimmed) are skipped.

If the menu command has a highlighted or underlined letter, you can choose a menu command by typing the letter that is highlighted or underlined. For example, to choose Open Accounting File, type O. As we have noted, these highlighted letters are called "quick keys" because they allow you to select menu commands quickly using the keyboard.

3. **Press Enter to choose the selected menu.**
   The chosen menu will appear with the first menu command highlighted. For example, if the File menu is chosen, the screen will appear as shown in Figure 1.2. If the name in the menu bar has a highlighted or underlined letter, you can press Alt to select the menu bar, and then type the letter that is highlighted or underlined. For example, to pull down the Help menu, press Alt, then H.
4. **Use the Up and Down Arrow keys to select the menu command, then press Enter to choose the command.**

Figure 1.2
File Menu



Mouse

1. **Pull down the menu by pointing to the name of the menu on the menu bar and clicking the left mouse button.**
2. **Point to the menu command and click the left mouse button.**
   To move directly to a menu item, point to the menu name and drag the highlight bar down the menu until the menu command is highlighted, and then release the mouse button.

Windows

You interact with the computer to perform the integrated accounting procedures through windows. A **window** is a rectangular area of the screen in which the software is communicating with the user. Often the screen contains only one window. At times, two or more overlapping windows may appear on the screen. However, only one window is active at a time. The *Integrated Accounting* software uses four different types of windows: data entry, list, dialog, and report windows.

To use the software, it is helpful to understand how to work with each of these four types of windows. The following paragraphs describe how to use these windows with a mouse and the keyboard or with the keyboard alone.

Data Entry Windows

Data is keyed into the computer from the computer's keyboard and displayed in data entry windows as it is keyed. This process is called *data entry*. Figure 1.3 shows the parts of a data entry window.

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