

ACCPAC Simply Accounting
User Guide for

College Accounting

Seventh Edition

Price Haddock Brock

Copyright © 1994 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 inquiries to:
GLENCOE DIVISION
Macmillan/McGraw-Hill
936 Eastwind Drive
Westerville, OH 43081

P/N G01494.08
ISBN: 0-02-801494-4

Printed in the United States of America.

1 2 3 4 5 6 7 8 9 MAZ 99 98 97 96 95 94 93

USER'S GUIDE

for the ACCPAC® Simply Accounting 3.4 and Problem Sets
that accompany

COLLEGE ACCOUNTING

7th edition

TABLE OF CONTENTS

<i>Topic</i>	<i>Page</i>
SECTION 1 INTRODUCTION	2
1.1 Overview of the User's Guide	2
1.2 Features of the Software	2
1.3 Care and Handling of Diskettes	3
SECTION 2 PREPARING TO USE THE ACCOUNTING SOFTWARE	3
2.1 Contents of Package	3
2.2 Getting Started	4
SECTION 3 INSTRUCTION SHEETS	5
Mini-Practice Set 1—Arrow Accounting Services	5
Mini-Practice Set 2—Fashions for Less	8
Mini-Practice Set 3—Accent Corporation	13
Whitewater Wilderness Canoe Livery	17
Wood n' Things	21
SECTION 4 TROUBLESHOOTING	28

ACCPAC is a registered trademark of Computer Associates International, Inc.

USER'S GUIDE

for the ACCPAC® Simply Accounting 3.4 and Problem Sets
that accompany

COLLEGE ACCOUNTING

7th edition

TABLE OF CONTENTS

<i>Topic</i>	<i>Page</i>
SECTION 1 INTRODUCTION	2
1.1 Overview of the User's Guide	2
1.2 Features of the Software	2
1.3 Care and Handling of Diskettes	3
SECTION 2 PREPARING TO USE THE ACCOUNTING SOFTWARE	3
2.1 Contents of Package	3
2.2 Getting Started	4
SECTION 3 INSTRUCTION SHEETS	5
Mini-Practice Set 1—Arrow Accounting Services	5
Mini-Practice Set 2—Fashions for Less	8
Mini-Practice Set 3—Accent Corporation	13
Whitewater Wilderness Canoe Livery	17
Wood n' Things	21
SECTION 4 TROUBLESHOOTING	28

ACCPAC is a registered trademark of Computer Associates International, Inc.

INTRODUCTION

After you master the basic accounting principles, the next step is to combine this knowledge with an understanding of how accounting software can be used to record transactions, generate reports, and prepare financial statements. This user's guide and the problem set disks provide you with the information needed to complete selected problems from the *College Accounting*, 7th edition textbook using ACCPAC® Simply Accounting 3.4.

ACCPAC® Simply Accounting is a full-featured accounting package that includes integrated general ledger, accounts payable, accounts receivable, payroll, and inventory systems. The software offers easy set-up, streamlined transaction entry, and fast, complete reporting.

The problem set files, which are included in this package, consist of the opening balances for selected problems in the textbook. When you load a problem set, most of the required information such as the chart of accounts, vendors, customers, and employees is pre-entered. You focus on solving the accounting problem, not keying unnecessary data.

1.1 OVERVIEW OF THE USER'S GUIDE

This user's guide contains everything you need to use the accounting software to complete selected problems from your textbook. The following information is provided in this user's guide.

- equipment checklist
- start-up procedures
- discussion of the program's features
- instruction sheets needed to complete assigned problems
- troubleshooting hints provide assistance if you have difficulty using the software

1.2 FEATURES OF THE SOFTWARE

The ACCPAC® Simply Accounting software includes the following features. The options that you will use to complete selected problems from *College Accounting*, 7th edition depend on the type and scope of the problem. For example, one problem may require the use of only the general ledger while another may use most of the available functions.

- General Ledger
- Accounts Receivable
- Invoicing
- Job Costing

- Accounts Payable
- Payroll
- Inventory
- Financial Statements

1.3 CARE AND HANDLING OF THE DISKETTES

The problem set files are provided on magnetic media called a diskette in both 3½" and 5¼" formats. These diskettes should always be handled carefully.

- Never bend or fold the disks.
- Never touch the exposed disk media on the 5¼" disks.
- Keep the disks away from all magnetic fields.
- Keep the 5¼" disks in their disk sleeves when not in use.
- Carefully insert a disk in the drive. Never force the disk.
- Store the disks at room temperature. Do not expose the disks to extreme temperatures.

SECTION 2 PREPARING TO USE THE ACCOUNTING SOFTWARE

2.1 CONTENTS OF PACKAGE

This package includes the following items:

- The user's guide provides everything you need to get started with ACCPACR Simply Accounting 3.4. Instruction sheets are included for each of the problems and practice sets.
- Problem set template diskettes (3½" and 5¼") include the opening balances for the following problems and practice sets.

Mini-Practice Set 1—Arrow Accounting Services

Mini-Practice Set 2—Fashions for Less

Mini-Practice Set 3—Accent Corporation

Whitewater Wilderness Canoe Livery

Wood n' Things

2.2 GETTING STARTED

What you need to get started using ACCPAC® Simply Accounting is described in the following paragraphs. Read this information before continuing with the next section or completing any of the problems.

Hardware and Software Requirements

Before you complete any of the assigned problems, you will need access to the following equipment and software:

- IBM PC (or 100%-compatible) computer with 384K conventional memory; two floppy disk drive, or one floppy disk drive and a hard drive; DOS 3.0 (or higher); and a monitor
- printer capable of printing in condensed mode
- ACCPAC® Simply Accounting 3.4 software installed on a hard drive

Learning How to Use ACCPAC Simply Accounting

The information provided in the instruction sheets assumes that you have a basic understanding of the ACCPAC® Simply Accounting software. That is, you should know how to generate reports; and enter a variety of transactions including general ledger, receivables, payables, cash receipts, and cash payments. If you are not familiar with the ACCPAC® Simply Accounting, read the user's guide that accompanies the software and complete the tutorial.

Making a Backup

The enclosed template disk includes the accounting data for selected problems from your accounting text. As you work with the accounting files for a particular problem, the data is automatically saved over the original data. Therefore, it is highly recommended that you make and use a backup copy of the template disk. Then, you will have a copy of the original files if you need to access them at a later date.

A blank, formatted disk is needed to backup the accounting data when you are working with the accounting software. It is recommended that you backup your data prior to closing a period. Once you close a period, you can no longer enter any transactions in that period. However, you can always make correcting entries in a later period.

SECTION 3 INSTRUCTION SHEETS

The instruction sheets provide general instructions and helpful hints to guide you through the steps to complete a problem. Separate instruction sheets are included for each of the mini-practice sets in the textbook and the manual practice sets.

MINI-PRACTICE SET 1—ARROW ACCOUNTING SERVICES

INSTRUCTIONS:

Step 1

Boot the computer. At the DOS prompt, change the directory to locate the *ACCPAC Simply Accounting* software and then start the program.

For example, type `cd \accpac` and press Enter to change directories. Then, key-enter **simply** to start the program. The actual start-up procedures depend on how and where the software was installed. Check with your instructor if these start-up procedures do not work.

Step 2

After you start the program, you must identify where the company data is located. (See Figure 1.)

GENERAL	PAYABLE	RECEIVABLE	PAYROLL	INVENTORY	JOB COST	SYSTEM
---------	---------	------------	---------	-----------	----------	--------

Company: d:\[path]

Figure 1

Drive A: Insert your problem set disk in Drive A. Key-enter **A:\MP-1** at the Company prompt. The files are in a subdirectory called *MP-1* (mini-practice set 1).

Drive B: Insert your problem set disk in Drive B and then key-enter **B:\MP-1** at the Company prompt.

Hard Drive: If the problem set files have been copied to a hard drive, enter the drive and location (e.g., `C:\DATA\MP-1`).

Step 3

Key-enter **013196** for the using date.

When you press Enter, a message is displayed indicating that the date entered is more than one week past the previous using date. Press Enter twice to accept the new using date.

Step 4

Analyze the transactions for January that are provided in the textbook. Use the chart of accounts shown in Figure 2 to record the transactions.

CHART OF ACCOUNTS

ASSETS

100 ** Current Assets **	H
101 Cash	R
111 Accounts Receivable	R
121 Supplies	R
131 Prepaid Rent	R
134 Prepaid Insurance	R
141 Equipment	L
142 Accum. Depr.--Equipment	L
143 Equipment (net)	S
199 ** Total Current Assets **	T

LIABILITIES

200 ** Current Liabilities **	H
202 Accounts Payable	R
299 ** Tl. Current Liab. **	T

EQUITY

300 ** Owner's Equity **	H
301 John Arrow, Capital	R
302 John Arrow, Drawing	R
309 Income Summary	X
369 ** Total Owner's Equity **	T

EXPENSE

500 ** Operating Expenses **	H
511 Salaries Expense	R
514 Utilities Expense	R
517 Supplies Expense	R
520 Rent Expense	R
523 Depr. Expense--Equipment	R
526 Insurance Expense	R
529 Advertising Expense	R
532 Telephone Expense	R
535 Maintenance Expense	R
539 ** Total Operating Exp. **	T

REVENUE

400 ** Accounting Services **	H
401 Fees Income	R
439 ** Total Services **	T

Figure 2

Step 5

Key-enter the general journal transactions. Select *Journal* from the **General** menu to display the General Journal data entry screen as shown in Figure 3.

Hints:

- Remember, as you enter a transaction, pressing **F2** displays a summary of the current transaction.
- If there is not a source document, press the Space Bar once while you are in the field and then press Enter.
- Leave the Project description and amount fields blank when you key-enter the general journal transactions for this problem.

GENERAL	PAYABLE	RECEIVABLE	PAYROLL	INVENTORY	JOB/COST	SYSTEM
Comment						
Source						
Date						
Account						
Amount						
Project						
Amount						

Figure 3

If you must end the current session before completing the mini-practice set, choose Finish from the System menu to save your data and exit the program. It is recommended that you backup your data after each session.

When you resume your work follow these steps to continue where you left off.

- Start ACCPAC Simply Accounting
- Specify the path for the company files
- Set the using date to 01/31/1996
- Begin where you left off

Step 6

Display a general journal report.

Review the report and print it if there are no errors. If you notice a mistake, cancel the display and then record the necessary correcting entries. With the ACCPAC software, you cannot edit a transaction after it has been recorded.

Step 7

Print a trial balance.

Step 8

Key-enter the adjusting entries. Print a general journal report and proof your work.

Step 9

Print an adjusted trial balance.

Step 10

Print an income statement and a balance sheet.

Hint: It is recommended that you make a backup copy of your data disk before closing the current period. Quit the program and then follow the instructions provided in the ACCPAC reference manual. Restart the program and then complete the problem.

Step 11

Prepare and record an entry to close the drawing accounting. Proof your work and then post the closing entries.

Note: Closing entries are automatically generated for the revenue and expense accounts at the end of the fiscal period, but ACCPAC Simply Accounting does not close the drawing account. Therefore, you must manually close this account into the capital account.

Step 12

Choose Advance from the **System** menu and then key-enter **020196** for the using date.

When you set the using date, you are warned that the revenue and expense accounts will be closed. Proceed with this process.

Step 13

Print a post-closing trial balance.

Step 14

Quit the program by choosing *Finish* from the **System** menu.

MINI-PRACTICE SET 2—FASHIONS FOR LESS

INSTRUCTIONS:

Step 1

Boot the computer. At the DOS prompt, change the directory to locate the ACCPAC *Simply Accounting* software and then start the program.

For example, type **cd \accpac** and press Enter to change directories. Then, key-enter **simply** to start the program. The actual start-up procedures depend on how and where the software was installed. Check with your instructor if these start-up procedures do not work.

Step 2

After you start the program, you must identify where the company data is located. (See Figure 1.)

GENERAL	PAYABLE	RECEIVABLE	PAYROLL	INVENTORY	JOB COST	SYSTEM
Company: d:\[path]						

Figure 1

Drive A: Insert your problem set disk in Drive A. Key-enter **A:\MP-2** at the Company prompt. The files are in a subdirectory called **MP-2** (mini-practice set 2).

Drive B: Insert your problem set disk in Drive B and then key-enter **B:\MP-2** at the Company prompt.

Hard Drive: If the problem set files have been copied to a hard drive, enter the drive and location (e.g., **C:\DATA\MP-2**).

Step 3

Key-enter **063094** for the using date.

When you press Enter, a message is displayed indicating that the date entered is more than one week past the previous using date. Press Enter twice to accept the new using date.

Step 4

Analyze the transactions for June that are provided in the textbook. Use the following chart of accounts, vendor accounts, and customer accounts to record the transactions.

Fashions for Less
CHART OF ACCOUNTS Jun 30, 1994

ASSETS

100	CURRENT ASSETS.....	M
101	Cash.....	R
111	Accounts Receivable.....	R
112	Allow. for Doubtful Accts.....	R
121	Merchandise Inventory.....	R
131	Supplies.....	R
133	Prepaid Insurance.....	R
135	Prepaid Advertising.....	R
139	TOTAL CURRENT ASSETS.....	T
140	PROPERTY, PLANT, & EQUIP.....	M
141	Equipment.....	R
142	Accum. Depr.--Equipment.....	R
198	TL. PROPERTY, PLANT, & EQ.....	T

LIABILITIES

200	CURRENT LIABILITIES.....	H
203	Accounts Payable.....	R
221	Social Security Tax Pay.....	R
222	Medicare Tax Payable.....	R
223	Employee Income Tax Pay.....	R
225	Fed. Unemploy. Tax Pay.....	R
227	State Unemploy. Tax Payable.....	R
229	Salaries Payable.....	R
231	Sales Tax Payable.....	R
269	TOTAL CURRENT LIABILITIES.....	T

EQUITY

300	OWNER'S EQUITY.....	H
301	Maria Cortez, Capital.....	R
302	Maria Cortez, Drawing.....	R
398	Income Summary.....	X
399	TOTAL OWNER'S EQUITY.....	T

REVENUE

400	SALES REVENUE.....	H
401	Sales.....	R
402	Sales Returns and Allow.....	R
439	TOTAL SALES REVENUE.....	T

EXPENSE

500	COST OF MERCHANDISE SOLD.....	H
501	Merchandise Purchases.....	R
502	Freight In.....	R
503	Purchases Returns & Allow.....	R
504	Purchases Discount.....	R
505	Inventory Adjustment.....	R
509	TL. COST OF MERCH. SOLD.....	T
510	OPERATING EXPENSES.....	H
511	Advertising Expense.....	R
514	Depr. Expense--Equipment.....	R
517	Insurance Expense.....	R
520	Uncollectible Accounts Exp.....	R
523	Payroll Processing Expense.....	R
526	Payroll Tax Expense.....	R
529	Rent Expense.....	R
532	Salaries Expense.....	R
535	Supplies Expense.....	R
538	Telephone Expense.....	R
541	Utilities Expense.....	R
599	TOTAL OPERATING EXPENSES.....	T

CUSTOMER

NO.	NAME
1	Joyce Andrews
2	Susan Berger
3	Keith Larson
4	Diane Nichols
5	Michael O'Mara
6	Vincent Rizzo
7	Sharon Scott

VENDOR

NO.	NAME
1	Allen Sportswear
2	Classic Styles, Inc.
3	Zenith Modes

Step 5

Key-enter the transactions for the month of June in date order, or group the transactions according to type and then enter them in the following order.

Receivables (Sales)
Receivables (Payments)
Payables (Purchases)
Payables (Payments)
General Ledger
Cash Sales
Payroll
Cash Payments (other than for payment on account)

Choose the corresponding *Journal* option(s) from the **General**, **Payable**, or **Receivable** menus to key-enter the transactions.

Hints:

- *Use the Receivables Sale Journal to key-enter sales on account. Use the sales slip number for the invoice number.*
- *Sales returns should be entered using the Receivables Sale Journal.*
 - *Begin a new transaction and key-enter the original sales slip (invoice) number and "cm" (e.g., 241cm).*
 - *Key-enter the account number for **Sales Returns and Allowances** and the amount of the return. Key-enter a **negative** amount to debit the sales returns account.*
 - *Key-enter the **Sales Tax Payable** account number and the appropriate **negative** amount.*
 - *Press **F2** to display the transaction and verify that the entry is correct.*
 - *Post the entry.*
- *Purchases on account and Purchases Returns should be entered using the Payables Purchase Journal.*
- *Cash receipts for sales on account should be recorded in the Receivables Payment Journal. Data must be entered in the Customer Check No. field, simply move to the field, press the Space Bar, and then Enter.*
- *Cash receipts, other than for sales on account, should be recorded in the general journal. For example, cash sales should be recorded in the general journal.*
- *Cash payments for purchases on account should be recorded in the Payables Payment Journal.*

- *A cash payment with a **discount** for purchases on account requires several steps to record this type of transaction.*
 - Determine the amount of the discount.
 - Choose the **Purchase** option from the **Payable/Journal** menu. Key-enter the vendor number, original invoice and “d” for discount (e.g., 9387d), payment date, the **Purchases Discount** account number and the discount as a **negative** amount.
 - Press **F2** review the entry and post it if there are no errors.
 - Choose **Payment** from the **Payable/Journal** menu. Key-enter the vendor number and the payment date. Record the appropriate invoice amount and the invoice discount amount. Enter the check number and then post the entry if it is correct.
- *Cash payments, other than for purchases on account, should be recorded in the general journal. For example, the transaction to record the payment for rent should be recorded in the general journal. Use the check number for the source document number.*
- *Record the payroll entries using the General Journal. Do **not** use the Payroll module.*

Step 6

After you finish entering the transactions, print the corresponding journal reports and proof your work. The journal report options for all the modules are located in the **General** menu.

Correct any errors that you identify using the appropriate correcting entries. Print a corrected journal report.

Step 7

Print a Payable Summary and a Receivable Summary report.

Step 8

Print a trial balance.

Step 9

Key-enter the adjusting entries.

*Hint: Use the **Inventory Adjustment (505)** account instead of **Income Summary** to record the adjustment to **Merchandise Inventory**.*

Step 10

Print a general journal report and proof your work.

Step 11

Print an adjusted trial balance.

Step 12

Print an income statement and a balance sheet.

Step 13

Record the closing entry for the drawing account.

The revenue and expense accounts are automatically closed when you advance the using date, but not the drawing account.

Step 14

Optional: Backup your data before performing the next step. Quit the program and make a backup of your data disk and then restart the program.

Step 15

Choose *Advance* from the **System** menu. Key-enter **070194** for the new using date.

Step 16

Print a post-closing trial balance.

Step 17

Quit the program by choosing *Finish* from the **System** menu.

MINI-PRACTICE SET 3—CORPORATION ACCOUNTING CYCLE

INSTRUCTIONS:

Step 1

Boot the computer. At the DOS prompt, change the directory to locate the ACCPAC Simply Accounting software and then start the program.

For example, type **cd \accpac** and press Enter to change directories. Then, key-enter **simply** to start the program. The actual start-up procedures depend on how and where the software was installed. Check with your instructor if these start-up procedures do not work.

Step 2

After you start the program, you must identify where the company data is located. (See Figure 1.)

GENERAL	PAYABLE	RECEIVABLE	PAYROLL	INVENTORY	JOB COST	SYSTEM
---------	---------	------------	---------	-----------	----------	--------

Company: d:\[path]

Figure 1

Drive A: Insert your problem set disk in Drive A. Key-enter **A:\MP-3** at the Company prompt. The files are in a subdirectory called **MP-3** (mini-practice set 3).

Drive B: Insert your problem set disk in Drive B and then key-enter **B:\MP-3** at the Company prompt.

Hard Drive: If the problem set files have been copied to a hard drive, enter the drive and location (e.g., **C:\DATA\MP-3**).

Step 3

Key-enter **123195** for the using date.

Step 4

Analyze the transactions for the year that are provided in the textbook. Use the chart of accounts shown in Figure 2 to record the transactions.

Accent Corporation CHART OF ACCOUNTS

ASSETS

100	CURRENT ASSETS.....	H
101	Cash.....	R
103	Accounts Receivable.....	L
104	Allow. for Doubtful Accts.....	L
105	Net: Receivables.....	S
106	Subscript. Rec.--Common.....	R
121	Interest Receivable.....	R
131	Merchandise Inventory.....	R
139	TOTAL CURRENT ASSETS.....	T
140	FIXED ASSETS.....	H
141	Land.....	R
151	Buildings.....	L
152	Accum. Depr.--Buildings.....	L
153	Buildings: Net.....	S
161	Furniture & Equipment.....	L
162	Accum. Depr.--Furniture.....	L
163	Furniture & Equipment: Net.....	S
169	TOTAL FIXED ASSETS.....	T
170	OTHER ASSETS.....	H
181	Organization Costs.....	R
199	TOTAL OTHER ASSETS.....	T

LIABILITIES

200	CURRENT LIABILITIES.....	H
202	Accounts Payable.....	R
203	Interest Payable.....	R
205	Estimated Income Tax Pay.....	R
206	Dividends Pay.--Preferred.....	R
207	Dividends Pay.--Common.....	R
209	TOTAL CURRENT LIABILITIES.....	T
210	LONG-TERM LIABILITIES.....	H
211	10-Year, 10% Bonds Payable.....	R
212	Premium on 10% Bonds Pay.....	R
299	TOTAL LONG-TERM LIAB.....	T

EQUITY

300	PAID IN CAPITAL.....	H
301	12% Preferred Stock.....	R
302	Paid-in Capital--Preferred.....	R
303	Common Stock (20 stated).....	R
304	Paid-in Capital--Common.....	R