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Tuesday and Thursday

Required Material: QuickBooks Pro 2014: A Complete Course by Janet Horne
Published by Pearson Prentice Hall

Instruction: You may choose to work from home if you have a copy of the QuickBooks software. QuickBooks Pro does come with a trial copy. Please be aware that there will be problems if you do not have the same version of software. You will not be able to transfer files between the two locations.

The work can be done in small groups; however each person is responsible to turn in independent homework.

Learning Hints: In Learning computer software there are no dumb questions. Often there are multiple ways to accomplish your task. During this course you will most likely encounter both computer hardware and software problems. We will help you work through these issues. Much of the learning will be by trial and error as you see what works and what doesn't. For each transaction entered you should know what accounts will be debited and credited, in what amounts, when you save it.

Pointers: (Things that can go wrong)

The first time you open a company, put your name in the company title.

Make sure you are on the H: drive (your home drive) and in the correct company.

Make sure you enter the dates correctly.

Do not skip any steps in the instructions.

Know the difference between "cash" and "accrual" transactions (receivable, payables).

Make sure you are in the correct "data entry window" for the transaction you are entering.

When "paying bills", remember that you need to search out the discounts and the credits (kind of hidden).

Grading: The points for each assignment are shown on the reverse side.

The assignments shown for a particular week will be due on Wednesday by the end of the class. Assignments can be submitted to me directly, place in the in-box in the back of the computer lab and by email as an Excel attachment.

Late and partially completed assignments will not earn full value.
Fold your assignment in half lengthwise, make sure your name and Chapter number are on the outside.

De Anza does not have an automatic dropping policy. If you are registered for the class you must **drop the class**. **If you are on the final attendance roster grading sheet you will receive a grade.**

I will have office hours on Tuesdays in the back of the computer lab from 11:25-12:25 PM.

Final Project Exam: The Final Exam must be complete and handed in by June 24, by 4 PM.

For all Chapters

Review the tutorial exercises in the workbook, these do not need to be submitted. Review end of chapter exercises on your own. Prepare and submit (hardcopy or softcopy) the end of chapter problem reports as shown. Fold your assignment in half lengthwise, make sure your name and Chapter number are on the outside. For each chapter, the tutorial section and the homework section are different companies.

Make sure you have opened the correct company on your "H" drive. The Final Project Exam can only be taken after you have completed the assignments.

Accounting systems are very "date" sensitive. Be careful in entering the dates for all transactions.

There will be no "late" points deducted until after April 28th, after said date all assignments must be turned in on time otherwise there will be a 30% reduction in grade for late homework.

For Help for You and Golf Shop, you must enter the data for all four weeks, but print only the reports at the end of the fourth week.

School Week

Points

Reports are due Thursday, unless other date requested.

4/07 Introduction to computer accounting, review green sheet- set up accounts.

Chapter 1 Overview of QuickBooks

(As needed)

Optional, no assignment, can work on **Chapter 2**

Chapter 2, Sales and Account Reconciliation (work on Assignment)

Homework 20 points

Pages 139-143, Customer Balance Detail Report, Sales by Item Summary Jan. 1-30, 2014 and Trial Balance Jan. 30, 2014

04/14 **Chapter 3**, Payables and Purchases

Homework 20 points

Pages 212-214, Unpaid Bills Detail Report for Jan. 15, 2014, Vendor Balance Detail, customize All

04/21 **Chapter 4**, General Accounting and End-of-Period Procedures

Homework 20 points

Pages 276-279, Journal, Statement of Cash Flows, Jan, 2014, Profit and Loss Jan. 2014, Balance Sheet as of Jan. 31st

(After transfer of Net Income)

Chapters 1-4 Due by

4/28/15

05/05 **Your Name At Your Service Practice Set** - Enter data for all four weeks

Homework 40 points

Week 4, page 280-290, Cash Flow Forecast, Feb. 2014, Bank Reconciliation Detail Report, Statement of Cash Flows 1/2014, Ending Profit & Loss Jan 2011, and Balance Sheet all as of Jan. 31, 2014

Due 5/12

05/12 **Chapter 5**, Sales and Receivables: Merchandising Business

Homework 20 points

Pages 382-387, Customer Balance Detail, customize to All, Deposit Summary Report Jan. 15, 2014, Trial Balance Jan 1-15, 2014

05/19 **Chapter 6**, Payables and Purchases: Merchandising Business

Homework 20 points

Pages 455-458, Unpaid Bills Detail Jan. 25, 2014, Sales Tax Liability, Vendor Balance Detail Jan. 30, 2014, Trial Balance, as of Jan. 30, 2014, Inventory Valuation Summary, Jan. 30, 2014

05/25 **Chapter 7**, General Accounting and End-of-Period Procedures: Merchandising Business

Homework 20 points

Pages 538-542, Bank Reconciliation Detail and Visa Reconciliation as of Jan. 31, 2014 Ending Trial Balance, Jan. 31, 2014, Standard Profit & Loss, Balance Sheet all as of Jan. 31

06/01 **Golf Shop** - Enter data for all four weeks

Golf Shop 6/4

Homework 40 points

Week 4, Pages 543-557 Sales Tax Liability Jan. 1-30, 2014, Bank Reconciliation Detail Jan. 31, 2014, Ending Journal, Standard Profit & Loss, Jan. 1-31, 2014, Balance Sheet Jan. 2014

06/08 Movies & More

Homework 20 points

Page 599, Account Listing, Carole Chen Employee Summary Payroll Item Listing, Balance Sheet Jan.1, 2014

06/10 Catch up

Due 6/16

06/16 **Start Coffee Corner, page 694-704**

06/18 **Due – by 5:30 PM -Coffee Corner**

50 points

Customer Job List, Vendor List, Account List, Employee Summary of Carole Chen and Balance Sheet, Jan 1, 2014

06/18 **Start Final Comprehensive Project Your Name Capitol Books, pages 678-699**

06/23 **Final Project Due – by 4 PM –Capital Books, pages 678-699**

Final 50 points

Bank Reconciliation detail report, Statement of Cash flows, Jan 2014, Standard Profit and Loss, Jan. 2014, Balance Sheet Jan. 31 2014, Sales by Item Summary Jan. 2014.

The Final Project can only be done after you have completed all of the assignments.

Have a wonderful summer!

