

**NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC
QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY**

PRESCRIPTION: AP600 ACCOUNTING WITH PACKAGES

AIM OF MODULE:	To provide students with the practical experience and skills to enable them to help a manager/owner of a small business set up and operate their accounting system.
CREDITS:	7
KNOWLEDGE ASSUMED FROM:	AA500 Applied Accounting
STUDENT LEARNING HOURS:	70
CONTENT REVISED:	Pre 1996
PRESCRIPTION EXPIRY DATE:	Nov 2011

Level and Assessment Schedule

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Business Failure	*				5
2. Computerisation		*			10
3. Security/Back up			*		10
4. Chart of Accounts Design			*		5
5. Control Accounts			*		5
6. Accounting Process on Computer			*		40
7. Reconciliation's			*		5
8. Reporting			*		10
9. Month end/Year end Processing			*		10
					100

The student will:

1 BUSINESS FAILURE

- R 1.1 List the common causes of small business failure.
- 1.2 List management problems faced by small businesses.

2 COMPUTERISATION

- C 2.1 Identify possible reasons for a small business to consider the purchase of an accounting package.
- C 2.2 Identify possible problems for a small business associated with the purchase and installation of an accounting package.
- C 2.3 Identify potential one-off and on-going costs associated with the purchase.
- C 2.4 Identify the likely time frames from decision to purchase through conversion/implementation.

3 SECURITY/BACK UP

- C 3.1 Identify potential security/integrity risks for a small business.
- A 3.2 Plan a processing schedule for all types of business transactions, including processing to the general ledger, month end roll-overs, and if possible, a year end roll over.

4 CHART OF ACCOUNTS DESIGN

- A 4.1 Design (or adjust the default) chart of accounts to suit the management needs of the small business.
- A 4.2 Explain why a particular code structure was chosen for the general ledger, and any other associated modules, ie. department, location, sales type etc.

5 CONTROL ACCOUNTS

- C 5.1 Explain the role of control accounts in the accounting process.
- A 5.2 Set up control accounts in the chosen accounting package.

6 ACCOUNTING PROCESS ON COMPUTER

- A 6.1 Set up and check entries for the required master files ie. General Ledger, Stock, Debtors, Creditors, Sales etc.
- A 6.2 Sort business transaction into type according to the modules chosen in the accounting package.
- A 6.3 Prepare batches of transactions (if batch processing) including control totals, and the recording thereof.
- A 6.4 Process transactions through the appropriate menu options.
- A 6.5 Print associated transaction (edit/audit) lists and check.
- A 6.6 Prepare manual summaries of at least one area of the business that is still completed manually, eg. payroll and process those entries through the general journal.
- A 6.7 Process correcting entries, if required.
- A 6.8 Print a trial balance.
- A 6.9 Process relevant balance day adjusting entries.
- A 6.10 Print an adjusted trial balance.

7 RECONCILIATIONS

- C 7.1 Explain the importance of reconciliation's for control purposes.
- A 7.2 Reconcile manual records to computer records for the modules chosen for the small business eg. Stock, Debtors, Creditors, Cashbook.

8 REPORTING

- A 8.1 Print fully classified statements for a small business.
- A 8.2 Print appropriate reports from the modules chosen, eg. Aged Debtors Trial Balance, Sales Analysis, Stock Movements etc.

9 MONTH END/YEAR END PROCESSING

- C 9.1 Explain the steps to complete month end processing and year end processing.

A 9.2 If possible, complete a month end roll over.

NOTES TO TUTORS

- It is essential that the practical part of this course be completed using a common small business integrated accounting package.
- All assignments should revolve around a small business, normally a sole trader.