

# ACCT G121: QUICKBOOKS ACCOUNTING II

Item	Value
Curriculum Committee Approval Date	02/06/2024
Top Code	050200 - Accounting
Units	2 Total Units
Hours	36 Total Hours (Lecture Hours 36)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

## Course Description

This course teaches students to use QuickBooks for advanced accounting purposes. Topics include management of inventory transactions, accounting for payroll, performing end-of-period accounting procedures, preparing financial reports, and exploring QuickBooks online certifications. PREREQUISITE: ACCT G120. Transfer Credit: CSU.

## Course Level Student Learning Outcome(s)

1. Course Outcomes
2. Record inventory transactions.
3. Process payroll transactions.
4. Perform various end-of-period accounting procedures, including adjusting journal entries.
5. Prepare financial statements and various managerial reports.

## Course Objectives

- 1. Account for QuickBooks Online inventory, including modifying the inventory item list, adjusting inventory starting balance, and creating inventory valuation reports.
- 2. Perform QuickBooks Online payroll transactions, including payroll setup and payroll processing, updating the employees and customers lists, recording time tracking, and exploring payroll tax issues.
- 3. Record various end-of-period accounting procedures, including analyzing the accounting cycle, preparing adjusting entries and trial balances.
- 4. Compile financial statements and various managerial reports, including income statements, balance sheets, cash flow statements, etc.
- 5. Examine QuickBooks online certifications.

## Lecture Content

Accounting for Inventory QuickBooks Online Inventory Bar Update Products and Services List Record Vendors Transactions Using: Create Purchase Order, Enter Bill, and Pay Bill Functions Record Customers Transactions Using: Receive Payments and Undeposited Funds

Functions Payroll Examine Employees Transactions, Including Payroll Setup and Payroll Processing Update Employees List Update Contractors List Record Time Tracking Explore Payroll Liabilities and Payroll Tax Forms Accounting for End-of-Period Procedures Analyze Accounting Cycle Prepare and Edit Trial Balances Record Adjusting Journal Entries Use Onscreen Journal to Record Accruals and Deferrals Use Recurring Transactions Function QuickBooks Online Reports Prepare Balance Sheets Prepare Income Statements Prepare Statements of Cash Flow Create Various Management Reports QuickBooks Online Certifications Explore QuickBooks Online Accounting Certifications Study Guide and Practice Set for QuickBooks Certified User Exam

## Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)

## Reading Assignments

Textbooks

## Writing Assignments

Assignments that entail performing accounting functions and utilities in QuickBooks QuickBooks reports and financial statements Financial analysis Question assignments that address accounting concepts as presented in QuickBooks

## Out-of-class Assignments

QuickBooks exercises and reports Exercises and problems from publisher portal

## Demonstration of Critical Thinking

Assignments throughout the course require students to execute financial and reconciliatory functions in QuickBooks and produce reports with a specified outcome that can only be attained through proper execution. Additionally, students perform financial analysis using the tools and error checks provided in QuickBooks as well as applying their own knowledge to ascertain the reasonableness of company finances.

## Required Writing, Problem Solving, Skills Demonstration

Assigned questions, problems, and case problems.

## Eligible Disciplines

Accounting: Master's degree in accountancy or business administration with accounting concentration OR bachelor's degree in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis AND master's degree in business, business administration, business education, economics, taxation, or finance OR the equivalent. Master's degree required. (NOTE: A bachelor's degree in accountancy or business administration with accounting concentration, with a CPA license is an alternative qualification for this discipline)

## Textbooks Resources

1. Required Kay, Donna. Computer Accounting with QuickBooks, 3rd ed. McGraw Hill, 2022

## Software Resources

1. QuickBooks. Intuit, Online ed.