

## Accounting 188 – Cloud Accounting

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### Course Description:

Course uses cloud systems to perform accounting functions for service and merchandising entities. Google Sheets are used to prepare transaction analysis and financial statements. Excel 365 is used to perform the entire accounting cycle, including the statement of cash flows. QuickBooks Online is used for accounting functions related to company setup, customers, vendors, inventory tracking, sales tax, bank reconciliations, adjusting entries, and financial reporting. Other cloud accounting platforms may be introduced. Google Drive and Microsoft One Drive are used for file sharing. Prior experience with accounting software is not required.

### Learning Objectives:

1. Students will perform the following accounting functions with online spreadsheet platforms such as Google Sheets and Microsoft Excel 365:
  - a. Develop an analysis to show the impact of transactions on financial accounts.
  - b. Use multiple tabs to journalize and post accounting transactions.
  - c. Complete a comprehensive project using appropriate formats and formulas to develop worksheets, adjusting entries, income statements, balance sheets and cash flow statements.
2. Students will perform the following accounting functions using cloud accounting software packages such as QuickBooks Online:
  - a. Setup new company files, create preferences, establish chart of accounts, and import activity from previous data.
  - b. Add customers and vendors, record all sales and purchasing activity, record cash receipts and payments, create credit and debit memos, and develop invoices and statements.
  - c. For merchandising entities, create inventory items, establish product categories, develop inventory reports, and manage sales taxes.
  - d. For month end, create adjusting entries, perform bank reconciliations, and customize financial statements for both internal and external reporting.
3. Students will navigate file sharing storage systems such as Google Drive and Microsoft One Drive.