

ACCY 240 SUA ASSIGNMENT CHECKPOINTS

Module 1: SUA Checkpoint (Part 1) – Complete by Friday, January 31, 2014

Instructions

Completion of the Sales/Cash Receipts Cycle. Complete it today, but no submission.

1. Read Instructions book, pp. 10-15
2. Locate Transactions List A, Doc. 1
3. Select Recording Option 1
4. Understand the two symbols on Doc. 1
5. Identify which transactions require an accounting entry
6. Follow 7-step procedure (pp. 11-12)
7. Complete Schedules showing balances in the following general ledger accounts: 10100, 10200, 10300, 30100, 30200, 30300.
8. Complete Accounts Receivable Aged Trial Balance.
9. Finalize Sales and Cash Receipts journals. Do not submit anything until final due date.

Module 1: SUA Checkpoint (Part 2) – Complete by Wednesday, February 5, 2014

Completion of the Purchases/Cash Disbursements Cycle.

Complete it today, but no submission.

1. Read Reference book, chapters 4 and 6.
 2. Study flowcharts (pp. 22-23).
 3. Follow 7 step procedure (pp. 11-12) for Purchases and Cash Disbursements on the transaction list.
 4. Complete Schedules showing balances in the following general ledger accounts: 10100, 10800, 10300, 20100, 30500, 30600, 30700, 30800, 40200, 40300, and 41000.
 5. Complete Accounts Payable and Fixed Asset Trial Balances.
 6. Finalize Purchases and Cash Disbursements journals.
 7. Complete Month-End Procedures 1,5, and 6 on pp. 12-13 for Purchases and Cash Disbursements only.
 8. Complete Year-End Procedure 6 on p. 15 Accounts Payable and Fixed Asset Trial Balances only.
- Do not submit anything until final due date.

Module 1: SUA Checkpoint (Part 3) – Complete by Monday, February 10, 2014

Instructions: Completion of Payroll Cycle and wrapping up the project. Complete it today, but no submission.

1. Read Reference book, chapters 1 and 5.
2. Study flowcharts (pp. 24).
3. Follow 7 step procedure (pp. 11-12) for Payroll transactions on the transaction list.
4. Complete Month-End Procedures on pp. 12-13 not yet completed.
5. Complete Year-End Procedure on pp. 13-15 not yet completed.
6. Do Wrapping Up on p. 15.
7. Complete entire project including all schedules, ledgers, journals, and filed documents and records.
8. Transfer manual data of company's Balance Sheet, Income Statement, Retained Earnings Statement, Cash Flows Statement, and Post Closing Trial Balance (all tabs in the SUA Spreadsheet.xls file) to Excel electronic spreadsheet.

Module 1: SUA Assignment Deliverable -- Complete and email to me by Tuesday, February 11, 2014

Instructions: Excel Spreadsheet of company's Balance Sheet, Income Statement, Retained Earnings Statement, Cash Flows Statement, and Post Closing Trial Balance (all tabs in the SUA version A.xls file). Excel Spreadsheet of company's Balance Sheet, Income Statement, Retained Earnings Statement, Cash Flows Statement, and Post Closing Trial Balance (all tabs in the SUA version A.xls file). Attach Excel spreadsheet and submit.