

MODULE 21: ACCOUNTING SYSTEMS

CODE: 961 213 Duration: 45 hours

A. Determine how the accounting gathering of appropriate information system will be set up.

- Appropriate choice of the software modules to be used
- Application of internal control policies concerning access to information, segregation of tasks, monetary units, adaptation of an existing chart of accounts according to the company's needs

B. Enter the general information.

- Accuracy of information required before activating the software
- Accuracy of information regarding: the chart of accounts customers, suppliers and employees the budget ,Inventory ,the cost of projects, contracts or activities

C. Record the opening entries.

- Accuracy of opening entry
- Accurate recording of: active customer and supplier invoices items in inventory current salaries payable, etc.

D. Check the accuracy of the entries

- Correct production of trial balance , recorded.

E. Produce the lists and reports.

- Selection of appropriate types of lists and reports
- Correct printing of documents in terms content to be printed printing parameters choice of printers