
SECTION HEADING

CSBM 1110: General Ledger for Small Business

Description

General Ledger for Small Business covers the process of computerizing business records using general ledger software. The student will be able to produce financial statements using the selected software package.

Management Credits

3

Prerequisite

Student is a business owner, employee or entrepreneur or by special permission of the instructor.

Topics to be Covered

1. Set-up, implement and maintain a computerized general ledger system

Learning Outcomes

1. Install and configure computerized general ledger software
2. Establish a chart of accounts for business transaction recordkeeping
3. Analyze and record business transactions in the general ledger software
4. Perform monthly cash and credit reconciliations in the general ledger software
5. Produce business financial reports and interpret the business financial status
6. Compute payroll and all required reporting (monthly, quarterly, and annually)
7. Perform month end and year end processes in the general ledger software
8. Evaluate business performance using the general ledger software