UNIVERSITY OF THE PUNJAB, LAHORE
COURSE OUTLINE
Associated Degree in Commerce (Specialization in Accounting & Finance)

Semester	3rd
Course Name	Accounting Information System
Course Code	ADC-402
Credit Hours	Three Hours Per Week
Prerequisite	• Accounting • Computer Applications in Business

Learning Outcomes

By the end of this course it is expected that the student will be able to:

1. Appreciate of how information systems, particularly accounting information systems, can assist in attaining organizational objectives, and how they can improve planning and control at all levels of the organisation;

2. Appreciate the technical nature of (and interrelations between) physical resource flows, source documentation, financial flows, internal controls, accounting information procedures, and management control systems for both manual and computerized accounting information systems;

3. understand the business processes and accounting cycles: how accounting transactions are initiated, processed and recorded and the operational and information functions of several major AIS subsystems, how these subsystems interface with one another, and the principle inputs, processes, files and outputs associated with these subsystems;

4. Document and/or interpret a system using flow charts and assess the differences between computerized processing systems and manual systems;

5. understand internal controls (both computerized and manual) and its associated risks and an ability to critically evaluate and design the structure of internal control elements with business processes and accounting cycles; and

6. Apply accounting principles and theoretical skills to case-based scenarios.

Teaching Strategies	• Lectures. • Handouts • Group Discussions. • Presentations.

	• Lab sessions • Field Assignments	

Assessment Criteria	Mid Term (Assessment by respective College)		Final Term (Assessment by University of the Punjab)
	40 %		60%
	Quizzes and test Assignment & presentation Practical & Viva Class attendance Participation etc.	WRITTEN PAPER	**WRITTEN PAPER**

WEEKLY LECTURE PLAN

Week	Topics	Learning outcomes
1	**Overview of Accounting Information** • The information environment • System and elements of system • Information system • Accounting information system • Management Information system • Understanding Accounting Functions • Users of Information system Internal and external	After studying student will understand the primary information flow within the business environment and its users. Student will be able differentiat between MIS and AIS.
2	• AIS subsystem • A General Model of AIS • Understanding Accounting Functions in Organization • Central data processing and decentralized data processing • Difference between Manual and Computerized Accounting • Evolution of information system • Salient features of AIS	After studying this they will understand subsystem within Accounting information system and This will enable students to understand and revise accounting cycle how transaction flow and treated manually and by using

		technology. Also develop understanding of why they are studying AIS. Be familiar with functional areas of a business and their principal activities. understand the relationship between external auditing, internal auditing, and information technology
3	**Chapter 2** **Introduction to Transaction Processing** • Transaction Processing System in organization • Expenditure cycle • Revenue cycle • Conversion cycle • Accounting cycle • Source of Documents • Types of Vouchers	They will understand how practically information is processed in organization and understand different transaction being processed by an information system.
4	**Chapter 3** Ethics, fraud, Internal control system (Class presentation)	This will help to understand the objective and application of physical controls.
5	**Lab session I** • Peachtree overview of different modules • Creation of Company • Maintenance of charts of Accounts • Types of basic Accounts in Peachtree • Batch vs. Real Posting • Accounting Method	This will give overview and practical exposure of AIS software, Its user's interface and different modules. They will be able to create company in software for recording transaction.
6	**Lab session II** • Accruals, Deferred, Depreciation, financial statements	This will enable students to convert manual accounts to

	• Converting manual accounts to computerized system • Journalizing in Peachtree • Bank Reconciliation statement on excel • Basic tools of excel for Accountant • V look up & H lookup • Filtering & conditional filtering	computerize. Through practical illustration student will understand the recording of financial events and how information system automatically process recorded information to generate information.
7	**Expenditure cycle** **The Expenditure Cycle I** • Physical phase ; Acquiring resources • Financial phase; disbursement of cash • Expenditure Cycle Control **Lab session III** • Adding inventory items • Inventory adjustment • Inventory classes maintenance	Student will understand the theoretical aspects of expenditure cycle how financial events relating to procurements are processed on define mechanism by management. Information flow of procurement function throughout different functional areas.
8	**Lab session IV** • Maintaining suppliers in Peachtree • placing orders to listed suppliers • Receiving goods	They will be able to operate on software to create supplier record and different task recording relating to procurement module.
9	**Lab session VI** • Entering invoice in system • Return outwards • Paying bills • Generating reports related to purchase	They will able to create invoices for received goods from suppliers and cash disbursement procedure.
10	**Revenue cycle** • The conceptual system • Sale order procedures • Disbursement of goods • Receiving cash	Student will able to learn how organization processes their revenue cycle transactions i.e. receiving order to cash receipts.

11	**Lab Session V** • Entering customer • Maintaining credits limits • Entering sales order • Dispatching goods • Sales invoice • Sales return procedures • Receiving cash • Viewing reports	After this session student will able to practically handle customer and sales module.
12	**Expenditure cycle 2** • The conceptual payroll system • Payroll controls **Lab session VII** • Computer bases payroll system • Entering employees data • Withholding tax • Employee benefits • Paying salaries • Viewing reports	This session will help out student to learn how organization process events relating to employees and payroll.
13	**Expenditures cycle 2** **Fix assets system conceptual system** • Asset acquisition • Asset maintenance • Asset disposal • Control procedures over assets **LAB Session VIII** • Fix Asset entry • Maintenance (repair and depreciation) • Disposal Treatment	This will enables students to understand fix asset system how transactions relating to fix assets are processed and what are physical and computerized procedures.
14	**General Ledger System / Financial Reporting System Lab Session IX**	Student will learn how GLS and FRS system work with theoretical and practical illustration on software.

15	Management Reporting System Lab Session X	Students will understand How management reporting system operate , factors influence MRS and how events are reported in MRS.
16	Practical, project , Presentation	Last week activities are designed to test progress of student what they have learnt during session.
Recommended Book	*"Accounting Information System" by James A, Hall, 7 editions.*	
Additional Books	*"Accounting Information System" by Marshall B. Romney & Paul John steinbart*	
Software package	• Peachtree Accounting (Recommended) • Quick Books • Microsoft Excel • Tally ERP • Sage 50	