

# Accounting Department

## Bimonthly Tasks for December Finals

60 pts each department leader needs to turn this sheet in on or before the final. Tasks completed early can be turned in and verified at any time. All work turned in late will be half credit. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. In addition, all employees will be getting weekly work points. Leaders will award 0-2pts work points each day or 10 per week. An email will be sent out to complete this task. Leaders Failing to complete this will award you no points for that period. Turn in a completed copy of this sheet to your Chief Officers and your teacher for final grading.

### Task 1: Company Payroll:

Print and handout the December 1st & 15th Paychecks will reflect the pay period that ended 2 weeks prior to the issue date of the paycheck. Process and print company paychecks Print the December payroll report and put it in the accounting binder and upload the payroll file to the company Google Drive and submit it in Canvas. You will also be calculating the yearly earning for all company employees in a tax special project. See your teacher on how to complete this. The results will be used for company generated W-2 forms handed out to employees in January.

**5pts Evidence: December 1st & 15th Paychecks issued: → Teacher Observation**

**5pts Evidence: December Payroll Report → Accounting Binder & Uploaded to company drive**

**5pts Evidence: Employee Yearly Earning → Accounting Binder & Uploaded to company drive**

### Task 2. Personal Banking & Tracking:

On Monday of the second week in December, the bank manager will train the company employees on using their banks accounts. Using the presentation developed back in October, lead the entire company through the training of how to use their personal VEI bank accounts. Teach them about adding payees and paying their bills. Following the presentation, download the **Bill Tracking** file from the Task Matrix. You will use this each month to record if employees have paid their bills in the bank. Add all employees to the file, alphabetically by last name. Then log into each employee's bank account and confirm that they have paid all their required bills for October. Record if they have a record of purchasing from another company. Record each purchase. Each employee was required to purchase from 4 different companies. Work with the senior banker from last year to learn how to do this as you will be tracking the employee bill pay for the rest of the year.

**5pts Evidence: How to Use your Personal bank Presentation → Teacher Observation**

**15pts Evidence: Bill Tracking sheet for November → Canvas Final Tasks**

### Task 3. Company Expenses and Bill Payment:

Pay all monthly company bills in the firm bank. Complete the expense sheet and pay the bills as they appear on the expense sheet. Submit the expense sheet to Canvas.

**10pts Evidence: Bill Tracking sheet for October → Canvas Final Tasks**

### Task 4. Quickbooks November:

Working with the bank detailed summary input all transactions from the bank into Quickbooks through the end of November. Print the Profit/Loss report and Balance sheet for November and add them to the accounting folder. Submit digital copies to the company Google drive and Canvas for verification

**5pts Evidence: Profit/Loss & Balance sheet → Canvas Final Tasks**

**10pts Evidence: Quickbooks Updated through November → Teacher Observation**