

Accounting Department

Bimonthly Tasks for September Weeks 3-4

30 pts - Each department leader needs to show evidence of completion on or before September 27th. Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All members of the department will receive the same task points. All late work will be worth 1/2 credit. Assign the below tasks to team members so that you can complete all tasks by the deadline.

Task 1. Quickbooks:

Setup up your company Quickbooks account. Log into the Hub-Curriculum and go to **ACCT Task 2: Set up a Quickbooks Account**. Work through ACCT Tsk 2 and be sure to review QuickBooks Online Guide for VE, pages 11-28, Intro to QuickBooks Webinar (15:29-15:50), and How to use QuickBooks for VE Webinar (8:50-21:24).

5pts Evidence: Open an online QuickBooks Account for the firm.

5pts Evidence: Enter settings for fiscal year, sales tax, and chart of accounts in QuickBooks

Signed Verified Mr. Elway _____ Responsibility of CFO

_____ is assigned to this Task

Task 2. Junior Company Mentorship:

Multiple times each week, all members should check in with the accounting department to see how they are with their tasks and answer any questions they have concerning their series of tasks. This mentorship will continue throughout the first semester. They will be grading you on your helpfulness and involvement. Those grades will be reported to your teacher to be added to your grades.

5pts Evidence: Signed by junior chief financials officer _____ September week 4

Accounting team is assigned to this task

Task 3. Update Business Plan Financials:

In the last task period you submitted your updated financials. When the written business plan is returned to the Chief Officers after review by your teacher, make all suggested changes and updates to the financial section of the plan. The chief officer will be submitting the plan with your changes. Make sure this submission happens to obtain your credit.

10pts Evidence: Updated Financials for Business Plan & corrected Draft:

Submit in with Task Verification form Responsibility of Chief Officers

Task 4. Payroll & Paychecks

Handout or issue (digitally) the October 1st paychecks so they are ready to hand out.

5 pts Evidence: Issue October 1st Paychecks: Facilitator Signature _____

_____ is assigned to this Task.