



## Chapter 7 Outline

Advantages of Computerized Systems  
Potential Disadvantages  
Input Forms  
    General Journal  
    Special Journals  
Output Forms  
    Three-Column Account Format  
    Subsidiary Ledgers  
    Guest and City Ledgers  
On-Line Accounting System  
    Point-of-Sale Terminals  
    Electronic Cash Registers  
    Barcodes  
Features of Accounting Packages  
Standard General Ledger Modules  
    Chart of Accounts Module  
    Starting Balances Module  
    Comparative Data Module  
    Journal and Posting Module  
    Trial Balance Module  
    Financial Statements Module  
    General Ledger Printout Module  
    Year-End Module  
Selecting General Ledger Accounting Software

## Competencies

1. Describe the advantages and potential disadvantages of using a computerized accounting system. (pp. 180–181)
2. Describe the general journal and the various special journals. (pp. 181–183)
3. Describe the three-column account format and the various ledgers that can be used. (pp. 184–186)
4. Describe an on-line accounting system and its hardware components. (pp. 186–187)
5. Identify the standard modules in a general ledger software package and describe the function of each module. (pp. 187–195)
6. List factors to consider when selecting a general ledger software package. (pp. 195–197)