Westminster InternationalUniversity in Tashkent

4ACCN008C Financial Accounting, Semester I, 2020/2021

Workshop 1

**Part 1**

1. **Please start the workshop with explanation of the purpose of the workshops (5 minutes)**

The purpose of workshop

* Provide knowledge of basic accounting software used in small business
* Equip students with hands-on skills on using accounting tools
* Apply theoretical knowledge on accounting into practice

1. **Watch videos of different accounting software (about 15 min)**

*Before we start familiarizing ourselves with accounting software we need to understand the processes used in accounting. For this let’s watch this video*

1. Building an Accounting System for Your Business (6:39) **https://www.youtube.com/watch?v=nksmliem0\_Q**

*And now we will watch several examples of accounting software used in real life for small business*

1. Accounting systems. Top 5 Most Popular and Best Accounting Software (02:48) **www.youtube.com/watch?v=iMR5uVo439s**
2. 1C Accounting Suite 2015 (2:32)

**https://www.youtube.com/watch?v=7EY5aXzP7h0**

1. Xero Accounting Software Overview - Xero(3:39) **https://www.youtube.com/watch?v=nGuJvfS6Fdk**
2. *Bookkeeping doesn’t have to be scary (00:50)* ***https://www.youtube.com/watch?v=ycR14TJJ5DQ***

**Part 2**

1. **Start with WaveApps (about 20 min)**

* Watch video **Learn Wave Part 1** (about 10 min)
* Go to waveapps.com
* Sign up
* Use your private email (not wiut email)
* Give the name for your business – **WEST 2020 (use only this name for your business)**
* Organizational type – SOLE PRORIETARSHIP
* Country – UZBEKISTAN
* Currency – UZBEK SUM
* Select the business – – RETAILERS, RESALERS AND SALES – – OTHER RETAILERS

Go to ACCOUNT (top right) select YOUR PROFILE and try to fill the blanks under each category (at least user profile and business)

1. **Explain each part of WaveApps in general using your account (about 10 min)**

* Dashboard (1 min)
* Transactions (1 min)
* Invoices (1 min)
* Bills (1 min)
* Receipts (1 min)
* Accounting (1 min)
* Reports (2 min)
* Payroll (1 min)

1. **Finish the workshop with the following statement:**

* Keep user name and password in save place

Do not enter the data into “their accounting business” at home