

REQUIREMENTS FOR IDEA PROJECT

- **ONLY WINDOW-BASED OPERATION SYSTEM IS COMPATABLE WITH IDEA SOFTWARE. IF YOU DON'T OWN ONE, YOU NEED COME TO THE COMPUTER LAB AT THE SHEA BUILDING CHECKING OUT LAPTOP TO COMPLETE THIS PROJECT!!**
- The purpose of this IDEA project is to provide students experience with the data analytic tool to enhance their critical thinking; and also provide an advantage for those who are determined to launch a professional career of auditing. Students are encouraged to "play" more audit simulations (i.e., accounts payable, fraud investigation, inventory analysis, etc.) by themselves beyond the requirements of this assignment which are specified underneath the black line.
- To achieve the "intention" for students to get their hands dirty, students are expected to solve the possible problems they will encounter by themselves. Students can discuss these questions utilizing the blackboard discussion areas with their classmates. However, the professor will NOT be able to guide an individual step by step.
- **Please read Section 1 & 2 of the Workbook. 4304**
- **Perform the actions required in Section 2.** (Accounts Receivable Audit)
- **Preparation required:**
 - **Provide copies** after the following steps:
 - ✓ Step 7, page 45
 - ✓ Print History Log after step 5, page 52. Scan or print as a pdf as desired.
 - ✓ Step 9, page 54
 - ✓ Step 18, page 60
 - ✓ After step 13, PDF of the High Value Amounts, page 64
 - ✓ Step 6, page 66
 - ✓ After step 12, page 71
 - ✓ After step 7, page 87
 - Every time you need to print, you may "Print as a PDF" from printer dialog or use the export to PDF and save instead. See attached instructions.
 - Set up reports to include your name
 - Where it says Report Created By: Type your name

- DO NOT PRINT TO PRINTER AND THEN SCAN. IT WILL NOT BE ACCEPTED AND WILL RESULT IN A "0" GRADE FOR THIS PROJECT.

- Must be saved as PDF only.
- See "Files to turn in" to see how they should be named for easy grading.

For example: "Last Name, First name ACC4304 Fall 2020_Page 45"
for the printing of step 7, page 45

- **To turn in: (Windows)**

- Select all the PDF Files in the directory they are stored
- Right click on the selected files
- Select "Send To"
- Select "Compressed (zipped) folder (See attached Zip File(1).jpg image)
- Rename the new file as "Last Name, First name ACC4304 Fall 2020"
- Upload file to this assignment