

**Monopoly — Accounting Simulation**  
**Readme File for Office 97 Version**  
by Carl Lyman

**Introduction**

Source documents for accounting problems provide a more realistic way of doing accounting than from a list of steps and transactions in the text. As a way to provide accounting students with more of an opportunity to use source documents in accounting, these files and forms have been created for teacher use. These files are setup to be used a regular *Monopoly Game* by Parker Brothers. The files are to be printed out as masters for the source documents and reports.

These papers are designed to be used as practice and a simulation after checks have been introduced in the accounting book. Each student can be given receipts, checks, and financial papers in a different color.

**Files Included**

- MonopolyReadme.doc This file of instructions.

**Instructions and Source Documents**

- MonopolyRules.doc The rules to play Accounting Monopoly.
- MonopolyChecksBlank.xls A page of four blank checks on one page.
- MonopolyReceiptsBlank.xls A page of blank receipts.

**Blank Accounting Forms**

- MonopolyGeneralLedger.xls Several pages of ledgers needed for posting.
- MonopolyGeneralJournal.xls General Journal form for journalizing transactions.
- MonopolyFinanceForms.xls Blank form for doing an Income Statement, Statement of Change in Owner's Equity and a Balance Sheet.

**First Time Use**

All of these files are designed to work with Microsoft Office 97 for Windows. Load each of the files in Microsoft Office and print them out on a laser printer.

All of the files can be modified to suit your needs. The fonts are done in Arial and Times New Roman but can be changed if needed.

**Writing the checks.** Each time money needs to be paid the student needs to write a check for the transaction and record the information on the check stub.

**Filling in the receipts.** A receipt needs to be filled out each time the student receives any cash.

**Modifying the Forms**

All the forms can be modified to suit your needs or give the simulation more of a local flavor. The spreadsheet files can be loaded and directly modified and then saved.

**Help and Suggestions**

To obtain help call Carl Lyman at **801-864-2844** or send an Email message to **carl.lyman@m.millard.k12.ut.us** for help with your problem or to offer suggestions for improvement. Up dates can be downloaded for the web site at:

**<http://lyman.dtc.millard.k12.ut.us>**

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