



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2018

OA1430 SAGE 50 FOR SMALL BUSINESS A3 – 3 (3-0-1.5) 67.5 HOURS

Instructor	Sharron Barr	Phone	780 – 897 – 6676 (Blackberry) 780 – 532 -9236 (Home) Please call or text me anytime
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Office Hours	Please contact me anytime for at the telephone and email addresses given		

CALENDAR DESCRIPTION:

This is an introduction to Sage 50 Accounting (formerly Sage Simply Accounting), an integrated accounting software for small business. Students will complete practical applications involving basic to advanced concepts in the general journal, accounts payable, accounts receivable, payroll, inventory, orders, quotes, deposits, tax remittances, and bank reconciliations. Students are expected to complete modules requiring conversion and setup of paper records to Simply Accounting. Upon completion of the course, students will have the skills to work in an office that uses all the basic applications of Sage Accounting.

PREREQUISITE(S)/COREQUISITE:

OA1310 or permission of instructor

REQUIRED TEXT/RESOURCE MATERIALS:

Purbhoo, Mary Using Sage 50, 2017 Version Plus Student DVD. 2017 Kit/Package/ShrinkWrap

DELIVERY MODE(S):

Active Learning



COURSE OBJECTIVES:

To provide opportunities for students to:

- ▣ Use all aspects of the computerized Sage 50 system.
- ▣ Apply accounting principles to the computerized Sage 50 system.
- ▣ Complete applications using Sage 50.
- ▣ Learn to set up company data files in Sage 50 from manual accounting records.
- ▣ Integrating Sage 50 reports with other software packages (e.g. spreadsheet, database or word processing) for reporting purposes.
- ▣ Investigate a business and assess possibility of conversion to a computerized accounting system.
- ▣ Think critically.
- ▣ Develop good language and communications skills in the accounting environment.
- ▣ Recognize career opportunities in the area of computerized accounting.

LEARNING OBJECTIVES FOR OA1430 SAGE 50 2016 COMPUTERIZED ACCOUNTING

Appendix A Installing Simply Accounting

After completing this Appendix, you should be able to:

- ▣ Install Sage 50 – Canadian Edition (full version) or
- ▣ Download, register and active your program (student version)

Part 1 Getting Started

Chapter 1 Getting Started: Introduction to Sage Simply Accounting

After completing this chapter, you should be able to:

- ▣ Start the program
- ▣ Open working copy of data
- ▣ Save, back up and change default setting

Chapter 2 GST, HST and PST

After completing this chapter, you should be able to:

- ▣ Define terms relevant to GST
- ▣ Calculate and complete forms to file GST, PST and HST

Part 2 Applications

Chapter 3 Muriel's Murals: General Journal

After completing this chapter, you should be able to:

- ▣ Access, open, enter, adjust and edit transactions in General Journal
- ▣ Create new accounts
- ▣ Display print and customize reports and graphs

Chapter 4 Love it Again: Company Set-up General Ledger After

completing this chapter, you should be able to:

- ▣ Create Company Files
- ▣ Prepare the System Settings and User Preferences
- ▣ Create the Ledgers
- ▣ Finish the History
- ▣ Make a backup
- ▣ Analyze and enter transactions
- ▣ Print reports
- ▣ Start a New Fiscal Year
- ▣ Enter transactions for an Earlier Fiscal Period

Chapter 5 Groen Fields: Accounts Payable

After completing this chapter, you should be able to:

- ▣ Open, enter, adjust, and reverse transactions related to suppliers and accounts payable
- ▣ Explain payable integrations
- ▣ Print payable reports and graphs

Chapter 6 Phoebe's Photos: Accounts Receivable

After completing this chapter, you should be able to:

- ▢ Open, enter, adjust, and reverse transactions related to customers and accounts receivable
- ▢ Explain receivable integrations
- ▢ Print receivable reports and graphs

Chapter 7 Air Care Services: Receivables & Payables Setup

After completing this chapter, you should be able to:

- ▢ Plan, design, prepare, create and set-up a linked accounting system and set of books for a small business including general ledger, receivables, and payables
- ▢ Enter historic information for suppliers and clients
- ▢ Set-up credit cards for receipts and payments and sales taxes and sales codes ▢
Enter post-dated transactions

Chapter 8 Helena's Academy: Payroll Journal

After completing this chapter, you should be able to:

- ▢ Open, enter, understand, edit, review adjust payroll transactions
Enter employee benefits and entitlements
- ▢ Complete payroll runs
- ▢ Release vacation pay and remit taxes
- ▢ Display and print payroll reports including T-4slips

Chapter 9 Northern Lights: Payroll Ledger Setup After

completing this chapter, you should be able to:

- ▢ Add, enter, create and set-up payroll ledger, linked accounts, remittances, tax deduction and employee accounts
- ▢ Create job categories
- ▢ Enter salespersons on invoices
- ▢ Display and print job category and salesperson reports

Chapter 10 Flabuleless Fitness: Inventory Transactions

After completing this chapter, you should be able to:

- ▣ Enter and adjust inventory related transactions
- ▣ Assemble inventory items
- ▣ Enter returns, credit notes, sales to preferred customers, and freight on purchases
- ▣ Display and print inventory reports

Chapter 11 Andersson Chiropractic Clinic: Orders, Quotes & Deposits

After completing this chapter, you should be able to:

- ▣ Track additional information for receipts, sales and purchases
- ▣ Place and full supplier orders and quotes
- ▣ Enter and fill sales quotes and orders
- ▣ Covert sales an purchase quotes to orders
- ▣ Adjust orders and quotes
- ▣ Enter debit cards sales transactions
- ▣ Make payments and deposits using multiple bank accounts and a line of credit
- ▣ Enter deposits and prepayments on orders
- ▣ Delete stored transactions
- ▣ Remove quotes
- ▣ Enter transactions from the Daily Business Manager

Chapter 15 Tesses Tresses: Reconciliation & Deposits

After completing this chapter, you should be able to:

- ▣ Prepare bank deposits and reconciliations
- ▣ Set-up the reconciliation features and linked accounts
- ▣ Reverse NSF cheques
- ▣ Display and print account reconciliation reports

Chapter 16 VeloCity: Payroll & Inventory Setup

After completing this chapter, you should be able to:

- ▣ Plan and design an accounting system for a small business
- ▣ Prepare procedures for converting from a manual system

- ☞ Create company files
- ☞ Set up company accounts, ledgers and records
- ☞ Enter setting for foreign currency transactions and importing goods
- ☞ Identify preferred customers for reduced prices
- ☞ Enter preferred customer prices and import duty rates for inventory
- ☞ Enter Inventory Ledger setting and records
- ☞ Finish entering the accounting history for all modules
- ☞ Insert new accounts, suppliers, customers and employees as required
- ☞ Add user, create passwords and enter access rights
- ☞ Export reports
- ☞ Use spreadsheets for analyzing, planning decisions making
- ☞ Enter end-of-accounting-period adjustments
- ☞ Perform end-of-accounting-period closing routines ☞ Analyze and interpret comparative reports

Part 3 Advanced Premium Features

Chapter 18 Ryder's Routes: Time & Billing

- ☞ Set up inventory service activities for time and billing
 - Update prices from inventory settings
- ☞ Enter employee time slips
- ☞ Import time slip activities to prepare employee paycheques
- ☞ Import time slip activities to prepare customer invoices
- ☞ Display and print time and billing reports
- ☞ Set up additional currencies
- ☞ Add inventory locations to journal entries
- ☞ Transfer inventory between locations
- ☞ Identify related accounts for multiple fiscal periods
- ☞ Display and print multi-period financial reports

Appendix B Shortcuts & Terms

After referring and reading this appendix, you should be able to:

- ☞ Use the keyboard instead of a mouse to complete basic actions

- ☞ Understand and use accounting and non-accounting terms

Appendix C Correcting Errors after Posting

After referring and reading this appendix, you should be able to:

- ☞ Correct entries after posting

Chapter 17 Stratford Country Inn: Comprehensive Practice – FINAL PROJECT

After completing this chapter, you should be able to:

- ☞ Plan and design an accounting system for a small business
- ☞ Prepare a conversion procedure from manual records
- ☞ Understand the objectives of a computerized accounting system
- ☞ Create company files
- ☞ Set up company accounts
- ☞ Assign appropriate account numbers and account classes
- ☞ Choose and Enter appropriate settings for all ledgers
- ☞ Create supplier, guest, employee and inventory records
- ☞ Finish entering historical data to prepare for journal entries
- ☞ Enter accounting transactions from realistic source documents

GRADING AND EVALUATION:

Assignments are due as scheduled. Late assignments will be assessed a penalty of 10% per day. Each assignment must be completed and submitted in order to pass the course.

GRADING RUBRICS:

Upon completion of the chapter you will be required to print the reports listed on the grade sheets attached. Each company is graded out of a 100 point total. -5 will be deducted for each journalizing error and each incorrect balance. You will submit printed reports or DROP the company file in Moodle. All printed work is handed in with the grade sheet. Work will be marked and returned within a 24 hour period.

Topic	Weight
Course Introduction and Overview Chapter 1 Getting Started: Introduction to Sage 50 Accounting and Chapter 2 GST, HST and PST AND Chapter 3 Muriel's Murals: General Journal	5%
Chapter 4 Love it Again – Company Set-up General Ledger	5%
Chapter 5 Groen Fields: Accounts Payable	5%
Chapter 6 Phoebe's Photo Services: Accounts Receivable	5%
Chapter 7 Air Care: Receivables & Payables Setup	5%
Chapter 8 Helena's Academy: Payroll Journal	5%
Chapter 9 Northern Lights: Payroll Ledger Setup	10%
Chapter 10 Flabule's Fitness: Inventory Transactions	5%
Chapter 11 Andersson Chiropractic Clinic: Orders, Quotes and Deposits	5%
Chapter 15 Tessa's Tresses: Reconciliation & Deposits	5%
Chapter 18 Ryders Routes Time and Billing	5%
Chapter 16 VeloCity: Payroll & Inventory Setup	15%
Chapter 17 Stratford Country Inn: Comprehensive Practice – FINAL PROJECT	25%
TOTAL	100.00%

GRADING CRITERIA:

Each assigned chapter's reports will be graded for accuracy.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

TENTATIVE SCHEDULE

Week	Topic	Due Date Friday 6 p.m.
1	Course Introduction and Overview Chapter 1 Getting Started: Introduction to Sage Simply Accounting Chapter 2 GST, HST and PST Chapter 3 Muriel's Murals: General Journal	Week 1
2	Chapter 4 Love it Again: Company Set GL	Week 2
3	Chapter 5 Groen Fields: Accounts Payable	Week 3
4	Chapter 6 Phoebe's Photos: Accounts Receivable	Week 4
5	Chapter 7 AirCare: Receivables & Payables Setup	Week 5
6	Chapter 8 Helena's Academy: Payroll Journal	Week 6
7	Chapter 9 Northern Lights: Payroll setup	Week 7
8	Chapter 10 Flabules Fitness: Inventory Transactions	Week 8
9	Chapter 11 Andersson Chiropractic: Orders Quotes and Deposits	Week 9
10	Chapter 15 Tessa's Tresses: Reconciliation & Deposits	Week 10
11-12	Chapter 16 VeloCity: Payroll & Inventory Setup	Week 12
13 - 15	Chapter 17 Stratford Country Inn: Comprehensive Practice – FINAL PROJECT	Due last day of Exam Schedule

STUDENT RESPONSIBILITIES:

Refer to https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf

**Note: all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at

https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

**Note: all Academic and Administrative policies are available at

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Muriel's Murals

REPORTS FOR APRIL	
General Journal Entries April 1 – 30	
Balance Sheet April 1 – 30	
Income Statement January 1 – April 30	
Trial Balance April 30	
General Ledger Accounts: April 1 – 30	
Total	/100
Comments	

LOVE IT AGAIN GENERAL LEDGER SET UP

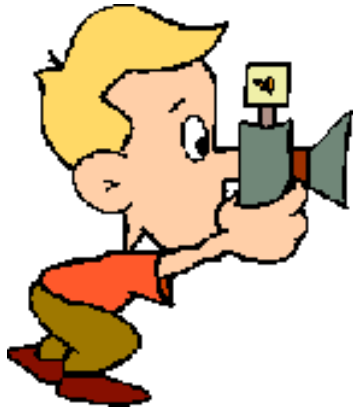


REPORT	GRADE
Journal Entries August 1 – September 30	
Trial Balance – August 1	
Trial Balance – September 30	
General Ledger August 1 – September 30	
Total	/100
Comments:	

GROEN FIELDS



REPORTS	GRADE
Trial Balance May 31	
General Ledger May 31	
Suppliers List	
Purchases Journal to May 31	
Payments Journal to May 31	
Suppliers Aging Report Detail May 31	
Total	/100
COMMENTS:	



PHOEBE'S PHOTO GALLERY

REPORTS FOR July	
Balance Sheet July 31	
Income Statement July 1 - 31	
Trail Balance July 31	
All Journal Entries July 1 - 31	
General Ledger Accounts: 1300 4120 4140 from July 1 - 31	
GST Report July 31	
PST Report July 31	
Client Aged Detail for all customers	
Total	/100
Comments	



AIR CARE SERVICES

Reports	Grade
Account Receivable Aging as at April 1	
Accounts Payable Aging as at April 1	
Trial Balance May 1	
All Journal Entries: April 1 to June 11	
General Ledger Accounts: 1060 4100 4120 frm April 1 to May 1	
Cash Flow Project Detail Report for account 10060 for 30 days	
GST Report for April 1 – May 1	
Aged Overdue Payables: May 1	
Aged Overdue Recievables: May 1	
TOTAL	
COMMENTS:	



Helena's Academy

REPORTS October to December	
Balance Sheet December 31	
Income Statement August 1 – December 31	
Trial Balance December 31	
All Journal Entries August 1 – December 31	
General Ledger Accounts October 1 – December 31: 5250, 5260, 5280	
Cash Flow Projection Detail Report: for 1080 for next 30 days	
Summary for all employees	
Remittances Summary Report for all payroll authorities December 31	
Payroll Journal Entries October 1 – December 31	
T4 Slip for Tiste	
Record of Employment for Tiste	
Year End Review (PIER) for all employees	
Total	/100
Comments	



NORTHERN LIGHTS PAYROLL SET – UP

Trial Balance as at June 30	
All Journal Entries: June 1 to June 30	
General Ledger Accounts: June 1 – 30 4020, 5410, 5420	
Sales by Salesperson June 1 to June 30	
Summary for all employees	
T4 Slips	
Record of Employment	
Summary of all employees	
Total	/100
Comments	



Flabulless Fitness

REPORTS	
Comparative Balance Sheet February 1 AND 28 with difference in percentage	
Income Statement from February 1 – February 28	
Trial Balance February 28	
All Journal Entries February 1 - 28	
General Ledger Accounts: 1060, 1080 February 1 - February 28	
Cash Flow Projection Detail Report for account 1060 for 30 days	
Total	/100
Comments	



Tesses Tresses

REPORTS FOR February	
Balance Sheet February 28	
Income Statement February 1 – 28	
Trail Balance February 28	
All Journal Entries February 1 – 28	
General Ledger account ALL February 1 – 28	
Account Reconciliation Summary Report January 1 – February 28	
Deposit Slip Detail Report January 1 – February 28	
Account Reconciliation Journal January 1 – February 28	
Deposit Slip Journal January 1 – February 28	
Total	/100
Comments	



VELOCITY

REPORTS FOR APRIL 30 SET UP AND OPENING BALANCES	
Trial Balance April 30	
Income Statement April 30	
Guest Detail Aged Report April 30	
Supplier Detail Aged Report April 30	
Employee Summary Report April 30	
Inventory Detail Report April 30	
Exported Reports – Excel	
All Journal Entries May 1 - 31	
Supplier Aged Detail Report for all suppliers May 31	
Guest Aged Detail Report for all guests May 31	
Employee Summary (all employees) for the pay period ending May 31	
Income Statement for the period ending May 31	
Total	/100
Comments	

RYDER'S ROUTES – TME AND BILLING

Time and Billing Reports:	
Customer Time and Billing Report detail	
Employee and Activity Time an Billing Report	
Employee Time and Billing Summary - Payroll	
Activity and Income Time and Billing Payroll Reports:	
Time by Activity Report	
Time by Income Report	
Multi-Period Reports:	
Balance Sheet, Income Statement and Trial Balance	
Total	/100
Comments	



STRATFORD COUNTRY INN

REPORTS FOR JULY 1 SET UP AND OPENING BALANCES	
Trial Balance July 1	
Income Statement July 1	
Guest Detail Aged Report July 1	
Supplier Detail Aged Report July 1	
Employee Summary Report July 1	
Inventory Detail Report July 1	
All Journal Entries July 1 – 31	
Supplier Aged Detail Report for all suppliers July 31	
Guest Aged Detail Report for all guests July 31	
Employee Summary (all employees) for the pay period ending July 31	
Income Statement for the period ending July 31	
Total	/100
Comments	