



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2018

OA1430 SAGE 50 FOR SMALL BUSINESS ED/HI – 3 (3-0-1.5) 67.5 HOURS

INSTRUCTOR: Lacie Reilly

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OFFICE HOURS: Available by appointment

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 the instructor

REQUIRED TEXT/RESOURCE MATERIALS:

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

DELIVERY MODE(S): The course will take place in a computer lab setting. Lectures will occur at the beginning of each chapter module and classroom work time is provided.

COURSE OBJECTIVES: The course will teach the following skills

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 OUTCOMES: Upon successful completion of the course, students will be able to:

Appendix A Installing Simply Accounting

Install Sage 50 – Canadian Edition (full version) or 4 Download, register and active your program (student version)

Chapter 1 Getting Started: Introduction to Sage Simply Accounting

Start the program

Open working copy of data

Save, back up and change default setting

Chapter 2 GST, HST and PST

Define terms relevant to GST

Calculate and complete forms to file GST, PST and HST

Chapter 3 Muriel's Murals: General Journal

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

Create Company Files

Prepare the System Settings and User Preferences

Create the Ledgers 4 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

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

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

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

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

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 Flabuless Fitness: Inventory Transactions

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

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

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

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

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

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

Correct entries after posting

Chapter 17 Stratford Country Inn: Comprehensive Practice – FINAL PROJECT

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

TRANSFERABILITY:

N/A

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferralberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Topic	Weight
Appendix A Installing Simply Accounting	5%
Chapter 1 Getting Started: Introduction to Sage Simply Accounting	
Chapter 2 GST, HST and PST	
Chapter 3 Muriel's Murals: General Journal	
Chapter 4 Love it Again: Company Set-up General Ledger	5%
Chapter 5 Groen Fields: Accounts Payable	5%
Chapter 6 Phoebe's Photos: Accounts Receivable	5%
Chapter 7 Air Care Services: Receivables & Payables Setup	5%
Chapter 8 Helena's Academy: Payroll Journal	5%
Chapter 9 Northern Lights: Payroll Ledger Setup	10%
Chapter 10 Flabulless Fitness: Inventory Transactions	5%
Chapter 11 Andersson Chiropractic Clinic: Orders, Quotes & Deposits	5%
Chapter 15 Tesses Tresses: Reconciliation & Deposits	5%
Chapter 16 VeloCity: Payroll & Inventory Setup	5%
Chapter 18 Ryder's Routes: Time & Billing	15%
Chapter 17 Stratford Country Inn: Comprehensive Practice – FINAL PROJECT	25%
Total	100%

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

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

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

****Note:** all Academic and Administrative policies are available on the same page.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic
1-2	Appendix A Installing Simply Accounting
	Chapter 1 Getting Started: Introduction to Sage Simply Accounting
	Chapter 2 GST, HST and PST
	Chapter 3 Muriel's Murals: General Journal
3	Chapter 4 Love it Again: Company Set-up General Ledger
4	Chapter 5 Groen Fields: Accounts Payable
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12	Chapter 16 VeloCity: Payroll & Inventory Setup
13	Chapter 18 Ryder's Routes: Time & Billing
14	Chapter 17 Stratford Country Inn: Comprehensive Practice – FINAL PROJECT

