



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2014

OA1430 SIMPLY ACCOUNTING – 3 (0-0-5) 75 HOURS

Instructor	Sharron Barr	Phone	780 – 897 – 6676 (Blackberry) 780 – 532 -9236 (Home) Please call or text me anytime
Office	C203 or A313B	E-mail	sbarr@gprc.ab.ca
Office Hours	M – R 11:30 – 1:00		

PREREQUISITE(S)/COREQUISITE:

OA1310 or permission of instructor

REQUIRED TEXT/RESOURCE MATERIALS:

Purbhoo, M. (2013). *Using Sage Simply Accounting 2012*. Toronto: Pearson Canada. ISBN 9780133067653



CALENDAR DESCRIPTION:

This is an introduction to Simply Accounting, an integrated accounting software program designed for the needs of 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 will be expected to complete modules requiring conversion and set-up of paper records to Simple Accounting.

CREDIT/CONTACT HOURS:

3 Credits / 75 Hours

DELIVERY MODE(S):

Lab

OBJECTIVES:

Part 1 Getting Started

Chapter 1 Getting Started: Introduction to Sage Simply Accounting

- ▣ Starting the program
- ▣ Open working copy of data
- ▣ Saving, backing up and changing default setting

Chapter 2 GST, HST and PST

- ▣ Understanding terms relevant to GST
- ▣ Calculating and filing GST, PST and HST

Part 2 Applications

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 Toss for Tots: General Ledger Setup

- ▣ Plan, design, prepare, create and set-up an accounting system and set of books for a non-profit
- ▣ Enter historic information, adjusting and closing transactions

Chapter 5 Chai Tea Room: Accounts Payable

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

Chapter 6 Air Care Services: Accounts Receivable

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

Chapter 7 Dorfmann Design: 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 Lime Light Laundry: 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 Adrienne Aesthetics: 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, fill, convert and adjust supplier orders and quotes, debit card transactions, and sales and purchase quotes
- Enter deposits using multiple bank accounts and a line of credit and deposits from customers and prepayments to suppliers
- Delete stored transactions and remove quotes

Chapter 12 Maple Leaf Rags: Currencies, Remittances & Accountant's Copy

- Make payments toward credit card accounts
- Make GST, HST and PST remittances
- Apply sales taxes to interprovincial sales, foreign sales and web sales
- E-mail invoices and tracking sales and orders
- Transfer funds between different currency bank accounts
- Create an Accountant's copy of data for adjustments and import Accountant's copy journal entries

Chapter 13 Truman Tires: Project Allocations – COVERED IN OA2440

Chapter 14 Village Galleries: Budgeting – COVERED IN OA2440

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 – COVERED IN OA2440

Chapter 17 Stratford Country Inn: Comprehensive Practice – COVERED IN OA2440

Part 3 Advanced Premium Features

Chapter 18 Ryder's Routes: Time & Billing – COVERED IN OA2440

Chapter 19 Able & Associates: Departmental Accounting – COVERED IN OA2440

Part 4 Appendices

Appendix A Installing Simply Accounting

Appendix B Shortcuts & Terms

Appendix C Correcting Errors after Posting

GRADING CRITERIA:

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.

Topic	Weight
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	5%
Chapter 4 Toss for Tots: General Ledger Setup	5%
Chapter 5 Chai Tea Room: Accounts Payable	5%
Chapter 6 Air Care Services: Accounts Receivable	5%
Chapter 7 Dorfmann Design: Receivables & Payables Setup	10%
Chapter 8 Helena's Academy: Payroll Journal	5%
READING WEEK	0
Chapter 9 Lime Light Laundry: Payroll Ledger Setup	15%
Chapter 10 Adrienne Aesthetics: Inventory Transactions	15%
Chapter 11 Andersson Chiropractic Clinic: Orders, Quotes & Deposits	5%
Chapter 12 Maple Leaf Rags: Currencies, Remittances & Accountant's Copy	10%
Chapter 15 Tesses Tresses: Reconciliation & Deposits	10%
FINAL EXAM	10%
TOTAL	100.00%

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A ⁻	3.7	80 – 84	FIRST CLASS STANDING
B ⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B ⁻	2.7	70 – 72	
C ⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C ⁻	1.7	60 – 62	
D ⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

STUDENT RESPONSIBILITIES:

Job Success Skills:

Job success skills are demonstrated through regular attendance and punctuality, timely completion of work, maintaining a high standard of work and professionalism, an ability to work both independently and collaboratively, and being present and attentive while in class. Failure to demonstrate any of these skills will result in a loss of job success skills marks for each occurrence.

STATEMENT ON PLAGIARISM AND CHEATING:

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 www.gprc.ab.ca/about/administration/policies/**

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

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	January 10
2	Chapter 4 Toss for Tots: General Ledger Setup	January 17
3	Chapter 5 Chai Tea Room: Accounts Payable	January 24
4	Chapter 6 Air Care Services: Accounts Receivable	January 31
5	Chapter 7 Dorfmann Design: Receivables & Payables Setup	February 7
6	Chapter 8 Helena's Academy: Payroll Journal	February 14
7	READING WEEK	February 17 - 21
8 - 9	Chapter 9 Lime Light Laundry: Payroll Ledger Setup	March 7
10 - 11	Chapter 10 Adrienne Aesthetics: Inventory Transactions	March 21
12	Chapter 11 Andersson Chiropractic Clinic: Orders, Quotes & Deposits	March 28
13	Chapter 12 Maple Leaf Rags: Currencies, Remittances & Accountant's Copy	April 4
14 - 15	Chapter 15 Tesses Tresses: Reconciliation & Deposits	Thursday, April 17
16	FINAL EXAM TBA	See Winter 2014 Final Exam Schedule



Muriel's Murals

REPORTS FOR APRIL 2014	
General Journal Entries April 1 – 30	
Comparative Balance Sheet April 1 – 30 with difference in percentage	
Income Statement January 1 – April 30	
Trial Balance April 30	
General Ledger Accounts: 1080 2650 3100 4100 April 1 – 30	
Expenses and Net Profit and % of Revenue Graph	
Total	
Comments	



Toss for Tot's

REPORTS FOR JULY 2014	
General Journal Entries July 1 – September 30	
Comparative Trial Balance and Balance Sheet for September 30 and October 1	
Comparative Income Statement October 1, 2013 to September 30, 2014 and current fiscal year October 1, 2014 to October 1, 2014	
Total	
Comments	



Chai Tea Room

REPORTS FOR August 2014	
General Journal Entries August 1 - 31	
Comparative Balance Sheet for August 1 and August 31 with difference in percentage	
Income Statement from August 1 - 31	
Trial Balance August 31	
General Ledger Accounts: 1340, 4100, 5080	

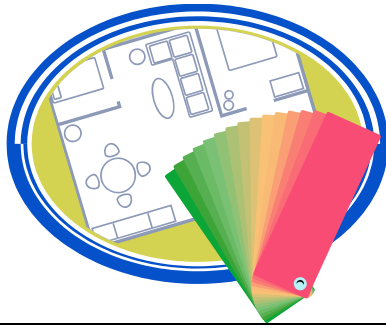
August 1 – 31	
Supplier Aged Detail for all suppliers August 31	
Purchase Journal Entries August 1 - 31	
Total	
Comments	



AirCare Services

REPORTS FOR May 2014	
Balance Sheet May 31	
Income Statement from May 1 - 31	

Trial Balance May 31	
All Journal Entries May 1 - 31	
General Ledger Accounts: 1300, 4120, 4140 May 1 - 31	
Cash Flow Projection Detail Report for account 1080 for 30 days	
Customer Aged Detail for all customers	
Sales Journal Entries May 1 - 31	
Receipt Journal Entries May 1 - 31	
Total	
Comments	



Dorfman Design

REPORTS FOR April – June 2014	
Comparative Balance Sheet April 1 – 30, difference in percentage	
Income Statement from January 1 – April 30	
Trial Balance April 30	
All Journal Entries April 1 – June 15	
General Ledger Accounts: 1060, 4020, 4040 April 1 - 30	

Cash Flow Projection Detail Report for account 1060 for 30 days	
Customer Aged Detail for all customers	
GST Report	
Total	
Comments	



Helena's Academy

REPORTS October to December 2014

Balan	December 31	
Inc	August 1 – December 31	
Tri	er 31	
All	August 1 – December 31	
Gener	accounts October 1 – December 31: 5250, 5260, 5280	
Reports for February 2014		
Summary for Balance Sheet		
Remittances - Summary Report for all payrol authorities December 31		
Payroll Journal Entries February + December 31		
T4 Slip for February 28		
Record of Employment for Tiste		
Year End Review (PIER) for all employees		
Total		
Comments		

Lime Light Laundry

All Journal Entries February 1 - 28	
General Ledger Accounts: 5300, 5305, 5350 February 1 - 28	
Cash Flow Projection Detail Report for account 1080 for 30 days	
Revenues by Salesperson February 1 - 28	
Summary for all employees	
Payroll Journal Entries February 1 - 28	
Total	
Comments	



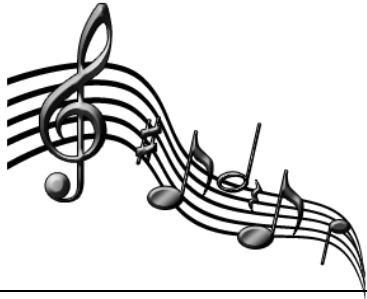
Adrienne Aethetics

REPORTS FOR February 2014	
Balance Sheet February 14	
Income Statement February 1 – 14	
Trail Balance February 14	
All Journal Entries February 1 – 14	
General Ledger accounts: 1310, 1320, 1330, 4020, 4040 February 1 – 14	
Gross Marking Income Statement: February 1 - 14	
Sales by Salesperson February 1 - 14	
Summary All Employees	
Summary Inventory and Services	
Sales Summary for Services February 1 – 14	
Transaction Summary for FC07 Lipstick, all journals February 1 – 14	
Item Assembly Journal Entries February 1 - 14	
Inventory Adjustments Journal Entries February 1 - 14	
Total	
Comments	



Andersson Chiropractic Clinic

REPORTS FOR October, November, December 2014	
Comparative Balance Sheets Amounts only for October 31 and November 30, 2014	
Income Statement from December 1, 2013 to November 30, 2014	
Comparative Trial Balance amounts only for November 30 – December 1	
Statement of Cash Flows from October 1 – November 30	
Supplier Aged Detail for all suppliers	
Pending Supplier Orders as at January 15, 2015	
Patient Aged Detail for all customers	
Pending Patient Orders as at January 15, 2015	
Total	
Comments	



Maple Leaf Rags

ACCOUNTANT'S COPY OF COMPANY FILES Submit on memory stick	
COPY OF COMPANY FILES after accountant import Submit on memory stick	
Journal Entries September 30	
General Ledger Report September 30	
Total	
Comments	



Tesses Tresses

REPORTS FOR January and February 2014	
Comparative Balance Sheet February 1 AND 28 with difference in percentage	
Income Statement from January 1 – February 28	
Trial Balance February 28	
All Journal Entries February 1 - 28	
General Ledger Accounts: 1060, 1080 January 1 - February 28	
Cash Flow Projection Detail Report for account 1060 for 30 days	
Account Reconciliation Summary Report for 1060 and 1080 January 1 – February 28	
Deposit Slip Detail Report for Account 1060 from January 1 – February 28	
Account Reconciliation Journal Entries January 1 – February 28	
Deposit Slip Journal Entries January 1 – February 28	
Total	
Comments	