GPRC

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2016

OA1430 SAGE 50 FOR SMALL BUSINESS – 3 (0-0-4.5) 67.5 HOURS

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Office Hours	Please contact me anytime for help at the telephone and email addresses given		

PREREQUISITE(S)/COREQUISITE:
OA1310 or permission of instructor

REQUIRED TEXT/RESOURCE MATERIALS:
Purbhoo, M. (2015). *Using Sage 50 Accounting* Toronto: Pearson Canada.
ISBN 9780133853575
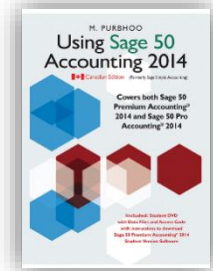
CALENDAR DESCRIPTION:
This is an introduction to Sage 50 Accounting (formerly Sage Simply
Accounting), an integrated accounting software for small business. Students
will complete practical applications involving basic to advanced concepts in the general journal,
accounts payable, accounts receivable, payroll, inventory, orders, quotes, deposits, tax remittances,
and bank reconciliations. Students will be 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.

CREDIT/CONTACT HOURS:
3 Credits / 67.5 Hours

DELIVERY MODE(S):
Lecture / Lab

LEARNING OBJECTIVES FOR OA1430
SAGE 50 2014 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:

- Understand terms relevant to GST
- Calculate and 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 5 Chai Tea Room: Accounts Payable

After completing this chapter, you should be able to:

- Open, enter, adjust, and reverse transactions related to suppliers and accounts payable

- ⬜ Understand 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
- ⬜ Understand receivable integrations
- ⬜ Print receivable reports and graphs

Chapter 7 AirCare: 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 Lime Light Laundry: 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 Flabuless 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

- Understand the objectives of a computerized 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
- Understand 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

LEARNING OUTCOMES:

To provide opportunities for students to:
- • Understand the computerized Sage 50 system.
- • Understand accounting principles as they apply 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.
- • Understand the need and significance of 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.

GRADING AND EVALUATION:

Assignments are due as scheduled. Late assignments will be accessed 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 Chapter 2 GST, HST and PST Chapter 3 Muriel's Murals: General Journal	5%
Chapter 5 Chai Tea Room: Accounts Payable	5%
Chapter 6 Phoebes Photo Services: Accounts Receivable	5%
Chapter 7 Air Care: Receivables & Payables Setup	5%
Chapter 8 Helena's Academy: Payroll Journal	5%
Chapter 9 Lime Light Laundry: Payroll Ledger Setup	10%
Chapter 10 Flabuless Fitness: Inventory Transactions	5%
Chapter 15 Tesses Tresses: Reconciliation & Deposits	10%
Chapter 16 VeloCity: Payroll & Inventory Setup	10%
Chapter 18 Ryder's Routes: Time & Billing	10%
Chapter 17 Stratford Country Inn: Comprehensive Practice – FINAL PROJECT	30%
TOTAL	100.00%

GRADING CRITERIA:

Each assigned chapter`s reports will be graded for accuracy. -5 points will be taken off for each error with an opportunity for students to correct their work with the exception of the final project.

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

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	January 8
2	Chapter 5 Chai Tea Room: Accounts Payable	January 15
3	Chapter 6 Phoebes Photos: Accounts Receivable	January 22
4	Chapter 7 AirCare: Receivables & Payables Setup	January 29
5	Chapter 8 Helena's Academy: Payroll Journal	February 12
6	READING WEEK	February 15 - 19
7	Chapter 9 Limelite Laundry: Payroll setup	February 26
8	Chapter 10 Flabuless Fitness: Inventory Transactions	March 4
9	Chapter 15 Tesses Tresses: Reconciliation & Deposits	March 11
10 & 11	Chapter 16 VeloCity: Payroll & Inventory Setup	April 1
12 & 13	Chapter 18 Ryder's Routes: Time & Billing	April 14
14 - 15	Chapter 17 Stratford Country Inn: Comprehensive Practice – FINAL PROJECT	Due last day of Winter 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
https://www.gprc.ab.ca/about/administration/policies/

Muriel's Murals

REPORTS FOR APRIL	
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	**/100**
Comments	

Chai Tea Room

REPORTS FOR August	
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	**/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	

AirCare Services

REPORTS FOR April – June	
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	**/100**
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	

Lime Light Laundry

REPORTS FOR February	
Comparative Balance Sheet February 1 – 28 with difference in percentage	
Income Statement from February 1 - 28	
Trial Balance February 28	
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	**/100**
Comments	

15

Flabuless Fitness

REPORTS FOR January and February	
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	