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

INSTRUCTOR: Lacie Reilly   **PHONE:** 780.723.5206
OFFICE: Edson   **E-MAIL:** lreilly@gprc.ab.ca
OFFICE HOURS: 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 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.

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

REQUIRED TEXT/RESOURCE MATERIALS:
Purbhoo, M. (2015). *Using Sage 50 Accounting* Toronto: Pearson Canada.
ISBN 9780133853575

DELIVERY MODE(S):
Lecture / Lab

CREDIT/CONTACT HOURS:
3 Credits / 67.5 Hours

COURSE OBJECTIVES: This course provides opportunity 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.

LEARNING OUTCOMES: As a result of taking this course, students will gain the ability to:

- Install Sage 50 – Canadian Edition (full version) or
- Download, register and active your program (student version)
- Start the program
- Open working copy of data
- Save, back up and change default setting
- Understand terms relevant to GST
- Calculate and file GST, PST and HST
- Access, open, enter, adjust and edit transactions in General Journal
- Create new accounts
- Display print and customize reports and graphs
- Open, enter, adjust, and reverse transactions related to suppliers and accounts payable
- Understand payable integrations
- Print payable reports and graphs
- Open, enter, adjust, and reverse transactions related to customers and accounts receivable
- Understand receivable integrations
- Print receivable reports and graphs
- 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
- 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

- 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

- 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

- 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

- Prepare bank deposits and reconciliations

- Set-up the reconciliation features and linked accounts

- Reverse NSF cheques

- Display and print account reconciliation reports

- 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
- 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
- Use the keyboard instead of a mouse to complete basic actions
- Understand and use accounting and non-accounting terms
- Correct entries after posting
- 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:

** 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
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:

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
GRANDE PRAIRIE REGIONAL COLLEGE GRADING CONVERSION CHART			
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

COURSE SCHEDULE/TENTATIVE TIMELINE

Week	Topic
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
2	Chapter 5 Chai Tea Room: Accounts Payable
3	Chapter 6 Phoebes Photos: Accounts Receivable
4	Chapter 7 AirCare: Receivables & Payables Setup
5	Chapter 8 Helena's Academy: Payroll Journal
6	READING WEEK
7	Chapter 9 Limelite Laundry: Payroll setup
8	Chapter 10 Flabuless Fitness: Inventory Transactions
9	Chapter 15 Tesses Tresses: Reconciliation & Deposits
10 & 11	Chapter 16 VeloCity: Payroll & Inventory Setup
12 & 13	Chapter 18 Ryder's Routes: Time & Billing
14 - 15	Chapter 17 Stratford Country Inn: Comprehensive Practice – FINAL PROJECT

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

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