THOMPSON RIVERS UNIVERSITY

Course Outline

Accounting and Finance
School of Business & Economics

ACCT 2280 - **3.00** - Academic

Accounting Software Systems

Rationale

Annual update of standard course outlines in SOBE.

Changed course description and requisities.

Calendar Description

Students learn to maintain the financial records of a small business using Sage 50 accounting and business management software. It enables detailed tracking, reporting and analysis of business transactions. Topics include general ledger; accounts payable; accounts receivable; payables and receivables setup; payroll journal and setup; inventory transactions; orders, quotes and deposits; currency and remittances; reconciliations and deposits; and comprehensive setup.

Credits/Hours

Course Has Variable Hours: No
Credits: 3.00
Lecture Hours: 3.00
Seminar Hours: 0
Lab Hours: 0
Other Hours: 0
  Clarify:
Total Hours: 3.00
Delivery Methods: (Face to Face)
Impact on Courses/Programs/Departments: None
Repeat Types: A - Once for credit (default)
Grading Methods: (S - Academic, Career Tech, UPrep)

Educational Objectives/Outcomes

1. Analyze the financial system needs of a company and configure a chart of accounts.
2. Identify transaction types, analyze source documents and process accounting entries.
3. Record accounts payable and accounts receivable transactions and analyze reports.

4. Process payroll transactions and generate payroll related reports.
5. Define inventory valuation methods, set up product inventories and record inventory adjustments.
6. Recognize the differences between customer quotes, sale orders and sales invoice.
7. Determine accounting system needs in a multi-currency environment, setup foreign currency accounts and processtransactions in multiple currencies.
8. Implement internal control procedures including bank reconciliations.
9. Complete year-end closing procedures.

Prerequisites

ACCT 2210-Financial Accounting or
equivalent with a minimum C-
ENGL 1100-Introduction to University Writing
or equivalent with a minimum C- or
ENGL 1110-Critical Reading and Writing
or equivalent with a minimum C- or
ENGL 1120-Introduction to Poetry
or equivalent with a minimum C- or
ENGL 1140-Introduction to Drama
or equivalent with a minimum C- or
ENGL 1210-Introduction To Drama & Poetry or
equivalent with a minimum C-

Co-Requisites

Recommended Requisites

Exclusion Requisites

ACCT 2281-Accounting Software Systems

ACCT 1920 Accounting Systems

ACCT 1921 Accounting Systems

Texts/Materials

Textbooks

1. **Required** Purbhoo, M.. *Using Sage 50*, 2014 Version ed. Pearson Education Canada, 2015

Student Evaluation

The Course grade is based on the following course evaluations.

Mid-term(s) 20-40%
Assignments, quizzes 20-40%
Class participation 0-10% Final
exam 30-40%
Students must complete the term project and pass the final exam to receive a passing grade for the course.

Course Topics

1. Introduction to Sage 50 Accounting

   - Navigate in Sage 50 accounting
   - GST, HST and PST

2. General Ledger

   - Prepare the ledgers
   - End of fiscal period

3. Accounts Payable

   - Accounting for purchases and payments
   - Supplier reports

4. Accounts Receivable

   - Accounting for sales and payments
   - Customer reports

5. Payables and Receivables Setup

6. Payroll Journal and Setup

   - Payroll transactions and entitlements
   - Payroll ledger setup

7. Inventory Transactions

   - Accounting for inventory sales and purchases
   - Inventory adjustments

8. Orders, Quotes and Deposits

   - Sales quotes and orders
   - Purchase quotes and orders
   - Daily Business Manager

9. Currencies and Remittances

   - Tax remittances
   - Foreign currency transactions

10. Reconciliations and Deposits

    - Cash management and internal controls
    - Bank reconciliation

11. Comprehensive Setup

Methods for Prior Learning Assessment and Recognition

As per TRU Policy

Last Action Taken

Implement by Submission Preview Subcommittee Chair Joanne (Retired) Moores