

**Course Outline**

**Department of Accounting and Finance  
School of Business and Economics**

**ACCT 2280-3  
Accounting Software Systems (3,0,0)**

**Calendar Description**

Students are introduced to accounting software packages through the use of Sage 50 Premium Accounting. Topics include general journal; general ledger; accounts payable; accounts receivable; payroll; inventory; order, quotes, and deposits; currencies and remittances; project allocations; and reconciliations and deposits.

**Educational Objectives/Outcomes**

After completing this course, students should be able to:

1. Analyze source documents and identify transaction types.
2. Analyze various journals and statements to reconcile data.
3. Navigate in the accounting software system to enter and modify transactions, run reports, and set-up and process receivables, payables, payroll.
4. Save, backup and restore data files.
5. Create and configure company chart of accounts in a diverse group business situations.
6. Identify and enter specific company data.
7. Perform account reconciliations on a variety of accounts.
8. Set-up of product inventories and processing of sales and purchases of inventory using weighted averages.
9. Set-up and use of project accounting.
10. Enter new employee data and process payroll, including year-end documents.
11. Set-up multi-currency bank accounts and process transactions.
12. Maintain data integrity and internal control procedures.
13. Perform standard year-end procedures.

**Prerequisites**

ACCT 1000 or ACCT 1210/1220 or ACCT 2210; ENGL 1100

**Co-requisites**

None

**Texts/Materials**

Purbhoo, M., Using Simply Accounting, Pearson Canada, 2012.

### **Student Evaluation**

Midterm(s)	30-50%
Quizzes/homework assignments	0-10%
Student participation	0-10%
Term work	0-30%
Final exam	30-50%

### **Course Topics**

1. Introduction to Sage 50 Premium
2. Accounts payable
3. Accounts receivable
4. Payables and receivables setup
5. Payroll journal and setup
6. Comprehensive Setup
7. Inventory transactions
8. Orders, quotes and deposits
9. Currencies and remittances
10. Project allocations
11. Reconciliations and deposits
12. Comprehensive setup

### **Methods for Prior Learning Assessment and Recognition**

As per TRU policy

### **Attendance Requirements – Include if different from TRU Policy**

As per TRU policy

### **Special Course Activities – Optional**

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### **Use of Technology – Optional**

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