

Sage 50 Premium Accounting Level 1

Instructor Resources

Sage 50 Premium Accounting Level 1

Course Syllabus

Teacher:

Class Schedule

Frequency:

Length of class:

Location:

Course Text

Title: *Sage 50 Premium Accounting Level 1*

Publisher: CCI Learning Solutions

Price: \$

Work Standards

- Please arrive on time for each class. Each class will begin with a review of topics covered previously.
- Please notify me if you must leave early or will be late for any class session.
- Follow the ground rules of the course.

Ground Rules

- **3-Minute Rule**
When you work at the computer, don't struggle with a task that is not working for more than 3 minutes before you ask for help.
- **"NDQ" Rule**
There are no dumb questions in our classroom - only questions that go unanswered. All questions are welcome.
- **Interruptions are Welcome**
Feel free to raise your hand to ask a question at any time.

Contact Information

You can send me email at: _____

Course Description

Sage 50 Premium Accounting Level 1 teaches you how to perform daily accounting tasks in the General Ledger, Accounts Receivable, Accounts Payable, Inventory and Services and Payroll. This course is geared towards someone who will be doing primarily data entry into Sage 50 Accounting.

Course Objectives

By the end of this course you will be able to:

- start and exit Sage 50 Accounting
- identify the Sage 50 Accounting Home window
- move around Sage 50 Accounting
- use the Help system
- understand the Chart of Accounts, how it works, differentiate between different account types, and print the Chart of Accounts
- create, modify, find, edit and delete accounts
- save changes to data files
- find and amend company information
- work with the Session Date
- review the General Module linked accounts
- input, adjust, or reverse General Journal transactions
- store and recall recurring transactions
- produce a General Journal report
- back up data files
- create Inventory Accounts
- create Inventory Items
- create Service Items
- review Inventory Linked Accounts
- create Inventory Reports
- create and modify Vendors
- maintain the Shippers List

- review Payables Linked Accounts
- input Accounts Payable Inventory Purchases
- input Non-Inventory Accounts Payable Purchases
- make Purchases with Immediate Payment
- create Recurring Transactions
- issue Purchase Orders
- fill Purchase Orders
- view, adjust and void Posted Payables Invoices
- make Payables Payments
- make Prepayments
- reverse Payables Payments
- apply Prepayments
- create Payables Reports
- create Customers
- modify Customers
- review the Receivables Linked Accounts
- insert Comments on Customer Forms
- process Accounts Receivable Sales
- create Recurring Transactions
- process Sales Quotes
- process Sales with Immediate Payment – Accounting for Over-The-Counter Sales
- view, adjust and void Posted Receivables Transactions
- process Receivables Receipts
- reverse Receivables Receipts
- process Prepayments and Deposits
- apply Prepayments and Deposits
- process Sales Returns
- create Receivables Reports
- check that Payroll has been set up correctly in Sage 50 Accounting
- create Employee Records
- modify Employee Records
- review Payroll Linked Accounts
- pay employees
- create Recurring Transactions
- work with Payroll Advances
- view, adjust and void Posted Payroll Transactions
- enter taxes manually
- generate Payroll Reports
- create and print Financial Reports
- use the Daily Business Manager
- use Checklists
- check Data Integrity
- print Documents in Batches
- perform Month End Procedures
- carry out Calendar Year End Procedures
- perform Year End Procedures

Evaluation

Your performance in the course is evaluated on your performance in Assessment Exercises with the following skills:

Using the Teacher Resources

CCI is pleased to provide teacher resources to complement our Sage 50 Accounting courseware. These resources are additional tools you can use to deliver the topics and assist students in building and applying their knowledge and skill level to successfully work with a computerized accounting program.

Looking at the Content

The CCI Teacher Resources package includes tips and general information that can be used in your discussions with the class, as well as other tools to assist the student obtain and reinforce the skills gained in this course. The CCI Teacher Resources package includes these items:

- Teacher Notes for each Lesson
- Additional Exercises
- Project Exercise
- Practice Test
- Final Exam
- Teacher (or completed) data files
- Lesson plan with suggested timings
- Answers to Review Questions
- Sample Syllabus

To obtain the CCI Accounting Teacher Resources for a specific product, or for further information on this product, please contact CCI Learning Solutions at 1-800-668-1669.

Using the Teacher Notes

The Teacher Notes are developed based on our subject matter experts' experience as teachers and their knowledge of general office requirements and accounting fundamentals. These notes are intended as a teacher's teaching aid and help to prepare for the upcoming lesson. They are provided in a point by point format indicating things to remind the students of, pitfalls to watch out for, hints on how to approach the topic, how to present it and any anecdotes relevant to topics being discussed.

Working with the Teacher Data Files

The data files provided with the Teacher Resources are the completed versions of the exercises provided in the CCI courseware. These files are examples of what and how the file should appear if all steps are completed as directed in the exercise. These files are provided to you for reference purposes only to cover situations such as:

- Occasionally a student may ask how to complete an exercise and you may want to use the files provided in the Teacher Resources for further explanation.
- You may want to check that the files submitted by students (as appropriate) are similar to the ones provided. These are intended as a demonstration of one method to complete the task; marks can be allocated per your teaching curriculum.

- In some cases these backup files for each lesson can be used if you need to replace a data file that was corrupted or lost between lessons (these can be restored to the student's workstation).

Using the Lesson Plan

A Lesson Plan has been provided to use as reference in structuring your course. The lesson plan displays the following information:

Page #	The page the topic is located.
Lesson Title	The lesson name.
Lesson Topic	Title of the topic, or subtopic.
Ex	Number of exercises provided for this topic.
Opening File	Name of the file the student is asked to open, as applicable. This includes the text, "Create new", when a new file is to be created.
Saved File	Name of the file to be used when the steps in the exercise require the student to save the file. The Lesson Plan shows the generic name of <File name> - Student; adjust this based on which option you use for your students.
Suggested Timing: Content & Exercise	As noted, suggested timing based on our teacher's experience in teaching the topics. This is a guide only and can be expanded or condensed based on the length of your course and students' interests. Timing has been provided for the content as well as the exercises. These are based on the average typing speed of 40 wpm; you can adjust these based on the class.

Lesson Plan – Sage 50 Premium Accounting 2017 Level 1

Page	Topic	Lesson Title	Ex	Data Files		Suggested Timing	
				Opening File	Saved File	Content	Exercise
		Introduction - Instructor, Students & Expectations					10
About This Courseware							
		Introduction to the Course					15
ii		Working With the Data Files					
iii		Table of Contents					
vii		Course Description					
viii		Course Objectives					
ix		Course Design					
x		Conventions and Graphics					
Lesson 1 - Introduction							
1		Lesson Objectives					5
		Introduction to Sage 50 Accounting					15
1		Overview - What is Sage Sage 50 Premium Accounting 2017?					5
2		Starting Sage 50 Accounting	1				
3		Selecting a Set of Data Files	1	Harmony House Music	HHM Lesson 1 - Student		
5		Looking at the Getting Started Window	1	HHM Lesson 1 - Student	HHM Lesson 1 - Student		
8		Looking at the Home Window	1	HHM Lesson 1 - Student	HHM Lesson 1 - Student		
11		Moving Around	1	HHM Lesson 1 - Student	HHM Lesson 1 - Student		
12		Help System	1	HHM Lesson 1 - Student	HHM Lesson 1 - Student		
14		The Learning Centre	1	HHM Lesson 1 - Student	HHM Lesson 1 - Student		
		Accounts					15
15		Understanding the Chart of Accounts	1	HHM Lesson 1 - Student	HHM Lesson 1 - Student		25
17		Account Types	1	HHM Lesson 1 - Student	HHM Lesson 1 - Student		
20		Creating Accounts	1	HHM Lesson 1 - Student	HHM Lesson 1 - Student		
22		Modifying Accounts - Finding and Modifying an Account	2	HHM Lesson 1 - Student	HHM Lesson 1 - Student		
22		Deleting Accounts	2	HHM Lesson 1 - Student	HHM Lesson 1 - Student		

Working with the Project Exercise

CCI has developed an additional project that can be assigned on completion of the CCI courseware and can be used as additional practice for students. The company used in this project is different than the one used in the courseware, giving students another opportunity to apply the skills they've learned in the CCI courseware towards a different company.

The project is set up in an extended manner, thereby requiring students to use their resources to complete the tasks, applying skills and knowledge learned previously.

Project Exercise

This handout contains additional practice for working with Sage 50 Accounting. This exercise should be attempted only on completion of the entire Sage 50 Premium Accounting 2017 – Level 1 course.

A data file has been provided for you to complete the project exercise. Check with your instructor to determine where to locate this file and ensure you save it with your name as noted in the instructions. This exercise set has been designed to provide students with more experience in working with basic functions of accounting using Sage 50 Premium Accounting. Topics and tasks outlined in the exercises are derived from the same topics and tasks introduced and practiced in the CCI Sage 50 Premium Accounting 2017 – Level 1 courseware.

This Project is set to reside in Edmonton, Alberta. At time of this writing Alberta had no Provincial Sales Tax; the GST is set at 5%. This rate is used as demonstration purpose for the following exercises and does not necessarily reflect any actual tax rates. If you choose to change this rate to the actual tax rates used in Canada and your province, take note that your figures will vary from those shown in this exercise set.

The purpose of this project is to provide hands on practice applying the knowledge of features learned in the courseware to accomplish tasks as in a real working environment.

1. Open Sage 50 Accounting. Restore the *Bonnie Doan, Landscaping – Student Start* file. Save this project as *Bonnie Doan, Landscaping - Your Name*.
2. Accept January 1, 2017 as the session date for this project.

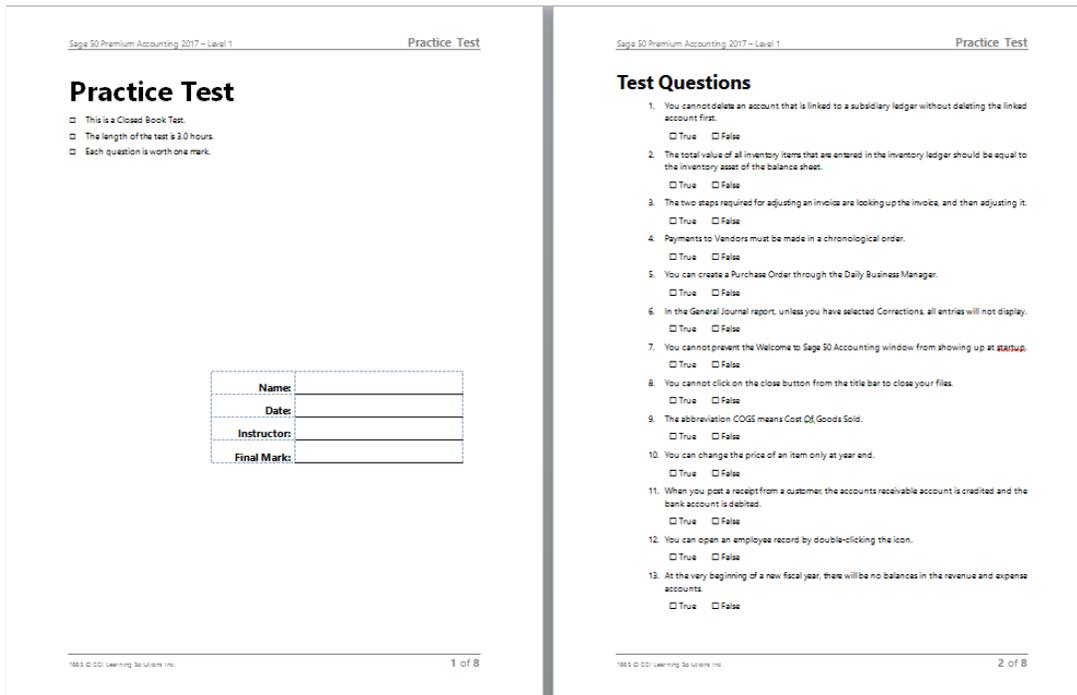
Where applicable, a student file is made available for use. A completed teacher data file is also available for reference.

Using the Practice Test and Final Exam

CCI has developed a knowledge-based practice test that can be used to assess a student's knowledge acquired through the class and working through any of the exercises assigned. This is a paper-based test that can be printed and distributed to students.

The questions are in a random order and do not follow the content flow of the CCI courseware. However, the questions are set up with automatic numbering so that you can customize the test as required, move questions around, add additional questions, insert Headings, etc.

The Answer Key is incorporated into the paper test and will be displayed when you use the Show/Hide feature in Microsoft Word. To print a copy of this Answer Key, be sure to set the **Hidden Text** option in the **Display** tab of the Word Options.



The Final Exam includes both knowledge-based, multiple choice, true/false/fill in the blank questions and a skills-based project that includes practical examples of making entries and changing settings without the benefit of step by step instructions. Each item carries a point value based on the complexity of the item.

The teacher should take a copy of the student's completed data file, open this data file and verify that each individual item was completed. A marking key is included to assist in this process.

Supplying both types of tests gives the teacher the choice of which best suits his/her purposes.

Teacher Notes

Lesson 1

The following notes to teachers are provided based on the personal experiences and background of the writer of these notes. Additional anecdotal items should be added by the teacher based on their own personal experiences as required and as deemed appropriate for the class being taught.

Why are students taking the Sage 50 Accounting course?

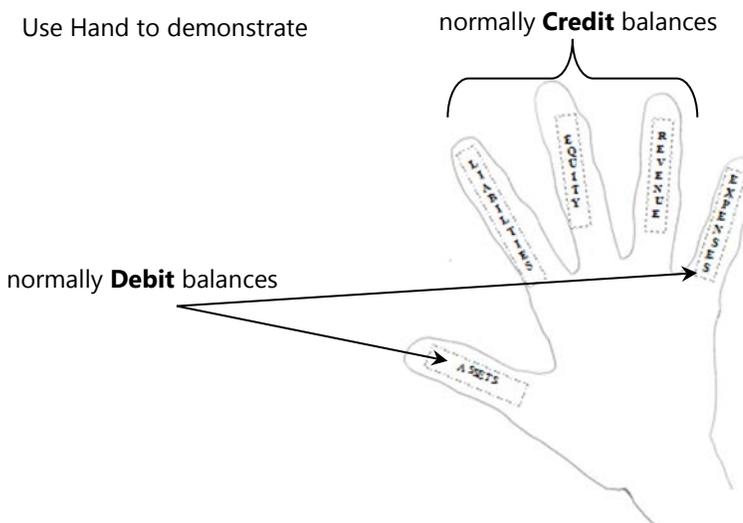
- Explain that they will not be qualified bookkeepers by the end of course without additional training and/or practice.

What is Sage 50 Accounting?

- Explain what a fully integrated Accounting program is – demonstrate on white board/flip chart, using a simple *Inventory Sale on Credit* example:

Account Number	Account Description	Debits	Credits
1200	Accounts Receivable	896.00	-
5020	Inventory Cost	500.00	-
1520	Inventory	-	500.00
2300	PST Payable	-	56.00
2310	GST Charged on Sales	-	40.00
4020	Sales Revenue	-	800.00

- Explain how Sage 50 Accounting places all the numbers into the correct accounts, ledgers and reports. Briefly discuss Debit/Credit Theory. Students often have difficulty coming to grips with the fact depositing money into a Bank account is a **Debit**.



Mouse use is almost mandatory, although keyboard controls are also available.

Discuss specific Network System – Deepfreeze (or similar mirroring programs) often used by Colleges and Schools to safeguard programs.

Discuss special ways of handling data files in your institution.

Page ii – Downloading the CCI Learning student data files

Follow the instructions in the book and expand as needed.

Review the **Welcome** screen.

Note the check box at the bottom. Do **not** put checkmark into *Do not show this*

Select the **Harmony House Music** file. Save to your *Documents* folder.

Select **Session Date** as 02/28/2017.

Getting Started window

A great deal of information here for students to review on their own time. Give a brief overview.

Click **Open Setup Guide**. Click **Customers**.

Screen shows primary info for all customers.

- Do *Learn the Skill exercise* as shown. Then Close.
- Discuss **Home** screen. Note **Classic** view vs. **Enhanced** view.
We stay in Enhanced View unless otherwise instructed.
- Select **Payables** – collapse and expand the suppliers list.
- Explain that terminology may vary between Accounting & Non-accounting. They need to be flexible.

In the Reports area (bottom right) select Supplier Aged Summary (one of several very important reports).

We do not need two of the modules – let's remove them.

↳ Setup ↳ User Preferences ↳ View

In **Pages**, remove **Division**, note the in Icons Division is also removed.

In **Features**, remove **Time & Billing** – covered in Level 2, click **OK**.

Do Help

Click **Help** – Explain to students that the first item: "Use Online Help" is a toggle switch which determines how the Help window will display, either on-line or from within the program.

↳ demonstrate by turning off the checkmark for on-line.,

Discuss the Tabs on the left showing Contents or Index. Contents provides a broader overview of subjects; Index goes straight to the specifics.

↳ Index ↳ chart of accounts – setting up

This will open detailed information dealing with Accounts. – Close

↳ Chart of Accounts – show different Views. "Display by Type" is best.

Discuss in Detail, Acct # / Name / Type / Balance

Let's create an Account:

1100 Guaranteed Investment Certificate Type: **Group** Class: **Cash Equivalent**

Let's try another:

1020 Cash for Deposit Type: **Subgroup** Class: **Cash**. Save and close.

Now review the Accounts list again.

Discuss types of accounts. Do **Cash accounts** to explain how the type influences the structure of a report.

Do **Find and Modify** an account:

Discuss the various ways of doing it.

Select 1060, change to: CIBC Chequing Bank Account

Complete details as per screen capture in manual to complete

Select 1055, change to: CIBC Savings Bank Account

Complete details as per screen capture in manual to complete

- Discuss scrolling through lists to find accounts using the arrows: 

Do **Deleting Accounts**

Discuss creating a company from scratch (Sage 50 Accounting always creates more accounts than necessary), you may have accounts you don't need.

Also issue warning about used accounts.

Select **1030 Cash Draws** and click the Remove icon.

Then delete 2640 – Loans from Owners.

Now review the Accounts list again.

☞ View ☞ Small Icon. Then do View again and select Re-sort Icons

- Discuss how Sage 50 Accounting will not automatically place new accounts in order. May be disconcerting for new users.

Saving Changes automatically. ☞ Setup ☞ User Preferences, note the default.

Discuss the other items in this window.

Company Information

☞ Setup ☞ Settings ☞ Company ☞ Information

Add your name to the name of the company

Fill in contact information for Harmony House Music as shown.

Various Reports – Chart of Accounts, Balance Sheet, Income Statement

Open Report Centre

☞ Accounts ☞ Chart of Accounts. Note the difference from the last list we viewed. This can be printed, the yellow screen cannot.

Do a Print Preview (let's save a tree). Close Print Preview.

In Report Centre select ☞ Financials ☞ Balance Sheet, Standard.

- Discuss what a Balance Sheet represents. (Can be created for any one date)

Then do Income Statement, Standard.

- Discuss what an Income Statement represents. (Can be created for any time period, even odd ball times like January 22 to March 17)

Session Date

What it is, how to change it, why it will not change under some circumstances.

Expand on this issue about Sage 50 Accounting sometimes not allowing user to complete an action. Possible cause: a window is open in the background. Look in your Task Bar to see what else is open.

Change Session Date to March 31, 2017.

Note the warnings.

Note the **Checklists** and **Daily Business Manager**. Close both (Lesson 6).

↳ Setup ↳ User Preferences ↳ View – remove the two checkmarks.

↳ Setup ↳ Settings ↳ Company ↳ System

Look at the screen capture of step 8.

Discuss the Do not allow ...

and the Allow transaction in the future... (Implication of Post-dated entries.)

Do as displayed.

- Discuss **Dates** and various formats accepted by Sage 50 Accounting.
Accounting vs. Non-Accounting Terminology

Make sure you have selected Customers & Sales, look at the terminology.

↳ Setup ↳ User Preferences Use Accounting Terms.

Note how some terminology has changed. Use what feels comfortable.

Linked Accounts

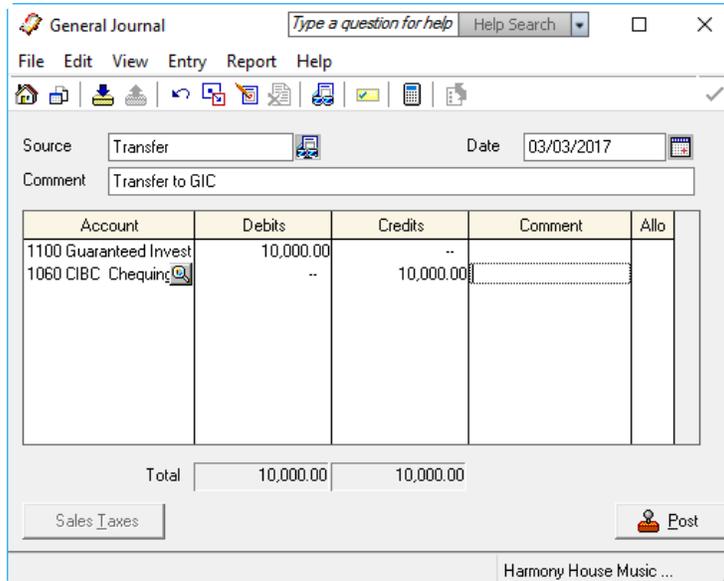
↳ Setup Settings ↳ View all the modules.

General Journal

Discuss what used for. See list in manual. **General Journal used for Nothing else!**

Now let's do one

Company module, General Journal



Discuss how to enter
Show how to enter dates

Sage 50 Accounting tries to balance. If more than one Debit in entry use DELETE, then SHIFT TAB to get back to previous field.

Do a Report Display for all entries before posting.

Post

Recurring transactions

Discuss the concept. Do Loan Pay't shown, but **do not** Post.

Note the arrow (↓) at the top, click it to open Store, then Post. (Note Up arrow ↑)

Assume time has passed,

Open General Journal, click Up Arrow ↑ (Recall recurring transaction)

There is only one, click Select. Note the date change.

Post.

Reversing General Journal Transactions

Discuss general parameters about **all** corrections. Be in the journal where the original entry was made in order to make a modification or correction or even a deletion.

Discuss new loan, need to void the second entry we made.

Bring the entry up, Add **DEL** to the Source then click to adjust.

- We can delete all lines and post an empty transaction,

or

- click the red X at the top to get rid of this entry.

Display the General Journal Report

Do by Journal number. Don't forget the Show Corrections.

Discuss the entries. Close the Journal Report.

We'll do a correction not in the book.

In the Journal Report double-click Journal entry number J19 (the first loan payment).

Click the Adjust button, then change the 2120 account to 400.00 and the 1060 account to 554.58. Post.

Re-open the Journal Report, note the entries at the bottom.

Discuss how Sage 50 deals with corrections.

Backing up Sage 50 Accounting.

Refer students to the **Practice the Skill Exercises** and the **Review Questions** at the end of each Lesson.

The completed data files for the exercises are available as part of the Teacher Resources. The Practice exercises could be used as extra items for students to complete or as a mini exam at the end of a Lesson.

The Answers to Review Questions are also in the Teacher Resources and can be made available to the students or used as a mini quiz.