

ACCOUNTING 452 (ACCT 452)

Department of Accounting & Information Systems

Accounting Systems (<http://business.nmsu.edu/~ClassAcct/452scrib/a452Fall2007.html>)
Fall 2007 (Revised 20070815)

INSTRUCTOR: [Dr. E. Scribner \(escribne@nmsu.edu\)](mailto:escribne@nmsu.edu)

Office - BC 316

Phone 646-5163

Office Hours - 10:00 a.m.-11:45 a.m. MTWTh (or by appointment)

TEXTBOOK: ● *Computerized Accounting Using Microsoft Great Plains 8.0*, 3rd. ed., Arens & Ward, ISBN 0-912503-24-6

(Unfortunately, used books are probably not available because the software included expires 120 days after installation.)

MATERIALS: ● Three Scantron Mini Essay Books (Form 886-E) available at BC computer lab & NMSU bookstore
● USB flash drive (minimum 500MB) if you wish to do the MS Business Solutions Great Plains project in a computer lab
● *SAP Sales Order Exercise* available at BC computer lab (may be purchased (cheap) or checked out at counter in back of lab)
● (Optional) Past exams available at BC computer lab

AMERICANS WITH DISABILITIES ACT (ADA) AND INSTITUTIONAL EQUITY

NOTIFICATIONS: Please feel free to call Michael Armendariz, Coordinator of [Services for Students with Disabilities](#), at 505-646-6840 with any questions you may have on student issues related to the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially. If you have or believe you might have a disability, contacting Michael's office at the beginning of the semester may result in valuable assistance as you work to succeed in your education.

Please feel free to call Jerry Nevarez, Director of Institutional Equity, at 505-646-3635 with any questions you may have about NMSU's Non-Discrimination Policy and complaints of discrimination, including sexual harassment.

If you have a condition that may affect your ability to exit safely from the premises in an emergency or that may cause an emergency during class, you are encouraged to discuss any concerns with the course instructor.

COURSE DESCRIPTION: Accounting information systems (AIS) as processors of data for financial

reporting and control of economic organizations. The place of the accounting function in the management system. Prerequisites: BUSA 365 or concurrent enrollment.

COURSE OBJECTIVES: Course mastery will enable you to serve organizations in the areas of (1) analyzing and recording of historical financial and non-financial events related to accounting; (2) design and application of technology for financial and non-financial information management; (3) risk assessment and assurance related to fraud and errors in information processing; and (4) internal controls and security in AIS. As a result of learning experiences with accounting databases in the course, you will gain a feel for the inner workings of database accounting systems and, with some additional on-the-job training, will be able to serve as a member of a team implementing such systems as [Oracle](#), [PeopleSoft](#) and [SAP](#), in all sizes of organizations. There will be a project in enterprise computing using SAP R/3 to give you experience in navigating your way through and processing transactions in an enterprise resource planning (ERP) system. Information Systems (IS) students will learn how to apply knowledge of data bases to accounting applications, and accounting students will learn ways to systematize accounting information for decision making; other students will gain a richer understanding of the capabilities of the information systems that support strategic and tactical decisions. Although much of your work will rely heavily on Microsoft Business Solutions Great Plains, the objective is not to learn or promote a particular software package but to learn how modern software is strengthening accounting information systems.

EXAMINATIONS: There will be two regular exams and a comprehensive final. Exams will cover lecture material, material from the textbooks, and guest speakers' presentations. It is important to contact the instructor as soon as possible to discuss your grade computation or makeup arrangements should you have to miss an examination for health or family emergency reasons or for university-sponsored events.

When objective questions are used, no credit will be given for answers marked correctly on the exam but incorrectly on the answer sheet. Transfer all answers carefully.

THE REAL WORK: Although there will be significant in-class coverage of AIS topics, student participative learning will dominate your time in the course. The main vehicles for this outside the classroom are the MS Business Solutions Great Plains activity, which provides an opportunity to learn and apply concepts, and the SAP project, which gives you experience navigating the menus of SAP R/3 (the leading software among the Fortune 500 companies) and seeing how ERP integrates business processes.

LATE SUBMISSIONS: There is a two-point penalty for each weekday (or portion thereof) an assignment is late, up to a maximum of 6 points on Great Plains projects and 20 on SAP. Late projects will be accepted only through the last day of class prior to finals week.

EVALUATION: Your grade will be based on the total number of points that you earn. The points associated with each of the graded areas, and the total points required to earn the various grades, are shown below. The instructor reserves the right to relax the standards and to make judgment calls at the

end of the semester.

| Component | Points |
|-----------------------------|------------|
| Regular exams (2 @ 100 pts) | 200 |
| Comprehensive final | 100 |
| Great Plains projects | 100 |
| SAP R/3 project | 30 |
| Total Points | 430 |

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|------------------------------|----------------|
| A (Excellent, distinguished) | 387-430 points |
| B (Very good, above average) | 344-386 points |
| C (Average, normal) | 301-343 points |
| D (Below average) | 258-300 points |
| F (Failing) | 0-257 points |

As noted above, there is a two-point penalty for each weekday (or portion thereof) an assignment is late, up to a maximum of 6 points on the Great Plains projects and 20 points on SAP. Late projects will be accepted only through the regular class meeting that precedes the final exam. You could still earn up to 4 points on a Great Plains project and up to 20 on the SAP project if turned in by this final deadline.

CPA EXAM AND 150-HOUR REQUIREMENT: New Mexico law requires applicants for the CPA Examination to have at least 150 semester hours of education. Texas and most other states also have the 150-hour rule, but the nature of these 150 hours can vary significantly from state to state. For example, in New Mexico, only 30 total hours of accounting are required to sit for the CPA exam, and 3 of these hours can be in business law. In Texas, 30 UPPER DIVISION accounting hours, plus an approved accounting ethics class, are required to sit for the exam. Including sophomore-level accounting courses, this totals 39 hours of Accounting. (NMSU will provide a Texas-approved accounting ethics class beginning in Fall 2005.)

To find the requirements for a particular state, see the following AICPA website, which links to the various state boards of accountancy: <http://www.aicpa.org/yellow/ypsboa.htm>

Many who plan to sit for the CPA Exam choose to remain in school for a Master of Accountancy (MAcc) degree. If you are thinking about a career in public accounting, you should consider this program as the most beneficial way to enhance your background and credentials before accepting a career position. In addition, the MAcc degree should allow you to meet the CPA certification requirements in virtually any U. S. jurisdiction. If you are interested in entering the MAcc program at NMSU, please contact the director, Dr. Cindy Seipel (cseipel@nmsu.edu , Room BC 333, 646-5206) for more information. Qualifying NMSU undergraduates can earn both the Bachelor of Accountancy and Master of Accountancy degrees with a total of 152 credits (six fewer than the usual 128 bachelor's plus 30 master's). If you are interested in this faster-track program, please see Dr. Seipel BEFORE your last semester as an undergraduate.

ADMINISTRATIVE NOTES AND ADVICE: It will be assumed that you are aware of all material covered and all announcements made in class. Should you ever have to miss a class, be sure to obtain this information from a classmate.

Never take too many courses. A course load of 16 credits during the regular semester should require 16 hours of class time plus a minimum of 32 hours of preparation time per week, for a total of 48 hours. Add a 20-hour-per-week job on top of that and you have a 68-hour work week, which is a recipe for burnout. A course load of just 3 credits in a summer session is significant if you have other major responsibilities. Keep this in mind when taking on other commitments and when scheduling your courses.

It is university policy that "Students making satisfactory progress in their classes will be excused from classes when they are representing New Mexico State University on a university sponsored event (e.g., ASNMSU President represents NMSU at legislative session, student-athletes competing in NMSU scheduled athletic events or education field trips and conferences). Authorized absences do not relieve the student of class responsibilities. Prior written notice of the authorized absence should be provided to the instructor by the sponsoring department."

A grade of "**I**" (**Incomplete**) will be assigned only in circumstances in agreement with the current NMSU Undergraduate Catalog.

Should you ever wish to file a grievance with some administrative office or faculty member on campus, check the details of the process in the "General Information" section of the [Undergraduate Catalog](#). Probably the most important thing for you to know about a grade appeal (besides the fact that there is an appeals process) is that you must initiate the process by submitting a written appeal to the faculty member within 30 days of the start of the term following the term in which the grievance occurred.

In all your courses, always keep any graded assignments or exams that are handed back to you in case the instructor fails to record any of them.

Student misconduct is extremely rare in this course; in the unlikely event there is a problem, it will be handled in accordance with the [Student Handbook](#).

If you are taking this course under the **S/U option**, you must earn a "C" or better ("B" or better if you are a graduate student) to receive a grade of "S."

Many accounting and IS students have found that interning under the **cooperative education (CO-OP)** program is a valuable activity that sets them apart from students without practical experience. Some employers hire almost exclusively from their internship program. Contact the Co-op office in Garcia Annex (646-4115), visit with Celina Talamantes in the Advising Center in Guthrie Hall, and frequently check the NMSU web page links to the [placement and co-op offices](#).

NMSU offers other great opportunities to obtain valuable and memorable experiences from [studying abroad](#) or [elsewhere in the U.S.](#) on international and national student exchange programs. Pay NMSU tuition, which is low compared to most schools, while studying in another country or another region of the U.S.

When researcher Richard Light interviewed 1,600 students at Harvard and more than 20 other higher education institutions and asked them to describe a specific, critical incident or moment that changed them profoundly, 80 percent of them chose a situation or event outside the classroom. The evidence indicates that learning outside the classroom, especially in residential settings and extracurricular activities, is critical.

Also keep in mind that prime interviewing season for **permanent positions** is the fall. Regardless of when you are graduating, register with Placement and interview diligently in your last fall semester. In addition to a good academic record, abilities and experiences that make you a more desirable candidate in the eyes of interviewers include computer skills, oral and written communication skills, at least one internship or comparable work experience, at least one elected office in a campus organization, student membership in a professional organization such as the AICPA (see links to student pages of this and other organizations on the instructor's home page), and fluency in a language in addition to English.

Here is a helpful link for determining what to wear to events (business casual, etc.): <http://www.ncf.edu/CareerServices/Documents/DressForSuccess.htm>

Make sure your resume has been critiqued and that you have gone through at least one simulated interview at the Placement office. Interview "performance" is crucial to your chances for success. Companies call the 30-minute on-campus interview the "screening" interview. At this stage they are usually choosing students that they consider suitable for a day-long interview at the company itself. The 30-minute interview typically consists of about 20 minutes in which the interviewer asks you questions and about 10 minutes in which you are expected to ask intelligent questions about the company and the nature of your work there. Thus you should "do your homework" by finding out things to ask about the employer. This is probably not the time to ask about starting salary and time off (you can do that at the all-day interview if you get that far; if you don't, get that far, it's a moot point anyway).

Never mistake activity for achievement.

--John Wooden

There are two kinds of people, those who do the work and those who take the credit. Try to be in the first group; there is less competition there.

--Indira Ghandi

If everything is under control, you're not driving fast enough.

--Parnelli Jones

KEY DATES:

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| 08/22/07 | Deadline for filing degree application without a late fee (students graduating at end of fall) |
| 08/31/07 | Last day to add a course; Business Career Academy begins, 12:30-1:30, Guthrie 303 |
| 09/17/07 | Meet the Firms (evening event, location TBA)--the accounting majors' career fair for the year; professional attire |
| 09/18/07 | Career Expo, 9:00 a.m.-3:00 p.m., Corbett Center Ballrooms--network and/or interview with employers and get up-to-date information on their organizations and work opportunities; most important for non-accounting majors, as accounting majors will attend the Meet the Firms activity above |
| 10/12/07 | Last day to file degree application with late fee (students graduating at end of fall) |
| 10/15/07 | Last day to notify instructors of final exam schedule hardship (see inside back cover of NMSU Class Schedule) |
| 10/16/07 | Last day to withdraw from a course with a "W" |
| 11/16/07 | Last day to withdraw from the university (not as drastic as it sounds) |
| 12/05/07 | Last chance (midnight) to turn in any late projects |

COMMUNICATION SKILLS: For any assignments that involve writing, refer to the web page, [Tips on Business Writing](#).

Class Schedule

Subject to Modification (especially to fit guest speakers' schedules), Except for Exam Dates

| Class No. | Date | Topics | Assignments and Comments |
|-----------|----------|--|------------------------------|
| 1 | 20070822 | Introduction to accounting information systems (AIS) | Syllabus--available on WebCT |

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| 2 | 20070827 | AIS overview | Register at Placement and Career Services office in Garcia Annex if if not already registered with them so that you can participate in the interview process |
| 3 | 20070829 | AIS overview (cont'd); e-business, e-commerce, EDI, XBRL , security | Obtain <i>Computerized Accounting</i> textbook. (Do not purchase a textbook that has no CDs or in which the CD pack has been opened because the software expires 120 days after installation.) Obtain a USB flash drive of at least 500 MB if you are going to work in the lab rather than on your own computer. (I saw a bunch of PNY flash drives at Wal-Mart on Valley Drive in August--\$20 for 2 gigabytes.) |
| 4 | 20070905 | Documentation | Learn flowchart symbols from handout |
| 5 | 20070910 | Business processes, transaction processing, and specialized industries | <i>Computerized Accounting</i> , Chapter 1 - Introduction & installation; write down your password and keep it in a safe place |
| 6 | 20070912 | Enterprise resource planning (ERP) systems ; SAP R/3 Navigation and sales process. Guest speaker, Christian Halligan | <i>Computerized Accounting</i> , Chapter 1 - Introduction & installation; write down your password and keep it in a safe place Log into SAP (server LISBON, Client 400, user ID in your "check grades" in WebCT) in the BC computer lab. Write down your password and keep it in a safe place. |
| 7 | 20070917 | Artificial intelligence (AI) applications | Log into SAP and familiarize yourself with menu navigation <i>Computerized Accounting</i> , Chapter 2 - Menus and processes |

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| 8 | 20070919 | | <i>Computerized Accounting</i> , Chapter 2 - Menus and processes. Complete and turn in tear-out page T-2 in back of your book (5 points); tear off at the perforation--no "scragglies" from the holes in the spiral binding (-0 this time if you have them, but -2 on each future assignment that has scragglies) |
| 9 | 20070924 | Knowledge management | <i>Computerized Accounting</i> , Chapter 3 - Business Solutions overview. Complete and turn in tear-out pages T-5 and T-8 in back of your book (10 points total); -2 points if any scragglies |
| 10 | 20070926 | Exam I (all material to date) | Get plenty of sleep the night before. Bring Scantron Mini Essay Book (Form 886-E), two pencils, and a good eraser. |
| 11 | 20071001 | Introduction to controlling <u>fraud</u> and errors | <i>Computerized Accounting</i> , Chapter 3 - Business Solutions overview. Complete and turn in tear-out pages T-10, T-12, T14, and T-15 in back of your book (15 points total) FYI: "25 Reasons Employees Lie, Cheat, and Steal," <i>SmartPros</i> , September 2006 --- http://accounting.smartpros.com/x54052.xml |
| 12 | 20071003 | Controlling fraud and errors | <i>Computerized Accounting</i> , Chapter 4 - Revenue & Expenditure Processes. For all problems using SmartList, see Appendix C of the <i>Reference</i> manual. Complete and turn in pages T-21 and T-28 (with required printouts) (10 points total) SAS No. 99 handout. AICPA <i>Journal of Accountancy</i> Article FYI: http://www.aicpa.org/pubs/jofa/aug2003/rose.htm (Has a downloadable Excel spreadsheet that will test sample |

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| | | | data against Benford's Law . A similar one without graphs is at http://www.ss64.com/office/BenfordsLaw.xls .) |
| 13 | 20071008 | Controlling fraud and errors | <p><i>Computerized Accounting</i>, Chapter 4 - Payroll & Other Processes. Complete and turn in pages T-29 and T-30 (with required printouts) (10 points total)</p> <p>Articles FYI by NMSU fraud examination specialist Bob Schoener, CFE:</p> <p style="text-align: center;">http://bbrs.nmsu.edu/nmbizoutlook/showarticle.php?articleID=050332</p> <p style="text-align: center;">http://bbrs.nmsu.edu/nmbizoutlook/showarticle.php?articleID=050336</p> <p>AICPA <i>Journal of Accountancy</i> Articles FYI:</p> <p style="text-align: center;">http://www.aicpa.org/pubs/jofa/oct2003/wells.htm</p> <p style="text-align: center;">http://www.aicpa.org/pubs/jofa/mar2003/wells.htm</p> <p style="text-align: center;">http://www.aicpa.org/pubs/jofa/nov2004/wells.htm</p> |
| 14 | 20071010 | | <p>SAP project due (30 points). Do not turn anything in--SAP tracks your work, and the instructor or assistant will check your document flow online within the system (approximately 4.3 points per completed step).</p> |

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| 15 | 20071015 | Using MS Access to detect fraud | <p><i>Computerized Accounting</i>, Chapter 4 - Payroll Process, Perpetual Inventory, Bank Reconciliations, System Maintenance, etc. Complete and turn in page T-33 (with required printouts) (15 points total)</p> <p>AICPA <i>Journal of Accountancy</i> article FYI: http://www.aicpa.org/pubs/jofa/may2004/wells.htm</p> <p>The CPA Journal Article covered in class: http://www.nysscpa.org/cpajournal/2005/405/essentials/p58.htm</p> |
| 16 | 20071017 | Controlling fraud and errors; ethical issues | <p><i>Computerized Accounting</i>, Chapter 4 - Payroll Process, Perpetual Inventory, Bank Reconciliations, System Maintenance, etc. Back up your data files for Chapters 2 through 4 (Jackson Supply, Fabrikam, and Jewel) in case you need to reinstall the program; you can restore data files by following instructions in Chapter 1.</p> |
| 17 | 20071022 | Internal control concepts | <p><i>Computerized Accounting</i>, Chapter 5 Option A only - Transactions, Adjustments, and Periodic Procedures. Start working through the chapter--the materials to turn in will be due October 31.</p> |
| 18 | 20071024 | COSO Enterprise Risk Management | <p><i>Computerized Accounting</i>, Chapter 5 Option A only - Transactions, Adjustments, and Periodic Procedures</p> |
| 19 | 20071029 | Internal control: Big 4 Firms Sec. 404 Education Ctr. ; COBIT | <p><i>Computerized Accounting</i>, Chapter 5 Option A only - Transactions, Adjustments, and Periodic Procedures Sarbanes-Oxley handout.</p> |

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| 20 | 20071031 | General and application controls | <i>Computerized Accounting</i> , Chapter 5 Option A only - Transactions, Adjustments, and Periodic Procedures; Complete and turn in all items listed under "Reports and Tear-Out Page to Hand In," page 5-22 (20 points total) . Perform year-end closing procedures and back up your data (see bottom of p. 5-22). |
| 21 | 20071105 | Exam II (material since Exam I) | Get plenty of sleep the night before. Bring Scantron Mini Essay Book (Form 886-E), two pencils, and a good eraser. |
| 22 | 20071107 | System development life cycle (SDLC) | <i>Computerized Accounting</i> , Chapter 6 - Internal controls |
| 23 | 20071112 | Accounting software and data conversion: Guest speaker, Robert Wharff, of Robert Wharff, CPA, LLC, Albuquerque, NM | <i>Computerized Accounting</i> , Chapter 6 - Internal controls. Complete and turn in page T-41 and T-42 (10 points total) |
| 24 | 20071114 | REA modeling | <i>Computerized Accounting</i> , Chapter 6 - Internal controls REA/Normalization handout |
| 25 | 20071126 | Normalization issues; systems assurance | <i>Computerized Accounting</i> , Chapter 7 - Company configuration |
| 26 | 20071128 | Systems assurance (cont'd.); ZZZZBest Fraud | <i>Computerized Accounting</i> , Chapter 7 - Company configuration. Complete and turn in a hard copy of the beginning trial balance for Office Furniture Plus as specified at top of p. 7-16 (5 points) |
| 27 | 20071203 | Specialized industry--Property Management, Guest Speaker, Judy Gregory, 1st Valley Mgt Group | <i>Computerized Accounting</i> , Chapter 7 - Company configuration |

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| 28 | 20071205 | Review | Last chance to turn in any late projects, 5:00 p.m. today. |
| 29A | 20071210 | Exam III for Sec. 2 (comprehensive) | ACCT 452.02 (4:00 p.m. class): 3:30 p.m. - 5:30 p.m. Dec. 10 (Monday) , regular classroom. Get plenty of sleep the night before. Bring Scantron Mini Essay Book (Form 886-E), two pencils, and a good eraser. |
| 29B | 20071212 | Exam III for Sec. 1 (comprehensive) | ACCT 452.01 (2:30 p.m. class): 1:00 p.m. - 3:00 p.m. Dec. 12 (Wednesday) , regular classroom. Get plenty of sleep the night before. Bring Scantron Mini Essay Book (Form 886-E), two pencils, and a good eraser. |

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