



Course ACCT 3322-001 – Integrated Accounting Information Systems
Professor Mary Beth W. Goodrich, CPA, CIA, CISA, SAP Certified Associate
Term Spring 2012
Thursdays: 4:00p.m. – 6:45p.m.
Meetings Class Location: SM 1.212
Lab Location: SM 1.211 (big computer lab)

Professor's Contact Information

Office Phone (972) 883-4775 (leave voice messages here)
Other Phone (214) 282-2156 (urgent matters / emergencies only)
Office Location SM 4.220
Email Address goodrich@utdallas.edu
Fax Number (972) 883-6811
Best contact method www.elearning.utdallas.edu (email for personal questions or discussion postings for homework / general questions)
Office Hours Tuesdays 1:00pm – 3:00pm or by appointment
TA Information To be announced in eLearning

General Course Information

Pre-requisites, Co-requisites, & other restrictions Prerequisites: AIM 2301, AIM 2302, MATH 1326, and MATH 2333. Knowledge of financial and cost accounting is essential as the course focuses on how to support the accounting needs of a company. You should also have a basic knowledge of information systems. Prior use of SAP is not required.

Course Description This course will introduce the complexity and flexibility of integrated information systems with an accounting information systems focus. General topics include: accounting information systems as part of enterprise resource planning (ERP) systems, business processes and how business process information feeds into the accounting information system to meet the accounting needs of an organization, how companies utilize information systems to help them with decision-making, external financial reporting and internal reporting, enterprise services architecture, use of internet and ecommerce for integrating modern accounting systems within and outside the company, and more. This course employs SAP software to illustrate concepts. The SAP ECC system hands-on exercises will cover various topics including general navigation in SAP, master data, key business/accounting transactions, journal entries, and reporting.

This course will cover many of the SAP modules with an emphasis on SAP's FI/CO Modules (Financial Accounting and Controlling) to include

discussion and hands-on exercises utilizing the chart of accounts, general ledger, journal entries that occur “behind the scenes” as business processes information is entered into the system, reconciliation accounts and subsidiary ledgers, how a company utilizes SAP for management accounting and financial accounting needs, and more. The accounting information system is at the “heart” of modern enterprise systems and we will explore the impact of business processes on tracking and monitoring accounting information.

After this course, you should be able to:

Learning Outcomes

- Explain the benefits of an integrated accounting information system. Explain the integration of accounting with the business side of an integrated accounting information system including writing-out the accounting journal entries happening “behind the scenes”. Explain modern practice and ERP (enterprise resource planning) systems and what is next related to accounting systems and enterprise systems.
- Be able to navigate through key financial transactions within the ERP system, SAP.

Required Texts & Materials

- **REQUIRED: Sam’s Teach Yourself SAP in 24 Hours**, by Anderson, Rhodes, Davis, Dobbins & Jenzer, Sam’s Publishing, 3RD Edition, 2009, ISBN-13: 978-0-13-714284-2 or ISBN-10: 0-13-714284-6.
- **Proficiency in eLearning** – recommend checking DAILY during the week (grades, e-mail, discussion items, announcements, course notes, and assignments will be out there)
- Other materials will be posted on eLearning, handed out in class, and/or announced as needed as we progress.
- Computer and Internet access (personal laptop computer strongly recommended).
- Scantrons for tests (Form No. 882-E).

Recommended Texts, Readings, & Materials

- **RECOMMENDED: SAP FI / CO Questions and Answers**, by V. Narayanan, Infinity Science Press, 2008, ISBN: 978-1-934015-22-3.

Assignments & Academic Calendar

[Topics, Reading Assignments, Due Dates, Exam Dates]

The topics to be covered and schedule is subject to change at the instructor's discretion. Changes will be announced in class and/or will be posted on eLearning. Please check eLearning frequently and obtain notes related to the in-class activities for use on class day.

Topics and Schedule

	In Class Activities	To Do by today
Week 1: 1/19	Syllabus Class Introduction and Overview Integrated Accounting Information Systems / SAP Overview	S24: Hour 1 & 2
Week 2: 1/26	Topics: Evolution of Accounting Information Systems Modern Integrated Accounting Information Systems – financial accounting and managerial accounting components Business functions and processes, SAP Basics Lab Time: Loading SAP GUI, General Navigation in SAP, eLearning walk-through	Det. your eLearning ID & password BEFORE this class. Log onto eLearning to find out what your SAP ID is? S24: Hour 19, 20, 21
Week 3: 2/2	Topics: Process Modeling, Process Improvement, ERP Implementations and Implementation Tools, Methodologies and the IMG Lab Time: General Navigation and Master Data in SAP	S24: Hours 10, 11 & 12
Week 4: 2/9	Topics: Database basics, master data in SAP Review for Test 1 Lab Time: Master Data in SAP	S24: Hours 3 & 5 Homework #1 Due 4:00pm 2/9
Week 5: 2/16	Test 1 (4:00pm – 5:30pm)	In classroom
Week 6: 2/23	Topics: NetWeaver and the ERP Central Component (ECC) Materials Management (MM Module) “Buy” and accounts payable SAP SCM, CRM, PLM, SRM Lab Time:	S24: Hours 6, 7, 8 and 9 Homework #2 Due 4:00pm 2/23

	Set-up a vendor, procure from and pay a vendor and related accounting journal entries “behind the scenes”	
Week 7: 3/1	Topics: Supply Chain Management Production (PP Module) “Make” How Production Journal Entries occur “behind the scenes” Lab Time: Production Logistics (PP)	
Week 8: 3/8	Topics: The Sales Order Process Logistics (SD Module) “Sell” (COM Customer Order Management) and Accounts Receivable SAP and Enterprise SOA Lab Time: Sales Transactions and related accounting journal entries	S24: Hour 14 Homework #3 Due 4:00pm 3/8
Week 9: 3/15	Spring Break	Enjoy!
Week 10: 3/22	Topics: Human Capital Management (HCM Module) and Payroll Lab Time: HR and Payroll Processes and linkage to Accounting	
Week 11: 3/29	Topics: Asset Accounting Lab Time: Asset Accounting	Homework #4 Due 4:00pm 3/29
Week 12: 4/5	Test 2 (4:00pm – 5:30pm)	In classroom
Week 13: 4/12	Topics: SAP Financials / FICO – An overview Financial Accounting (FI Module) “Track” Lab Time: Chart of Accounts, General Ledger, FI / Journal Entries	S24: Hours 12 & 13 Homework #5 Due 4:00pm 4/12
Week 14: 4/19	Topics: Controlling (CO Module) “Track” Business Planning and Controlling Lab Time: Controlling – use of management accounting information for decision-making	Homework #6 Due 4:00pm 3/8
Week 15: 4/26	Topics: Reporting Basics and Reporting Tools in SAP and Integration with Microsoft Office ERP and E-commerce What’s next for enterprise accounting systems? Review for Final Lab Time: Reporting – with focus on financial accounting	S24: Hours 22

	reporting and management accounting reports	
Week 16: 5/3	Selecting a career and how SAP can help you in any career! Review for Final Lab Time: Wrap-up	S24: Hours 23 & 24 Homework #7 Due Midnight, 5/3
Week 16: 5/10	FINAL (4:00pm – 5:30pm)	

S24 – Sam’s Teach Yourself SAP in 24 Hours

COURSE POLICIES / INSTRUCTOR’S EXPECTATIONS:

This course will give you great hands-on experience!

Student Responsibilities – Be Prepared! - *Prior to class*, you should complete assigned readings and homework, read through notes and actively participate in discussions.

Individual Participation - You, individually, and the class, collectively, will benefit from your participation in class discussions. For each class, you should be prepared to participate in a meaningful way. This will help everyone learn more and will make the class a fun experience for all!

Attendance - Class attendance is extremely important and your grades will reflect the amount of time you spend in class/lab (as well at the time you put in outside of class time). If a class is missed, it is the student’s responsibility to determine the announcements and material presented in class. Anything discussed in class, whether covered in the text or not, can and will be on the exams.

Cell Phones – Do not use cell phones in class. Cell phones should be turned off or in silent mode when you enter class.

Class Format

Your active participation in discussions will enable you to learn and retain more of the information. I encourage you to actively participate.

Grading (credit) Criteria	GRADE BREAK DOWN	
		Points
	Exam #1 (20%)	100
	Exam #2 (20%)	100
	Final Exam (Cumulative) (20%)	100
	Homework (5 at 40 points each) (40%)	200
	TOTAL POINTS	500
Exams	Turn off (or put in silent mode) cell phones during exams. Cell phone use during an exam is an automatic referral for potential academic dishonesty. You can expect exams to cover any material from class discussions, the required books, any notes on eLearning or handed out. Exams may consist of multiple-choice, essay, short answer, or problems. All exams will be given during the <u>regular class period in our classroom (NOT the lab) starting at the very beginning of class</u> . You may be required to present a UTD student	

	<p>identification card or driver's license at any examination. I will have a short review of what will be covered on the exams in a class before the exam.</p> <p>If you do not talk with me and have an approval for a make-up BEFORE I give the exam you have missed, you will receive a zero (0) for that exam. Please see the policy immediately below on Make-up Exams.</p>
Make-up Exams	<p>If you have a valid reason to miss an exam (valid as determined by the instructor), please get in touch with me within a reasonably sufficient time BEFORE the exam (in person, through eLearning e-mail or via phone) in order to receive a make-up. For personal illness, please provide a signed, physician's excuse. With a valid, PRE-APPROVED excuse, you will be given a make-up exam.</p>
Late Work	<p>Please see policies as related to exams, homework assignments, and team projects under those respective areas.</p>
Homework Assignments	<p>Homework Assignments and due dates will be posted in eLearning.</p> <p>The homework assignments will be worth 200 points - 5 individual assignments at 40 points each. There will be 6 homework assignments assigned and you drop the lowest score. You <u>must</u> complete all required parts of lab exercises in sequential order and homework to receive full credit, even if you are not asked a specific question about something.</p> <p><u>Homework must be submitted through eLearning functionality BEFORE the assigned time (PLEASE TURN IN THIS WAY – PREFERRED) if you will not be in class or can be turned in IN PERSON at the beginning of class. If you turn the homework in after the start of class IN PERSON, you will receive –10 points on the homework assignment. No late work will be accepted for ANY homework assignments other than this exception. You will receive a zero (0) if an assignment is not turned in by the due date and time. Do not wait until the last minute to upload these because if you are even a minute late, eLearning will not accept your submission. With eLearning, you can always turn your homework in early if you need to through the ASSIGNMENTS functionality. If you have problem with the ASSIGNMENT, please eLearning email me the assignment..</u></p> <p>All homework assignments must be typed and professional (i.e., proper use of spelling and grammar) or points will be deducted. Homework you provide must be your own. If you do not complete an assignment that you said you completed (when validated in the SAP system), at a minimum, you will receive zero (0) points for that assignment. Submitting someone else's work as your own is considered plagiarism and subject to university policies associated with academic dishonesty.</p> <p>OPTIONAL HOMEWORK #7: There will be an optional HOMEWORK #7 that can be done to replace a test score. Details will be given in eLearning.</p>
Grade Contests / Grade Records	<p>If you believe there is an error on any grade, please <i>let the Instructor and Teaching Assistant know in writing (via eLearning e-mail) what you believe may be in error and why you believe it is wrong. This written contest is to be given within one week of the date that the test/individual assignment is returned/ discussed in class and/or posted on eLearning.</i> If the contest is related to the final exam, you are to present the written contest to me immediately once the grade is posted for your review on eLearning. If there is a mistake, I will correct the grade. All scores for all assignments will be posted confidentially on eLearning.</p>
Exam Retention	<p>I retain all exams. An exam that "walks" away either intentionally or accidentally</p>

	WILL receive a grade of zero (0) and will be referred to the Dean of Students.
Student Conduct and Discipline	<p>The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, <i>A to Z Guide</i>, which is provided to all registered students each academic year.</p> <p>The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the <i>Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3</i>, and in Title V, Rules on Student Services and Activities of the university's <i>Handbook of Operating Procedures</i>. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).</p> <p>A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.</p>
Academic Integrity	<p>The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.</p> <p>Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.</p> <p>Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.</p> <p>To give you an idea of how this works, generally at a minimum, materials proved by the Dean of Students to be plagiarized will receive a grade of 0 for the assignment, F for the course, and/or could include being expelled from school. NOTE: ON TEAM PROJECTS THAT ARE PLAGIARIZED, ALL STUDENTS ARE ACCOUNTABLE. All suspected cases of plagiarism are referred to the Dean of Students.</p>
Email Use	<p>The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD</p>

	<p>student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.</p>
Withdrawal from Class	<p>The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.</p>
Student Grievance Procedures	<p>Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's <i>Handbook of Operating Procedures</i>.</p> <p>In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.</p> <p>Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.</p>
Incomplete Grades	<p>As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of F.</p>
Disability Services	<p>The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.</p> <p>The contact information for the Office of Disability Services is: The University of Texas at Dallas, SU 22 PO Box 830688 Richardson, Texas 75083-0688 (972) 883-2098 (voice or TTY)</p> <p>Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For</p>

	<p>example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.</p> <p>It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.</p>
<p>Religious Holy Days</p>	<p>The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.</p> <p>The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.</p> <p>If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.</p>
<p>Off-Campus Instruction and Course Activities</p>	<p>Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm. Additional information is available from the office of the school dean.</p>

These descriptions and timelines are subject to change at the discretion of the Professor.

Let's have fun learning about integrated accounting information systems and SAP!