

Course Syllabus

ACCT6338.0W1 / MIS 6338.0W1 – Accounting Systems Integration and Configuration (with SAP)

The University of Texas at Dallas

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Course Information

Course

Course Number Section	ACCT 6338.0W1/MIS 6338.0W1
Course Title	Accounting Systems Integration and Configuration (with SAP)
Term and Dates	Summer 2016, 5/23/2016 – 8/10/2016

Professor Contact Information

Professor	Mary Beth Goodrich, CPA, CIA, CISA, SAP Certified Associate, MBA
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Best way to contact me	www.elearning.utdallas.edu (message or discussion postings)
Twitter	@CPAknowsSPRO and @GuoFuMeiCPA
Office Location	JSOM 4.220
Office Hours	By appointment
Other Information	SKYPE: mary.beth.goodrich (please schedule by appointment)
Teaching Assistant	TBD
TA Office Location	TBD
TA Office Hours	TBD

About the Instructor

Please listen to Introduction in Course on eLearning and see the Introductions area of Discussions.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Knowledge of financial and cost accounting is essential as the course focuses on how to support the accounting needs of a company. Principles of accounting (ACCT 6201 / ACCT 6202 or ACCT 6305) is required or equivalent knowledge. You should also have a basic knowledge of information systems. Prior use of SAP is not required.

Note for those planning to take the CPA exam:

This course is CPA Eligible for the TSBPA. If you are considering taking the Uniform CPA Exam through the State of Texas, please note that of the 30-credit hours of upper-level accounting courses required to be eligible to sit for the exam. No more than 15 of the total 30 hours can be online. The remaining 15 credit hours must result from physical attendance at classes meeting regularly on the campus of the transcript-issuing institution. Please see the Texas State Board of Public Accountancy website at <http://www.tsbpa.state.tx.us/> for additional details.

Course Description

Knowledge of Accounting Information Systems (AIS) is critical for any educated accountant or business professional. Modern accounting is an integration of accounting concepts and technology. Accounting is at the heart of ERP (Enterprise-wide Resource Planning) systems. This course will help students understand how Accounting Information Systems, as part of Enterprise-wide Resource Planning (ERP) systems, automate the capture, processing and dissemination of accounting information to meet a company's needs. SAP is the #1 ERP software system delivering software to meet accounting and business needs in the worldwide marketplace. In this class we will be using SAP to demonstrate and apply integrated accounting information system and integration concepts.

This course will cover many of the SAP modules with an emphasis on SAP's modules related to financial and managerial accounting (known as FI/CO - 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 configures and/or customizes an enterprise system such as SAP FI/CO, and more. SAP hands-on exercises will cover various topics including how the SAP system works as a whole, how transactions run through the SAP system and system analysis and design techniques to include how companies can configure, customize and implement SAP to meet their business needs, while ensuring proper internal control exists.

Student Learning Objectives/Outcomes

After this course, you should be able to:

- 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 an ERP system. Be able to complete steps dealing with accounting information systems integration and configuration.
- Describe accounting systems analysis and design in standard delivered ERP packages including: table settings, chart of accounts, automatic account assignment, integration of financial accounting and managerial accounting, and overall organizational structure, master data and rules needed for financial transactions to take place.

Required Textbooks and Materials

- **SAP ERP Financials Configuration and Design**, Naeem Arif and Sheikh Mohamad Tauseef, Galileo Press, 2nd Edition, 2011, ISBN: 978-1-59229-393-3. (On Reserve # 13419) (e-Book is also fine)
- **SAP GUI and eLearning**: In order to take the course, this must be downloaded from ELearning to your own computer or you must have access to use it from the computers in the UTD JSOM computer lab or other UTD labs where it is installed.
- **Homework Exercises**: SAP Exercises will be available from e-Learning in the course (MUST have for Homework) and/or may be available preprinted at the UTD Copy Center for a fee.

Suggested Course Materials (OPTIONAL ONLY)

- **My book soon to come (sign up for information or early access to chapters for review) ☺:**
<http://epistemypress.com/books/sapconfig/>
- **Discover SAP ERP Financials**, by Patel, Manish, 1st Edition, 2008, ISBN-13: 978-1-59229-184-7 (good on SAP Theory of FI/CO Functional side / Transactions)
- **SAP ERP Financials and FICO**, Padhi, Jones & Bartlett, 1st Edition, 2011, ISBN: 978-0-7637-8080-7 (Transactions and Configuration)

- **Sam's Teach Yourself SAP in 24 Hours**, George W. Anderson, Sam's Publishing, 4th edition, 2011 ISBN-13: 978-0-672-33542-6 (General SAP Overview)
- **If you find others you like, please let me know! I am always looking for good materials.**

Textbooks and some other bookstore materials can be ordered online through [Off-Campus Books](#) or the [UTD Bookstore](#). They are also available in stock at both bookstores.

Course Policies

Make-up exams

Exam windows are firm. Please let the instructor know as soon as possible if you cannot take an exam during the exam window in ample time to make arrangements ahead of time. If you do not take an exam and did not make prior arrangements, you will receive a 0 (zero) on the exam.

Extra Credit

No extra credit work will be given.

Late Work

Late discussion postings or homework assignments are not accepted in any circumstances. Please make a note of all deadlines to avoid losing points on these. You can turn in any assignments before the deadlines, to balance your work load and ensure meeting deadlines.

Special Assignments

There will be no special assignments.

Class Participation

Students are required to login regularly to the online class site. The instructor will use the tracking feature in e-Learning to monitor student activity. Students are also required to participate in all class activities such as discussion board activities, chat or conference sessions and group projects.

Virtual Classroom Citizenship

The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor.

Policy on Server Unavailability or Other Technical Difficulties

The university is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UTD eLearning Help Desk: <http://www.utdallas.edu/elearninghelp>, 1-866-588-3192. The instructor and the UTD eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

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Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important [technical requirements](#) on the [Getting Started with eLearning webpage](#).

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Course Access and Navigation

This course was developed using a web course tool called eLearning. It is to be delivered entirely online. Students will use their UTD NetID account to login at: <http://elearning.utdallas.edu>. Please see more details on [course access and navigation information](#).

To get familiar with the eLearning tool, please see the [Student eLearning Tutorials](#).

UTD provides eLearning technical support 24 hours a day/7 days a week. The services include a toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service. Please use this link to access the UTD eLearning Support Center: <http://www.utdallas.edu/elearninghelp>.

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Communications

This eLearning course has built-in communication tools which will be used for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester. For more details, please visit the [eLearning Tutorials webpage](#) for video demonstrations on numerous tools in eLearning.

Interaction with Instructor

The instructor will communicate with students mainly using the Announcements and Discussions tools. Students may send personal concerns or questions to the instructor using the course email tool. The instructor will reply to student emails or Discussion board messages within 3 working days under normal circumstances.

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Student Resources

The following university resources are available to students:

UTD Distance Learning:

<http://www.utdallas.edu/elearning/students/cstudents.htm>

McDermott Library:

Distance Learners (UTD students who live outside the boundaries of Collin, Dallas, Denton, Rockwall, or Tarrant counties) will need a UTD-ID number to access all of the library's electronic resources (reserves, journal articles, ebooks, interlibrary loan) from off campus. For UTD students living within those counties who are taking online courses, a Comet Card is required to check out materials at the McDermott Library. For more information on library resources go to <http://www.utdallas.edu/library/distance.html>.

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Student Assessments

In this course, I expect that you read all book materials and course notes, listen to PowerPoint presentations / demos for the SAP exercises, complete all homework steps sequentially, and actively engage yourself in this course, such as posting responses to discussion postings, troubleshooting the system, and posting any questions that you may have that are general in nature.

Your active participation will have a direct impact on your success in this course. You will be tested on the knowledge you are gaining from textbooks and all methods of learning in eLearning. You need to have discipline to stay up with course work and what is expected. I look forward to getting to know you better. Please let me know any comments or questions you have. Your positive approach to this course, as to life in general, will enable you to get the most out of the course. Here's to a great semester!

Grading Information

Weights / Grade Breakdown

	Points
Introductions	10
Graded Participation	
Part 1, 2 and 3 Discussion Postings (20 points each)	30
Exams	
Exam #1 *	100
Exam #2 *	100
<u>Final Exam (Proctored at Testing Center) *</u>	100
Homework	
4 Homework Assignments (50 points each)	200
TOTAL POINTS	540

*An optional project can be completed and replace any one of the exam grades, if desired. The top 3 grades will be recorded (completing the optional project can only help your grade).

Grading criteria

Scaled Score		Letter Equivalent
100 – 90%	540 – 486 points	A
89 – 80%	485 – 432	B
79 – 70%	431 – 378	C
Below 69%	Less than 377 points	F

Grades of “-” or will be used in borderline situations using the above grading scale. In order to achieve a grade without a “-” you will need to be in the above ranges.

Students can check their grades by clicking “My Grades” under Course Tools after the grade for each assessment task is released.

Grading Policy

Grades will be assessed according to the grading scale above.

Accessing Grades

Students can check their grades by clicking “My Grades” on the course menu after the grade for each assessment task is released.

Assignments

Posting of Introduction

Post your introduction in discussions. Include the following points below:

1. Last Name, First Name, Preferred Name (Nickname); UTD Degree Program (and concentration if any) and Expected Graduation Semester
2. College Degrees Earned; Years Earned; Name and Location of the Granting Institution(s)
3. Name of Current Employer; Position or Title; Number of Years or Months with Employer
4. A short statement of short and long term career objectives (What is my dream job?)
5. What I expect out of this course? What topics look most interesting?
6. Your location and time zone (+ or – as related to CST (Central Standard time)).
7. Something interesting about me.
8. Experience with accounting and business systems technology.
9. Rate yourself 1 to 5 (with 5 being worked with ERP systems for 5+ years) and 1 is no exposure and explain your rating.
10. POST YOUR PICTURE: Our class is a network in and of itself. Post a picture of yourself to your eLearning profile so that students in class can know you better.**
11. SHARE YOUR TWITTER ACCOUNT: Post your Twitter Account name. Social media is a great way to differentiate yourself. Please set up a Twitter account, then follow me at @CPAknowsSPRO and spend some time discovering and following companies of interest and building your brand.** You can also follow my other handle @GuoFuMeiCPA (optional)
12. SHARE YOUR LINKED-IN ACCOUNT: Post your LinkedIn Account link. If you do not have one, you need to set it up. Personalize it for more impact! (HINT IF YOU ARE ONE OF THE FIRST ONE TO POST HOW TO “PERSONALIZE” IT WITH CLEAR DIRECTIONS / SCREEN SHOTS TO MAKE IT EASY (in INTRODUCTIONS), YOU WILL GET +2 BONUS POINTS).**

**Questions 10, 11 and 12 are each worth 1 point of your introduction.

Graded Participation

Graded Module Postings

Participation points will be mainly on troubleshooting the Homework Assignments and also on the course content from the module and / or topics related to that part as follows:

Part 1 Discussion Postings – 10 points (2+ postings)

Part 2 Discussion Postings – 10 points (2+ postings)

Part 3 Discussion Postings – 120 points (2+ postings)

For each of the 3 parts, you must have at least 2 value added discussion postings regarding the material – your observations, questions, responses to other student’s questions, responses to my postings of questions, etc. These must be posted during the time frames specified on the syllabus. You only need ONE posting for Part 1, 2 or 3 if you have a response to someone’s HOMEWORK related question where you help them successfully troubleshoot the system.

These must be posted during the time frames specified on the syllabus. **NO LATE WORK WILL BE ACCEPTED FOR MODULE POSTINGS.**

Virtual Classroom Citizenship

The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor.

It is recommended to check into eLearning daily.

Homework Assignments

The homework assignments will be worth 200 points - 4 individual assignments at 50 points each. There will be 5 homework assignments assigned and you drop the lowest score. You must complete all required parts of lab

exercises, in sequential order and homework questions to receive full credit, even if you are not asked a specific question about something in the homework questions.

NOTE: Homework Assignments # 2 – 5 all rely on each other and completion sequentially. Homework 1 must be completed sequentially within that assignment, but does not rely on other homework assignments.

Homework must be submitted through eLearning functionality BEFORE the assigned time. You will receive a zero (0) if an assignment is not turned in by the due date and time. If you wait until the last minute to upload these, eLearning will not accept your submission. With eLearning, you can always turn your homework in early if you need to, you can turn it in through eLearning e-mail, regular e-mail, or faxing if you have problems. It is your responsibility to turn in your homework by the assigned time.

Homework you provide must be your own. If you do not complete an assignment (when validated in the SAP system) or if plagiarism is suspected, your work will be referred for academic dishonesty. Homework assignments are -25 points off if up to 1 day late, after that, they will receive a 0.

Assignment submission instructions

Locate the assignment in your eLearning course. You will submit your assignments in the required file format with a simple file name and a file extension. To submit your assignment, click the assignment name link and follow the on-screen instructions to upload and submit your file(s). For additional information on how to submit assignments, view the [Submitting An Assignment video tutorial](#).

Please Note: Each assignment link will be deactivated after the assignment due time. After your submission is graded, you may go to My Grades on the course menu and click the score link to check the results and feedback.

Online Tests/Final Exam

All the exams will be timed, on-line exams for 1 hour each. These will each have 50 multiple choice, matching or true/false. Test #1 and Test #2 on-line tests are open book and open notes, but you need to prepare for them like they were closed book and closed notes. Each exam can be accessed only once and it is a timed exam.

The Final Exam will be taken on-line in the Testing Center or you can arrange a testing center at an alternative location. For the Final Exam, only one (1) page of notes (front and back) will be allowed and must be turned in when the exam is completed.

Please read the on-screen instructions carefully before you click “Begin Assessment”. After each exam is graded and released, the test grade will show up.

If you do not take the exam during the specified testing window, you will receive a 0 on the exam. If you have conflicts with the testing window, you need to let me know as soon as possible BEFORE the testing window closes.

Self-Quizzes

You can access quizzes/exams by clicking the quiz/exam link on the designated page. These are not graded. Please read the on-screen instructions carefully before you click “Begin”. Quizzes can be taken multiple times. These are good to take as some questions from the quizzes will be similar to ones you may see on the exams and you can test your knowledge before and after the respective section of the course is completed.

Proctored Final Exam Information

This course requires a proctored final examination. Local students can now take their exams on-campus at the **UTD Student Success Center - Testing Center** (no fee charge) during (**August 5 – August 9**). Please see the [UTD Student Success Center - Testing Center Website](#) for more information and check the hours of operation and testing center policies. Please be sure to view and follow the [Test Center Student Guidelines](#). Students can just walk in to the UTD Testing Center to take the exam during the required exam test window as specified. There is no need to submit any paper work in advance. The UTD Testing Center is located at the McDermott Library basement (**Room MC 1.304**). When you arrive to take your exam, you will sign in with your **Comet Card** (or a **photo ID & UTD ID number** if you do not have a Comet Card). The testing center seats are available on a first come, first served basis. You're encouraged to take the exam at early part of the test window to avoid any possible time/seat unavailability.

Students who find UTD geographically inconvenient may use a testing service of their choice at a convenient location to have the exam proctored. All exams must be completed within this required exam time window: (**August 3 – August 8**). All students must inform the instructor. A proctored exam application **must** be completed before (**June 15**). Please go to the [Proctored Exam Information](#) page to check out **Procedures for Arranging an Individual Proctored Exam** and to access and complete the **Online Proctored Exam application**. Please note students are responsible for any fee charge of their testing services. All completed exams must be received by (**August 8**) to allow timely grade reporting to the UTD Registrar.

The UTD Testing Center requests all students strictly follow the proctored exam scheduling deadlines. If any student needs special accommodations, please seek the instructor's approval in advance. If you have any questions about using either UTD or outside testing center service, please email TestingCenter@utdallas.edu.

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Academic Calendar TOPICS AND SCHEDULE

NOTE: *All assignment are due at midnight on the date specified on eLearning on the date due mentioned on this syllabus.*

This course outline should serve as your guideline for where you should be in the completion of the materials for this course. All course information will be posted in eLearning and it is your responsibility to keep up with the material and submit materials as requested by the time requested.

WEEK	TOPICS		TO DO
Part 1 Graded Discussion Postings (5/27 – 6/8) Modules 1 and 2, Homework Assignments 1 and 2			
Module 1 – Importance of ERP to Accounting Information Systems Design			
1 - 5/23	Unit 1	Introduction to Course Evolution of Accounting Systems Introduction and Overview to SAP Accounting SDLC and ASAP Methodology (Part 1 & Part 2) ***Ensure SAP GUI is loaded	FI/CO Config – Ch. 1 (Overview) & Ch. 13 (Implementing SAP ERP Financials)
	Unit 2	Chapter 2 Lectures GBI Introduction (Theory Behind HW #1) Homework: #1 Part A – General Navigation Homework: HW #1 Part B – Basic transactions in SAP	FI/CO Config – Ch. 2 (SAP Enterprise Structure)

Module 2 – Accounting Systems Integration and Configuration and Financial Accounting in ERP / SAP			
2 - 5/31	Unit 3	FI / CO Configuration and Customization FI / CO Big Picture Hierarchy, Master Data and Rules with Focus on FI Start HW #2 Phase I GBI – FI / CO (Phase I Demos)	FI/CO Config – Ch. 9 (SAP ERP Financials Integration) Introduction due 5/31
3 – 6/6	Unit 4	General Ledger in ERP Systems (Classic General Ledger)– (Part 1 & Part 2) New General Ledger Asset Accounting (Part 1 & Part 2)	FI/CO Config – Ch. 4. (New G/L) FI/CO Config – Ch. 7 (Asset Accounting) HW # 1 Due 6/6
3- 6/9-6/13	Test #1 (On-line) – 1 hour		(Complete by midnight 6/13)
Part 2 Graded Discussion Postings (6/9 – 6/29) Modules 3 and 4, Homework Assignments 3 and 4 Module 3 – ERP / SAP Integration with Accounts Payable			
4 – 6/13	Unit 5	Materials Management (MM Module) “Buy” to FI Integration with Accounting (Accounts Payable) Hierarchy, Master Data and Rules for MM to FI (Part 1 & Part 2) Materials Management to Accounts Payable Business Process Integration Start HW # 3: Phase II GBI MM to FI Integration (Phase II Demos)	FI/CO Config – Ch. 3 (Global Settings for FI) & Ch. 5 (A/P)
Module 4 – ERP / SAP Integration with Accounts Receivable and Period-End Closing and SAP Reporting Tools			
5 – 6/20	Unit 6	The Sales Order Process Logistics (SD Module) “Sell” Integration with Accounting (Accounts Receivable) Hierarchy, Master Data & Rules - SD to FI (Part 1 & 2) SD to A/R Business Process Integration Start HW #4: Phase III GBI SD to FI Integration (Phase III Demos)	FI/CO Config – Ch. 6 (A/R) HW #2 due 6/20
6 – 6/27	Unit 7	Period-End Closing Period-End Case Study SAP Reporting Tools Start Homework: # 5 Phase IV SD to FI (Phase IV Demos)	FI/CO Config – Ch. 11 (Period-End Closing) & Ch. 12 (SAP Financials Reporting) HW #3 due 6/27
6 – 6/30 – 7/4	Test #2 (on-line) – 1 hour		Complete by midnight 7/5)
Part 3 Postings (6/30 – 8/4) Modules 5 and 6 and Homework Assignments 5 and 6 Module 5 – Managerial Accounting and Production Integration with Accounting			
7 – 7/4	Unit 8	Controlling (CO Module) “Track” High Level (Part 1 & Part 2) Production Planning and Execution (PP) Process Integration with Accounting	FI/CO Config – Ch. 8 (Controlling (CO)) HW #4 Due 7/5 (due a day after 4 th of July)
8 – 7/11	Unit 9	Cost Center Accounting (CCA) Internal Order Accounting (I/Os) Profitability Accounting (Profitability Analysis (CO-PA) and Profit Center Accounting (PCA))	
9 – 7/18		Governance, Risk and Compliance in ERP Systems (Part 1 & Part 2) (Guest lecturer, Bryan Wilson, Acumen Control ERP)	HW #5 Due 7/18

Module 6 – Control and Quality of Accounting Information Systems / ERP			
10 – 7/25	Unit 10	What's Next? What do I do with this knowledge of SAP? REVIEW FOR FINAL (POSTED IN DISCUSSIONS)	Optional Project Due 7/25
11	Cumulative Final Exam - On-line Exam (Proctored) Testing Window (8/5 – 8/9)		1 hour 15 minutes

FI/CO Config. – SAP ERP Financials Configuration and Design Book

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

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Scholastic Honesty

The University has policies and discipline procedures regarding scholastic dishonesty. Detailed information is available on the [UTD Judicial Affairs](#) web page. All students are expected to maintain a high level of responsibility with respect to academic honesty. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced.

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Course Evaluation

As required by UTD academic regulations, every student must complete an evaluation for each enrolled course at the end of the semester. A link to an online instructional assessment form will be emailed to you for your confidential use.

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University Policies

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.

Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

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

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