

# Real World Project Instructions

**To:** Accounting Department  
**From:** Les Grime (Owner) (Instructor)  
**Company Date:** July 2025  
**Starts:** Available Monday, November 14, 2022 at 8am  
**Due:** Thursday, November 17, 2022 at 12pm  
**Re:** Real World Project – Super Steam Cleaning

Included in the Dropbox are these instructions, a zipped folder containing 16 source documents for Super Steam Cleaning for the month of July 2025, and the Sage 300 start files for Super Steam Cleaning. The source documents are numbered 1 to 16 but are in random order.

Your task is to enter all the source documents into Sage 300 using the General Ledger, Accounts Payable, and Accounts Receivable modules as appropriate. The Source Documents contain all the information that you need so read them carefully.

## **Steps to complete the Project:**

### **Part 1 – Getting Organized**

1. **Go** to your Accounting Applications course in LEARN. **Click** *Assessments* then *Dropbox* near the top of the screen. **Download** the “Project Source Documents.zip”. **Save** it to the Desktop.
2. **Right Click** the folder called “Project Source Documents.zip” and *Extract All*.
3. **Read** these instructions and **Review** the information on each source document. You will be entering the data from these documents into Sage 300. You can print the source documents and make your own notes, highlights, etc. directly on your source documents.

5. **Group** all your source documents by batch and then sort the source documents by date. The following are your five batch types:

- 1) Sales on account
- 2) Cash Receipts
- 3) Purchase on account
- 4) Cash Disbursements (Payments)
- 5) General Ledger

6. **Read** the following additional information:

- The session date is July 31, 2025. (07/31/2025).
- Add accounts, terms, etc. only when prompted.
- There are no “Ship to” on Invoices and no “Remit to” on Purchases but you could need “Remit to” for payments.
- All cheques have already been printed (**unselect** print cheque in payments).
- All receipts are by cheque unless otherwise noted.
- The Posting Date is always the same as the transaction date.

## **Part 2 – Entering your Project into Sage 300**

**Connect** to the VMWare and log into LEARN.

### **Get your start files:**

1. **Go to** your Accounting Applications course in LEARN. **Click Assessments** then *Dropbox* near the top of the screen. **Download** the “Sage 300 Project Start Files.zip”. **Save** it to the *Desktop* with the *File name* changed to “**Your Name**”.
2. **Close** LEARN.
3. **Right Click** the folder called “Your Name.zip” and *Extract All*. **Delete** the *zipped folder* called “Your Name.zip”.
4. **Load** the *PROJ.DCT* database into the **PROJ (Projects)** database.

5. **Open Sage 300**, select “**Projects**” from the “*Open Company*” screen, and enter the Project’s sessions date. **Add** your name to the ‘Doing Business As’ name (not the ‘Legal Name’) as follows:
  - **Click** on the Common Services folder
  - **Double click** on the Company Profile icon
  - **Add** “Your Name” to the ‘Doing BusinessAs’ name
  - Click **Save** then **Close**

### **Entering your source documents**

1. **Set up** the printer format: **Click** *Print Destination* at the top left of the screen. **Click** *Preview*, **Click** the box beside *Report Paper Size*, & **Click** the box beside *Report Orientation*. **Remove** the ✓ from *Use A4* if necessary.
2. **Enter** the transactions one batch at a time. **View** the batch listing, **Post** the batch and **Export** the Batch Listing for each of the **posted** batches before moving on to the next batch.

**Be sure** to export the reports to the *Desktop* folder called “*Your Name*”.

Each batch date is July 31<sup>st</sup> and should be entered in the following order:

- 1) Sales on account (File name “**Your Name SalesBatch**”)
  - 2) Cash Receipts (File name “**Your Name ReceiptsBatch**”)
  - 3) Purchase on account (File name “**Your Name Purchase Batch**”)
  - 4) Cash Disbursements (File name “**Your Name PaymentBatch**”)
  - 5) General Ledger (File name “**Your Name GLBatch**”)
3. See page 4 for instructions on how to Dump and Submit your files. See page 5 for instructions on how to continue working on your project from a previous submission.
  4. Your final project zip folder must include your exported reports in PDF format **and** your company files.
  5. Remember to **email** your instructor once you submit your final project to confirm that your files have been received.

**Submit your files each time you work on the project:**

\*\*\*\*It is very important that you are completing a Database **Dump** NOT a Load.\*\*\*\*

1. **Dump** the *PROJ (Super Steam/Your Name)* database to the folder on your Desktop called "Your Name".
2. **Find** the Desktop folder called "*Your Name*", **Right Click** then **Click Send to** and then **Click Compressed (zipped) folder**. **Press enter** to accept the folder name.
3. **Go to** your Accounting Applications course in LEARN. **Click Assessments** then *Dropbox* at the top of the screen.
4. **Click Real World Project Dropbox**, **Click Add a File**, then upload your "*Your Name.zip*" folder from the Desktop. **\*\*Make sure you are selecting the .zip folder\*\***
5. **Click Submit** then **Click Done**.
6. Note: Submit your files each time you work on the project. You can submit your files as many times as you like.
7. When you submit your final project, **email** your instructor to confirm that your files have been received.

**Continuing to work on the project from a previous submission:**

1. **Go to** your Accounting Applications course in LEARN. **Click** *Assessments* then *Dropbox* near the top of the screen. **Click** the *View History* button. **Download** the submission called “Your Name.zip”. **Save** it to the *Desktop*.
2. **Close** LEARN.
3. **Right Click** the folder called “Your Name.zip” and *Extract All*. **Delete** the zipped folder called “Your Name.zip”.
4. **Load** the *PROJ.DCT* database into the **PROJ (Projects)** database.

\*\*When you load your data at the beginning of the second class, you will need to **Click** *Set Directory* and then *Browse*. **Double Click** the “Your Name” folder, then **Click** the second “Your Name” folder so it is highlighted.\*\*