

CHAPTER 1 INTRODUCTION TO BELLWETHER GARDEN SUPPLY




In Chapter 1, students are introduced to Sage 50 Complete Accounting 2013. Throughout the textbook the abbreviation SCA is used to identify the software. Chapter 1 and all subsequent chapters begin with Learning Objectives.

LEARNING OBJECTIVES

1. Start Sage 50 Complete Accounting 2013 (SCA).

Comment

If Sage 50 Complete Accounting 2013 is not installed, refer to textbook pages vi-xv; or, Appendix A, pages 441 - IMK to 450 - IMK, steps 1-24. The sample company, Bellwether Garden Supply, must be installed to complete Chapter 1.

2. Explore the sample company, Bellwether Garden Supply.
3. Make sure global options are set .¹
4. Back up Bellwether Garden Supply data .
5. Restore data with Sage 50's restore Wizard .
6. Operate Sage 50's menus, drop-down lists, toolbar, and navigation bar.
7. Use Windows Explorer to see files sizes.
8. Export Sage 50 reports to Excel, and save reports as Adobe PDF files.
9. Make three backups, save three Excel files, and three PDF files.²

SCA TIPS, CHAPTER 1

- The software installation steps are consistent with the Windows 7 operating system. If you or your students are using Windows Vista or XP, the installation steps may differ slightly.

¹This icon, , means there is a Global Options video. Go online to <http://www.mhhe.com/yacht2013>. Link to Student Edition, select Chapter 1, Videos, Global Options.

²Refer to the chart on textbook pages 2 and 3 for the size of files backed up and saved. Students should check with their instructor for his or her preference for receiving Excel (.xlsx) or Adobe (.pdf) files.

- Windows 7, Vista and XP program file and company data file locations differ. For more information, see File Management, textbook pages xviii-xxii.
- If you have more than one section of students using the sample company, you should restore the starting data for Bellwether Garden Supply before beginning the next class. Instructions for making the first backup are on textbook pages 22-25. This backup is for Bellwether Garden Supply's starting data. At this point in Chapter 1, students have not added any information to the sample company. The backup name is bgs.ptb.
- The textbook shows detailed steps for backing up to a USB flash drive. For all backups in Chapters 1-18 and the projects, a 4GB USB flash drive is recommended.
- Sage 50's backups default to the hard drive. Students can back up to the default location, or specify a location for backing up, such as a network location or external media. For example, backups can be made to a CD-RW drive, DVD-RW drive, or USB drive.
- See textbook pages 29 through 32 for Using Sage 50's Restore Wizard. Sage 50's Restore Wizard allows you to restore An Existing Company (the default); or, restore A New Company. For more information about restoring a new company (one that is *not* listed in Sage 50), refer to the Read Me box on textbook page 29 or page 18 - IMK.



Read Me: Do your students need to restore?

If your students are completing their Sage 50 work in the computer lab or classroom, they should restore backup files from their USB drive (or other location). In order for the student to start where they left off the last time data was backed up, use the restore feature.

If students are working on their own computer or laptop, they probably can skip restore.

For example, in Chapter 1 on textbook page 40, students added themselves as an employee. Students should display the employee list. If their name is shown, they can skip restore.

If students are taking this course online, they probably do *not* have to restore each time it is shown in the textbook. Their PCs or laptops will accumulate Sage 50 data as they work through the book. The author suggests that students restore periodically.

What should the instructor do? You may want to include in your syllabus whether or not you want students to restore backup files each time it is shown in the textbook. It may depend on whether students are working in the classroom or online on their own computers.

- Students can restore from a back up file even if *no* Sage 50 company exists. From Sage 50's start up window, select File; Restore. Select the location of the backup file. On the Restore Wizard's Select Company window, select A New Company. The selection for "A New Company" allows you to restore backup data and set up the company at the same time.
- Students can add their names to reports. Refer to textbook page 43, Add Your Name to Reports.

Maintain Company Information

Cancel OK Help

Company Name: Bellwether Garden Supply - Student Name

Address: 1505 Pavilion Place

City, ST Zip: Norcross GA 30093-3203

Country: USA

Telephone: 770-724-4000 Web Site: www.sage50accounting.com

Fax: 770-555-1234 E-mail:

State Employer ID: 2789123-12 Fed Employer ID: 58-2560752

State Unemployment ID: 60141-79 Form of Business: Corporation

Directory: C:\Sage\Peachtree\Company\Sample\PCWE\BCS

Posting Method: Real-time Accounting Method: Accrual

Direct Deposit: Inactive

Managed Payroll: Inactive

- After adding the student's first and last name to Bellwether, the Directory field ends in \belgarsu. This will be shown when students open Bellwether Garden Supply - Student Name.
- In Windows 7 and Vista, the computer owner is identified when files are backed up or saved. To see which user saved the file, right-click on the Start button, left-click Explore. Go to the location of the backup file; right-click on the filename, left-click Properties. The Details tab shows the Owner and Computer name. The time and date is also shown. The same steps can be used to check .ptb files (extension used for Sage 50 backups); Excel files (.xlsx or .xls extensions); Adobe files (PDF extension); and Word files (.docx and .doc extensions).
- In Chapter 5 on textbook page 185, an Audit Trail Report is shown. Observe that the Transaction ID column shows CYACHT and MWOOD

8 - IMK Chapter 1

in the Add, Maintain Employees rows; the Date and Time this entry was recorded is also shown. This information shows the employee added in Chapter 1, textbook page 40 Adding Yourself as an Employee and textbook page 51 (Exercise 1-2). Students are instructed to use their first initial and last name. CYACHT is shown on the Audit Trail Report because the author's name is used. The date and times in the report below indicate when the author made changes. Your students Date and Time fields will differ. If your students are completing work *after December 31, 2013, change the date range For the Period From Jan 1, 2006 to the student's current date.*)

Bellwether Garden Supply - Student Name Audit Trail Report For the Period From Jan 1, 2006 to Dec 31, 2013							
Filter Criteria includes: 1) All Actions.							
Date	Time	User Name	Action	Window/Description	Transaction	Transaction Reference	Amount
8/29/12	10:49 AM	Not Available	Change	Backup Company Data Files			
8/29/12	10:58 AM	Not Available	Change	Backup Company Data Files			
8/29/12	10:58 AM	Not Available	Change	Backup Company Data Files			
8/29/12	2:26 PM	Not Available	Add	Maintain Employees & Sales	CYACHT		
8/29/12	2:51 PM	Not Available	Change	Backup Company Data Files			
8/29/12	3:16 PM	Not Available	Change	Maintain Company	BCS	Bellwether Garden Suppl	
8/29/12	6:18 PM	Not Available	Change	Backup Company Data Files			
8/29/12	6:19 PM	Not Available	Change	Backup Company Data Files			
8/30/12	1:45 PM	Not Available	Add	Maintain Employees & Sales	MWOOD		
8/30/12	1:46 PM	Not Available	Change	Backup Company Data Files			
8/30/12	1:47 PM	Not Available	Change	Backup Company Data Files			
9/3/12	4:42 PM	Not Available	Add	Purchase Orders	ABNEY	101	3,834.00
9/4/12	3:43 PM	Not Available	Add	Maintain Vendors	ARMENTA		
9/4/12	3:51 PM	Not Available	Add	Purchases/Receive Inventory	ARMENTA	ARM10/	45.00
9/5/12	9:02 AM	Not Available	Add	Payments	ARMENTA		44.10
9/5/12	9:25 AM	Not Available	Change	Backup Company Data Files			
9/5/12	9:26 AM	Not Available	Change	Backup Company Data Files			
9/5/12	9:55 AM	Not Available	Add	Maintain Vendors	OFCSUPPL		
9/5/12	9:58 AM	Not Available	Add	Purchases/Receive Inventory	OFCSUPPL	H788	54.75
9/5/12	10:01 AM	Not Available	Add	Payments	OFCSUPPL		53.65
9/5/12	10:48 AM	Not Available	Change	Backup Company Data Files			
9/5/12	10:48 AM	Not Available	Change	Backup Company Data Files			
9/7/12	1:17 PM	Not Available	Change	Maintain Vendors	ARMENTA		
9/7/12	1:19 PM	Not Available	Change	Backup Company Data Files			
9/10/12	11:30 AM	Not Available	Add	Quotes	DASH		211.95
9/10/12	11:35 AM	Not Available	Add	Quotes	DASH	10354	211.95
9/10/12	11:35 AM	Not Available	Add	Auto Purchase Orders	SOGARDEN		191.40
9/10/12	11:35 AM	Not Available	Change	Quotes	DASH		211.95
9/10/12	11:35 AM	Not Available	Change	Convert to Sales Order	DASH		
9/10/12	11:46 AM	Not Available	Add	Sales/Invoicing	DASH		211.95
9/10/12	12:58 PM	Not Available	Change	Maintain Customers/Prospects	TFESDALE		
9/10/12	2:29 PM	Not Available	Add	Sales/Invoicing	TEESDALE		158.95
9/10/12	2:43 PM	Not Available	Add	Receipts	TEESDALE	8818	151.45
9/10/12	4:31 PM	Not Available	Change	Backup Company Data Files			
9/10/12	4:32 PM	Not Available	Change	Backup Company Data Files			
9/11/12	12:18 PM	Not Available	Add	Sales/Invoicing	TFESDALE		317.99
9/11/12	12:23 PM	Not Available	Add	Receipts	TEESDALE	9915	302.99
9/11/12	12:31 PM	Not Available	Change	Backup Company Data Files			
9/11/12	12:31 PM	Not Available	Change	Backup Company Data Files			

The Audit Trail Report is a way for instructors to check the integrity of individual student records. Use the Audit Trail Report to make sure that

the student turning in the work is the one whose name appears on the Maintain Employees row. If two or more Audit Trail Reports have the same name, date and time, you probably have a paper trail to students sharing backup files. You may want students to turn in their Chapter 5.ptb file so that you can restore that file and check the Audit Trail Report. Another way to do this is to have the student restore the Chapter 5.ptb file in the computer lab, then display the Jan 1, 2006 through Dec 31, 2013 (if after 12/31/13, use that date) Audit Trail report to check the name, date, and time next to Maintain Employees.

It is the goal of the textbook to make learning interactive. Throughout the textbook, numerous window illustrations are used to show the students how to complete the instructions successfully. The window illustrations in the textbook are done with Windows 7 and Sage 50 Complete Accounting 2013.

Sage 50 Complete Accounting (SCA) is similar to other programs that use the Windows operating systems (XP, Vista, 7). Your students will see similarities in the Navigation Bar selections, menus, entering and saving data, and selecting icons. If your students are not familiar with Microsoft Windows, using SCA will help them become familiar with the Windows operating system.

In Chapter 1, students use the sample company, Bellwether Garden Supply. Bellwether Garden Supply is one of the sample companies included when Sage 50 is installed. Your students will get a sampling of features that will be developed in greater detail as they complete the textbook. The purpose of the sample company, Bellwether Garden Supply, is to provide software familiarity rather than to test accounting knowledge.

Comment: The work in Chapters 1-7 is cumulative. Students need to complete the activities within the chapter *and* the exercises at the end of the chapter. Completing all the work in Chapters 1-7 will ensure that your students' work agrees with what is shown in the textbook.

EXPORTING SAGE 50 REPORTS TO MICROSOFT EXCEL AND WORD

If Sage 50 report printouts are required for grading purposes, they can be exported to Excel then emailed to the instructor as an .xls (Excel 97-2008) or .xlsx (Excel 2007/2010) attachment. Refer to textbook pages 45-47, Exporting Sage 50 Reports to Microsoft Excel. Sage 50 reports include an Excel icon.

Sage 50 reports can also be copied to Microsoft Word. Chapter 18 includes how to copy reports to Microsoft Word, textbook pages 656-657.

SAVING REPORTS AS ADOBE PDF FILES

Sage 50 reports can also be saved as PDF files. This may be the instructor's preference for collecting student work. Textbook pages 47-48 show the steps for saving PDF files. In Chapter 1, the following reports are saved as PDF files: the Employee List and the Chart of Accounts.

Comment: In Exercise 1-2, page 52 below step 10, students are told to check with their instructor for his or her preference for receiving files. If instructors prefer Sage 50 reports attached for grading purposes, refer to textbook pages 45-47, Exporting Sage 50 Report Data to Microsoft Excel; or Saving Employee List as a PDF File, pages 47-48 To export two Sage 50 reports to one Excel file, see pages 85-87. For grading purposes, instructors may prefer receiving Adobe files (.pdf) or Excel files (.xlsx).

BACKING UP BELLWETHER GARDEN SUPPLY

Before making changes to Bellwether Garden Supply, you should back up the sample company data. When using SCA, information is automatically saved to the hard drive of the computer. In a classroom, a number of students may be using the same computer. This means that when you return to the computer lab or classroom, your data will be gone. **Backing up** means saving a copy of the data to a hard drive, network drive, or external media. Backing up insures that you can start where you left off the last time Sage 50 was used.

When backing up, you have choices – accept the hard-drive default location or back up to a USB drive (or other external media). In the steps that follow, backups are made to a USB drive also called flash drives, thumb drives, or pen/stick drives. In this book, the term **USB flash drive** is used to identify USB storage media. USB is an abbreviation of Universal Serial Bus.

Comment: Backing up data to the hard-drive default location

The author suggests backing up the sample company *before* any changes are made. In the textbook, backups are made to **external media** or a USB drive. Backups can also be made to the desktop or other locations.

You may also backup to the default location at C:\Sage\Peachtree\Company\Sample\PCWS\BCS. *Hint:* To see the default directory where Bellwether is located, from the menu bar select Maintain, Company Information. The Directory field shows the location of the BCS folder. BCS is the folder where Bellwether Garden Supply data is stored.

Education Version directory:

Directory: C:\Sage\Peachtree\Company\Sample\PCWE\BCS

Student Version directory:



C:\Sage\Peachtree\Company\Sample\PCWS\BCS

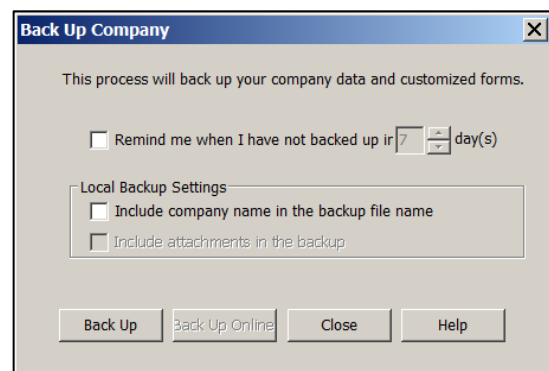
When a back up is made, data is saved to the current point. To distinguish between backups, a different backup name (file name) should be used. Use Sage 50's **restore** feature to retrieve information that was backed up.

In the business world, backups are unique to each business: daily, weekly, monthly. Think of your backups this way and you will see why individual backups at different points in the data are necessary. *You should never leave the computer lab or classroom without backing up your data.*

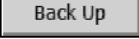
Follow these steps to back up Bellwether Garden Supply.

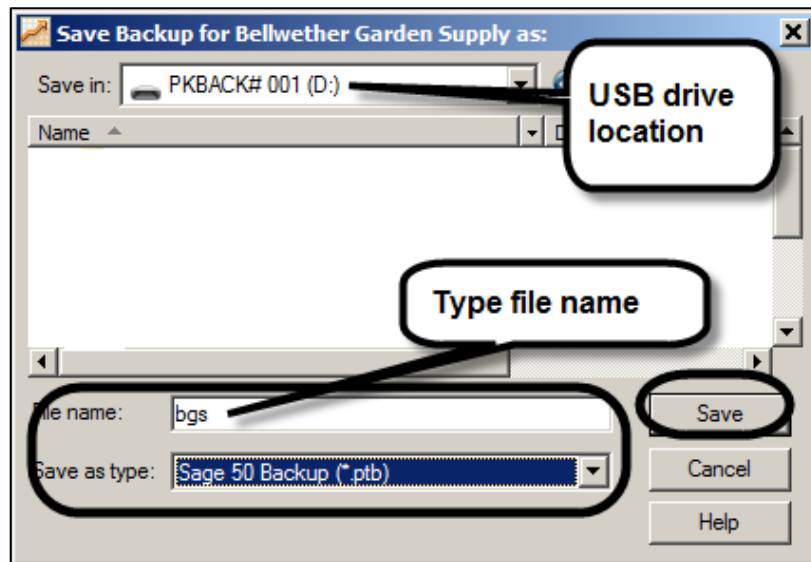
The text directions assume that you are backing up to a USB drive. *You can also backup to the desktop, hard drive, or network location. One USB flash, thumb or pen drive, CD-R or DVD-R can be used for all backups in the textbook (Chapters 1-18 and the projects).* The chart on pages 2 and 3 (Part 1 introduction) shows the size of each backup made in Chapters 1-8.

1. Insert a USB flash drive into the USB drive.
2. From the Navigation Bar, click  **System**. In the Back Up and Restore Data area, click . The Back Up



Company window appears. If necessary, uncheck the box next to Include company name in the backup file name.

3. Click . The Save Backup for Bellwether Garden Supply as window appears.
4. In the Save in field, select your USB drive. The illustration below shows drive D, which is the location of the author's USB drive. Your USB drive letter may differ. Type **bgs** in the File name field.



Observe that the Save as type field shows that you are making a Sage 50 Backup (*.ptb), which is abbreviated ptb. This is the extension for Sage 50 backups.

Comment

If your Save as type field does *not* show Sage 50 Backup (*.ptb), follow these steps:



1. Right-click ; left-click Open Windows Explorer. (These instructions are consistent with Windows 7.)
2. From the menu bar, select Organize, Folder and Search Options.
3. Click on the View tab. Make sure the box next to Hide extensions for known file types is *unchecked*--
4. Click . Your PCA files will now have file extensions.
5. Close Windows Explorer.

**Read Me: "Student Version" or "Educational Version"**

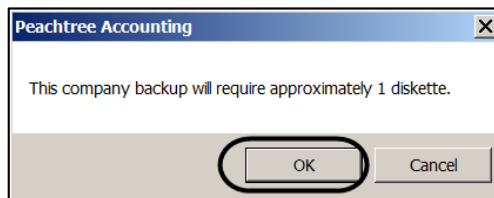
If you are backing up to the default hard-drive location, the Student Version hard-drive location for backups is C:\Sage\Company\Sample\PCWS\ BCS. If your folder shows ... \Sample\PCWE, you are using the Educational Version's sample company data. Your hard-drive location may differ.

Accept the hard-drive default for backing up. Click

, then



5. Click .

6. A window appears that says This company backup will require approximately 1 diskette. (If students are backing up to USB flash drive, this window appears. If backing up to the default hard-drive location, this window does not appear.)

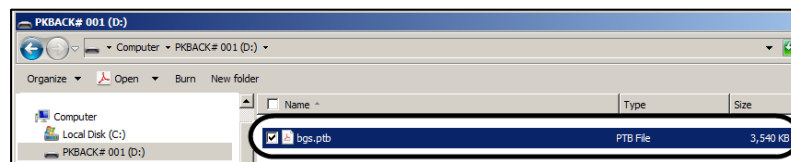


7. Click . When the window prompts Please insert the first disk, click . When Back Up Company scale is 100% complete, you have successfully backed up the sample company.

Follow these steps to see the size of the backup file.

1. Right-click ; left -click Open Windows Explorer. In Windows 7 the folder icon  on the Taskbar also opens Windows Explorer. (*Hint: The textbook was written with Windows 7. If you are using a different Windows operating system, your start button differs.*)
2. Select your USB drive (or the location where you backed up Bellwether Garden Supply).

The Name of the file is bgs.ptb; the size of the file is 3,540 KB;³ and File Type is PTB File. Compare this information to the bcs folder on your hard drive, network drive, USB drive, or DVD. Your backup size may differ.



Refer to the chart on pages 2 and 3 for back up sizes. Sage 50 backs up to the current point in the data. The author suggests backing up to a USB flash drive, CD-R, DVD-R, or hard drive location.

Follow these steps to exit Sage 50:

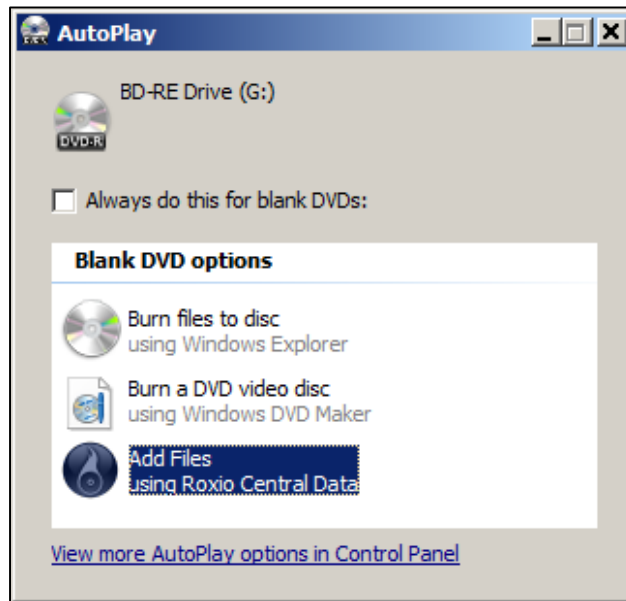
1. Close Windows Explorer.
2. From Sage 50's menu bar, click File; Exit. You are returned to the desktop.

³The size of your backup file may differ.

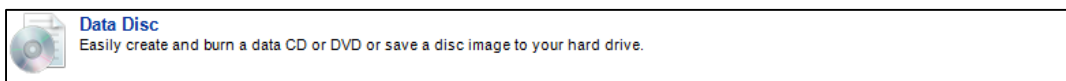
COPYING THE BCS FOLDER TO A CD-RW OR DVD-RW DRIVE

The instructions on pages 10 - IMK to 13 - IMK (textbook pages 22-25) show how to use Sage 50's Back Up feature. Sage 50's Back Up feature works with Restore, which is shown on pages 17 - IMK to 21 - IMK (textbook pages 29-32). *Would you prefer that students copy all the company data files or Bellwether Garden Supply hard-drive folder?*

1. Go to your Windows desktop.
2. Put your CD-R or DVD-R into the appropriate drive. In this example, Roxio Easy Media Creator is being used to copy files to a DVD-R. An AutoPlay window appears.

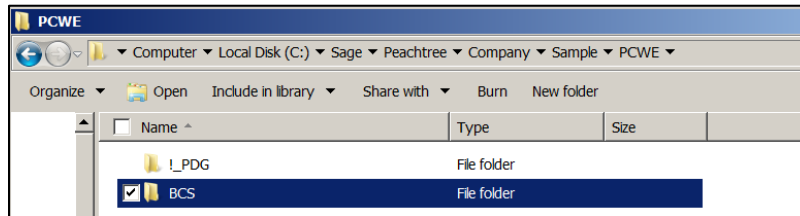


3. Select Add Files, then Data Disc.

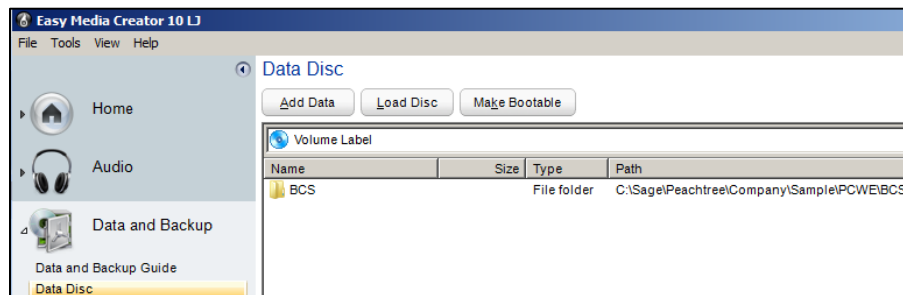




4. Right-click ; left-click Open Windows Explorer. (*Hint: In Windows 7, the folder icon  also opens Windows Explorer.*)

5. Select the location of the BCS folder:
C:\Sage\Peachtree\Company\Sample\PCWE (or \PCWS).



6. Copy/Paste or Drag Drop the BCS folder to the Easy Media Creator window. (Your window may differ. The Author is using Roxio Easy Media Creator software.)



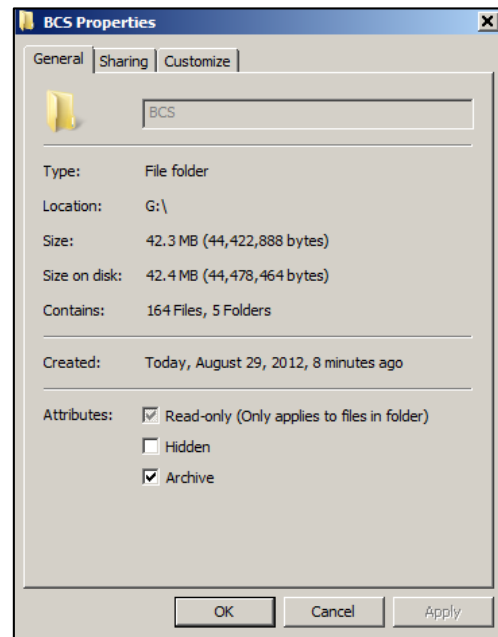
7. Click  to continue. The Project Running window appears while the folder is being copied to the CD-R or DVD-R. When the drive opens, the file is copied. Click , close the Easy Media Creator window. Do not save the current Data Disc project.

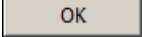
8. Close the Windows Explorer window.

USING WINDOWS EXPLORER

To see the size of the folder you copied, follow these steps.

1. Close your CD or DVD drive. When the AutoPlay window appears, select Open folder to view files using Windows Explorer.
2. On the CD or DVD drive window, there is a Files Currently on the Disc (1) area. Right-click on the BCS folder. Left-click Properties. The BCS Properties window appears. The Location and Size of the BCS folder is shown. (Your file size may differ.)



3. Click  to close the BCS Properties window.

USING SAGE 50'S RESTORE WIZARD ⁴

In order to start where you left off the last time you backed up, use Sage 50's Restore Wizard. The instructor may prefer that students use Windows Explorer to copy/paste instead of Sage 50's Restore feature. Students are reminded to check with their instructor on the preferred method. This textbook shows Sage 50's Restore Wizard.

Follow these steps to use Sage 50's Restore Wizard.

1. Start Sage 50. (*Hint:* If another company opens, from the menu bar select File; Close Company to go to the startup window.) Open the sample company, Bellwether Garden Supply.

⁴The arrow indicates a video at <http://www.mhhe.com/yacht2013>. Select Student Edition; Chapter 1, Videos, Restore.

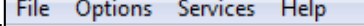


Read Me: What if Bellwether Garden Supply is *not* shown as an existing company or when you select Explore a sample company?

Some schools delete company folders from the hard drive. For example, you have a back up file but the company, Bellwether Garden Supply, is *not* listed as a Sage 50 company. Follow these steps to restore a company from a backup file.

1. If necessary, click File; Close Company to go to the Startup window. To double check that Bellwether is *not* listed, select Open an existing company. Make sure Bellwether Garden Supply is *not* listed in the Company Name list. Click

Close

2. The startup window shows four menu bar options—. Select File; Restore.
3. Browse to the location of your backup file, select it. Click <Next>.
4. Restore *A New Company*. Compare your Select Company window with the one shown on textbook page 31 step 8. Select *A New Company* and the Company Name field shows Bellwether Garden Supply; click <Next>. Continue with step 10, textbook page 31.

2. Insert your USB flash drive. The steps that follow assume you are restoring from a USB drive.

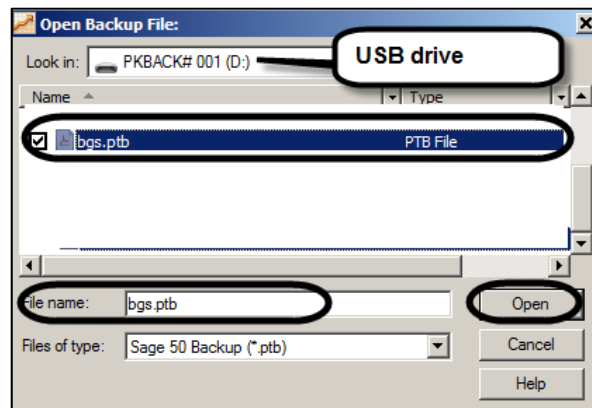
3. From the Navigation Bar, click . Click

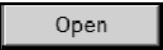
Restore Now

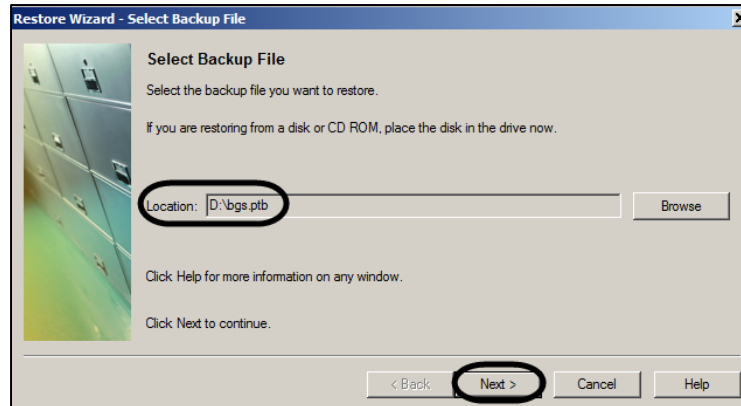
. The Select Backup File window appears. Click

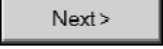
Browse

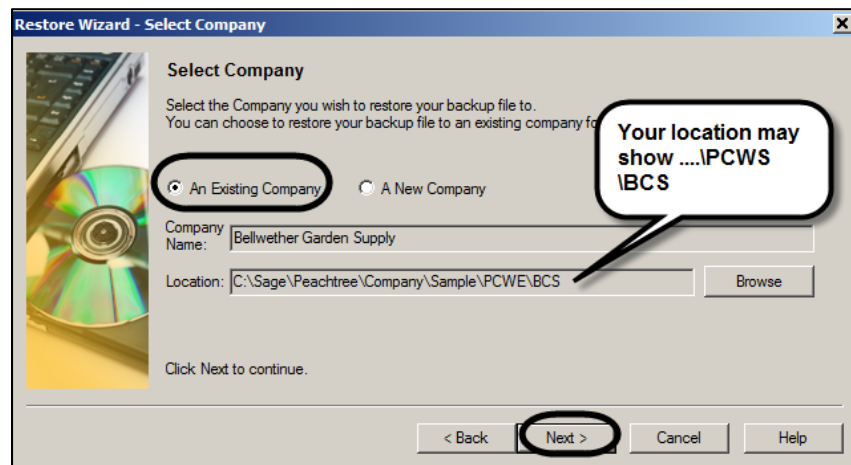
4. The Open Backup File window appears. In the Look in field, select the location of your USB drive. Select the bgs.ptb file.



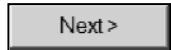
5. Click .
6. The Restore Wizard – Select Backup File window appears showing the location of your backup file, X:\bgs.ptb. (Substitute X for your drive letter.)



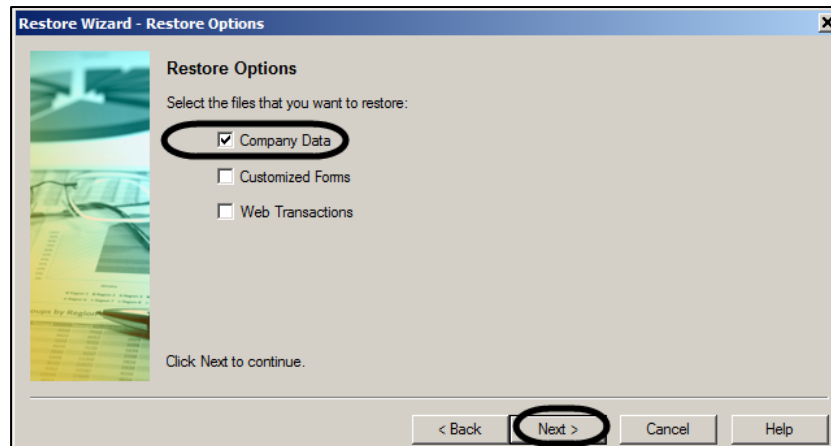
7. Click .
8. The Select Company window appears. Observe that An Existing Company is the default. The Company Name field shows Bellwether Garden Supply and the Location shows Bellwether's location. Your Location field may differ.



9. Read the information on the Select Company window; click



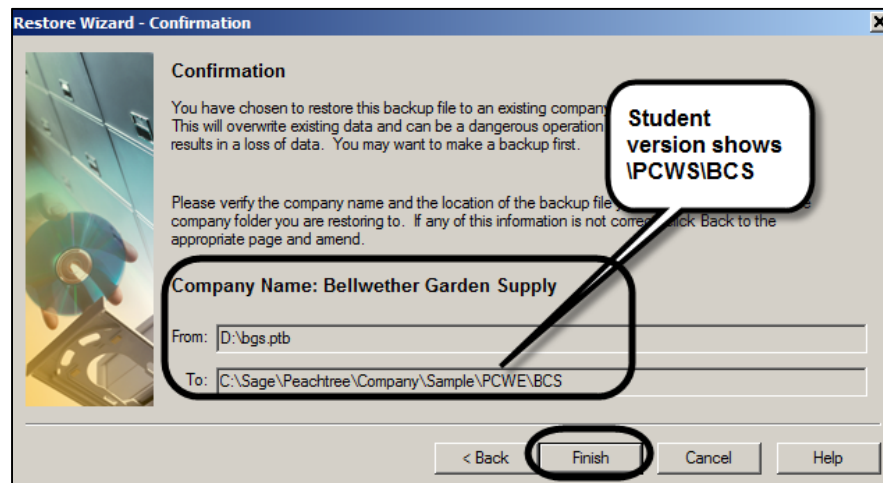
10. The Restore Options window appears. Make sure that the check mark is next to Company Data.



11. On the Restore Options window, click



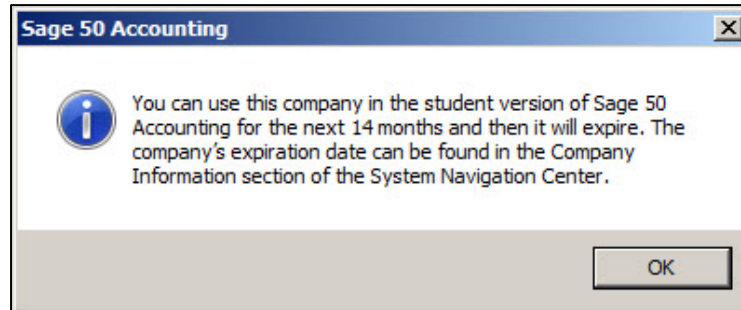
12. The Confirmation window appears. The From field shows the USB drive location of the backup file. The To field shows the default installation location (your location may differ).

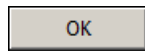


13. Read the information on the Confirmation window, then click



Your backup data starts to restore. When the scale is 100% complete, the Bellwether Garden Supply data is restored. A window prompts that you can use this company in the student version of Sage 50 for the next 14 months and then it will expire.



Click . The Bellwether Garden Supply - Sage 50 Accounting window appears.

Once Bellwether's files are restored, you are ready to continue using the sample company. *Remember before your students exit SCA, they should make a backup of their work.*

You may find a lecture outline helpful in organizing your presentation of Chapter 1. The *Instructor's Manual and Key* includes a lecture outline for each chapter in the textbook, end-of-chapter report printouts, answers to the QA templates and analysis questions, going to the net exercises, and completed assessment rubrics.

LECTURE OUTLINE FOR CHAPTER 1: INTRODUCTION TO BELLWETHER GARDEN SUPPLY

- A. Learning Objectives, page 5 (page numbers refer to the textbook).
- B. Mouse and Keyboard Basics, page 5
 - 1. Using the Mouse, page 6
 - 2. Using the Keyboard, page 6
 - 3. Using Shortcut Keys, pages 6-7

- C. SCA's Startup Window, pages 7-8
- D. The Windows Interface, pages 8-10
- E. Typical SCA Windows, pages 11-13
- F. The Sample Company: Bellwether Garden Supply, page 14
- G. Getting Started, pages 14-16
- H. Display Product Information, pages 16-18
- I. Setting Global Options, pages 18-19
- J. Sage 50's User Interface, page 20
- K. Chart of Accounts, pages 21-22
- L. Backing Up Bellwether Garden Supply, pages 22-26
- M. Copying the BCS Folder to a CD-RW or DVD-RW Drive, pages 26-28
- N. Using Windows Explorer, pages 28-29
- O. Using Sage 50's Restore Wizard, pages 29-33
- P. Menu Bar, pages 33-37
- Q. Becoming an Employee of Bellwether Garden Supply, pages 37-40
 - 1. Adding Yourself as an Employee, pages 40-41
- R. Back Up Chapter 1 Data, pages 41-42
- S. Add Your Name to Reports, page 43
 - 1. Troubleshooting (A): Why does the Directory field change?, page 44
 - 2. Troubleshooting (B): Why do I get a Sage 50 Add-on message?, page 45

T. Exporting Sage 50 Reports to Microsoft Excel, pages 45-47

U. Saving Employee List as an Adobe PDF File, pages 47-48

V. Manual vs. Computerized Accounting, pages 48-50

W. Online Learning Center (OLC): pages 50-51

Go online to www.mhhe.com/yacht2013, Student Edition, Select Chapter 1

1. Quizzes: Multiple Choice and True/False.
2. QA Templates: True/Make True questions and Analysis Questions
3. Feature Quizzes: Review user interface, business process, and accounting principles.
4. Videos: Global Options, Backup, Restore
5. Narrated PowerPoints
6. Going to the Net: Accounting career research
7. Assessment Rubric: review user interface, modules, journal entries, tasks, and reports.

The OLC also includes links to the Appendixes:

- Appendix A: Troubleshooting
- Appendix B: Accounting Information Systems
- Appendix C: Review of Accounting Principles
- Appendix D: Glossary of Terms (words that are boldfaced and italicized in chapter)

X. Exercise 1-1, page 51

Y. Exercise 1-2, pages 51-52

Z. Chapter Index, pages 53-54

SOLUTION TO EXERCISE 1-1

Students are asked to restore the Chapter 1.ptb file. This backup was made on textbook pages 41-42. After restoring data, students continue with Exercise 1-2.

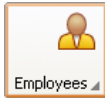
SOLUTION TO EXERCISE 1-2 (1)⁵

Students add the following new employee:

Employee <u>I</u> D:	MWOOD
<u>N</u> ame:	Matthew Wood
Address:	3132 East Peachtree Blvd.
City, ST <u>Z</u> ip:	Atlanta, GA 30307

The directions for adding a new employee are on textbook page 37-41, Becoming an Employee of Bellwether Garden Supply. Students are also reminded to back up Exercise 1-2. The suggested file name is Exercise 1-2.ptb.

The Employee List is shown below. (Employees & Payroll Tasks; select



, View and Edit Employees.)

⁵The number in parenthesis refers to the step number in the textbook.

SOLUTION TO EXERCISE 1-2 (2) – Employee List

Employee List						
File Edit Go To Window Help						
Close New Open Print Settings Refresh Send To						
Search for: Enter Search Text in Employee ID Search Clear Search						
Tasks	Employee ID	Last Name	First Name	Home Phone	Type	Employee/Sales Rep/Both
View paychecks	ACHESTER	Chester	Amanda	404-555-7447	ADMIN	Employee
View all time tickets	ADUKE	Duke	Al	770-555-3349	STAFF	Employee
View all expense tickets	AHECTER	Hecter	Anthony	770-555-4558	STAFF	Employee
E-mail employee	AKORNEL	Kornel	Alex	404-555-1654	STAFF	Employee
Create paycheck	BHUGLEY	Hugley	Brandon	770-555-7205	STAFF	Employee
Create time tickets	BKERR	Kerr	Bob	770-555-0084	STAFF	Employee
Create weekly timesheet	BNUNNLEY	Nunnley	Brandee	770-555-0027	STAFF	Both
Create expense tickets	CLELAND	Leland	Charlene	770-555-6448	MGMT	Employee
	CLIPPER	Lipper	Conrad	770-555-9881	STAFF	Employee
	CSWINTON	Swinton	Colista	770-555-5648	STAFF	Both
	CYACHT	Yacht	Carol			Employee
	DHECK	Beck	Dorothy	404-555-5668	PART	Both
Reports	DCARTER	Carter	Drake	770-555-4178	STAFF	Employee
Current Earnings Report	DCROCKER	Crocker	Dennis	770-555-1109	STAFF	Employee
Payroll Check Register	DGROSS	Gross	Derrick	770-555-1392	MGMT	Both
Payroll Journal	DNOVA	Nova	Duncan	770-555-2222	MGMT	Employee
Payroll Register	EADKINS	Adkins	Elliot	770-555-8411	STAFF	Employee
Payroll Time Sheet	GCHAPPLE	Chapple	Griffin	770-555-8732	STAFF	Employee
Reimbursable Employee Expense	GGARDNER	Gardner	Giovanni	770-555-1127	STAFF	Employee
Sales Rep Report	GKELLOGG	Kellogg	Gary	770-555-6213	MGMT	Employee
Vacation and Sick Time Report	GKEMP	Kemp	Gordon	770-555-0509	STAFF	Employee
	JBEAMMER	Beammer	Jasper	770-555-1628	STAFF	Employee
	JGINN	Ginn	Joseph	770-555-3267	STAFF	Employee
	KALEXANDAR	Alexandar	Kyle	770-555-4119	STAFF	Employee
	KHARMONY	Harmony	Kelvin	770-555-3113	STAFF	Employee
	KIRELAND	Ireland	Kari	678-555-0083	STAFF	Employee
	LAKERSON	Akerson	Lyle	770-555-2319	STAFF	Employee
	LSWEET	Sweet	Leonard	770-555-0005	STAFF	Both
	MCHAMBERLIN	Chamberlin	Mark	770-555-8754	MGMT	Both
	MFROST	Frost	Melvin	404-555-4558	ADMIN	Employee
	MMULHERN	Mulhern	Marianna	404-555-6588	STAFF	Both
	MRHODES	Rhodes	Matt	770-555-2001	STAFF	Employee
	MTROTTER	Trotter	Mitchell	404-555-8551	STAFF	Employee
	MWAGNER	Wagner	Michelle	770-555-4478	STAFF	Employee
	MWOOD	Wood	Matthew			Employee
	NBIGALOW	Bigalow	Nola	770-555-2009	STAFF	Employee
	RMOSELY	Mosley	Ray	770-555-4187	STAFF	Employee
	RSAULNY	Saulny	Raffaello	770-555-2127	STAFF	Employee
	SBARKLEY	Barkley	Steve	770-555-4547	STAFF	Employee
	SPRATHER	Prather	Samuel	770-555-0791	MGMT	Employee
	SPRICHARD	Prichard	Susan	770-555-4555	STAFF	Both
	TLEVERNE	Leverne	Thatcher	770-555-4562	STAFF	Employee
	TMASKE	Maske	Tim	404-555-3265	MGMT	Employee
	TRIDDELL	Riddell	Tyler	770-555-7165	STAFF	Employee
	VANSELL	Ansell	Virginia	770-555-5587	STAFF	Employee
	VKILBOURNE	Kilbourne	Vincent	770-555-6306	STAFF	Employee

In Chapter 1 and Exercise 1-2, students added two employees: their first and last name (shown as CYACHT, Yacht, Carol, above), and MWOOD, Wood, Matthew).

ANSWERS TO GOING TO THE NET⁶

Access the Welcome to Careers in Accounting website at <http://www.careers-in-accounting.com/>. Read the article Welcome to Careers in Accounting.

1. List four activities that accountants engage in (not including recording transactions and preparing financial statements).

Accountants engage in a wide variety of activities besides preparing financial statements and recording business transactions including computing costs and efficiency gains from new technologies, participating in strategies for mergers and acquisitions, quality management, developing and using information systems to track financial performance, tax strategy, and health care benefits management.

2. Approximately how many people join public accounting firms each year?

Over 20,000 people join public accounting firms in entry level jobs each year.

3. What key factors contribute to being hired as an accounting?

Key hiring factors are major in college, communication skills and your grades.

Access Sage's North American website at <http://na.sage.com>; select the Product and Services tab.

1. List Sage's start-up and small business accounting software products. Include former name.
Sage One
Sage 50-U.S. Edition (formerly Sage Peachtree)
Sage Simply Accounting (becoming Sage 50-Canadian Edition)

⁶The textbook website at <http://www.mhhe.com/yacht2013> has a link to Textbook Updates. Check this link for updated Going to the Net exercises.

2. List Sage's midsize and large business Accounting and Enterprise Resource Planning solutions. Include the former name.

Midsize Businesses:

Sage 100 Contractor (formerly Sage Master Builder)
Sage 100 ERP (formerly Sage ERP MAS 90 and 200)
Sage 100 Fund Accounting (formerly Sage Fund Accounting)
Sage 300 Construction and Real Estate (formerly Sage Timberline Office)
Sage 300 ERP (formerly Sage ERP Accpac)
Sage 300 Trade Specialty (Formerly Sage Timberline Enterprise)
Sage Estimating (formerly Sage Timberline Estimating)

Larger Businesses:


Sage 500 ERP (former Sage ERP MAS 500)
Sage ERP X3

3. To learn more about the name change from Peachtree to Sage 50, go online to <http://na.sage.com/sage-50-accounting-us/lp/BecomingSage50/?isnow=sage50us>

ANSWERS TO TRUE/MAKE TRUE QUESTIONS, CHAPTER 1

The Online Learning Center (www.mhhe.com/yacht2013) has a link to QA Templates which includes the chapter questions and chapter analysis questions.

1. If the menu bar shows an underlined letter, hold down the <Ctrl> key and that letter to make a selection.
If the menu bar includes an underlined letter, hold down the <Alt> key and the underlined letter to make a selection.
2. Sage 50's modular design is similar to other accounting software applications.
True.
3. Sage 50's Restore Wizard allows you to restore existing companies only.
There are *two* options when restoring Sage 50 backup files: 1) restore An Existing Company, or 2) restore A New Company. (See the Read Me box on page 18 - IMK for more information; this is also shown on textbook page 29.)

4. The extension used for Adobe files saved in this chapter is .xlsx. The extension used for Adobe files is .pdf not .xlsx. (.xlsx is the extension used for Excel 2007 and 2010 files)
5. In this book, angle brackets are used to indicate individual keys on the keyboard; for example <Tab>. True.
6. You can close the application you are working with by single clicking with the mouse on the close button (). True.
7. The Business Status Navigation Center is also called the dashboard. True.
8. In SCA, some icons are common to all windows while other icons are specific to a particular window. True.
9. The Navigation Bar is located at the bottom of most Sage 50 windows. The Navigation Bar is located on the left side of most Sage 50 windows.
10. The extension used for Sage 50 backups is .pdf. The extension used for Sage 50 backups is .ptb. (.pdf is the extension used for Adobe files.)

ANSWER TO ANALYSIS QUESTIONS

1. How many active menu bar selections does Sage 50 Complete Accounting 2013 have? List the menu bar selections that are available.
SCA has 10 active menu bar selections which include: File, Edit, Lists, Maintain, Tasks, Analysis, Options, Reports & Forms, Window, Help.
2. What is the Navigation Bar? Briefly describe its function.

Sage 50's Navigation Bar includes seven selections: Business Status, Customers & Sales, Vendors & Purchases, Inventory & Services, Employees & Payroll, Banking, and System. These selections open the Navigation Center pages.

ASSESSMENT RUBRIC

Complete the Assessment Rubric online at www.mhhe.com/yacht2013; Student Edition, select Chapter 1, Assessment Rubric link. To review Sage 50's journals, navigation centers, modules, and task windows, and reports complete the blank fields online. The assessment rubrics are also included in the chapter PowerPoint slides.

Chart of Accounts or Account List				
Navigation Bar/Navigation Center	Account ID	Description	Type	Running Balance
Business Status, link to View Account List	10200	Regular Checking Account	Cash	\$23,389.83
	11000	Accounts Receivable	Accounts Receivable	\$175,383.01
	14000	Prepaid Expenses	Other Current Assets	\$14,221.30
	15500	Buildings	Fixed Assets	\$185,500.00
	20000	Accounts Payable	Accounts Payable	(\$80,626.01)*
	39003	Common Stock	Equity-does not close	(\$5,000.00)
	40000-AV	Sales - Aviary	Income	(\$51,652.86)
	50000-AV	Product Cost - Aviary	Cost of Sales	\$20,821.45
	57500	Freight	Expenses	\$50.00

*Parentheses indicate a credit balance.

ONLINE LEARNING CENTER: <http://www.mhhe.com/yacht2013>

The Online Learning Center includes additional student and instructor resources for each chapter. Go online to <http://www.mhhe.com/yacht2013> to see some of the resources for students and instructors. To obtain the password for the Instructor Edition, contact your McGraw-Hill sales representative (<http://catalogs.mhhe.com/mhhe/findRep.do>).

The Online Learning Center works similarly in each chapter. In the

information below, Chapter 1's OLC is used as an example.

Information Center

1. After going online to <http://www.mhhe.com/yacht2013>, the following Information Center links are included.
 - Academic Site License
 - About the Author
 - Book Preface
 - What's New
 - Feature Summary
 - Sample Chapter
 - Supplements
 - Table of Contents
 - Conference Schedule
 - Troubleshooting (Appendix A)
 - Frequently Asked Questions
 - Install Sage 50
 - 17th Edition
2. You may want to look at the Troubleshooting and Frequently Asked Questions.

Student Edition

1. The Student Edition link includes a Choose a Chapter field. Select Chapter 1. Quizzes and More Resources populate.
2. The Course-wide Content for each chapter includes the following links:
 - Accounting Information Systems (Appendix B)
 - Accounting Principles Review (Appendix C)
 - Glossary (Appendix D)
 - Videos - This is a link to Sage 50 software videos.
 - Text Updates - Check this link for textbook updates.
 - Practice Set: This is a source document practice set. It includes merchandising business documents which are best completed after Chapter 15.

3. The Quizzes for each chapter include:
 - Interactive multiple choice quizzes. They are graded and can be emailed to the instructor.
 - Interactive true or false quizzes. They are graded and can be emailed to the instructor.
4. More Resources includes the following links.
 - QA Templates include the end-of-chapter True/Make True, Multiple Choice, and Short Answer questions in the textbook's Summary and Review section. The QA templates also include the end-of-chapter analysis questions. Students can open or save the QA Templates Word file, then attach answers to their instructor.
 - Feature Quizzes include a review of the user interface, accounting principles and business processes. The feature quizzes provide immediate feedback to each answer.
 - Videos include step-by-step videos showing Sage 50 features. They can be viewed using an Internet browser, iPad, or iPod. In Chapter 1 the videos are Global Options, Backing up, and Restoring data.
 - PowerPoint Presentations for each chapter.
 - Going to the Net Exercises are shown in the Summary and Review section of the textbook.
 - Assessment Rubric are also in the Summary and Review section of the textbook. They can be completed online and emailed to the instructor for grading purposes.

Instructor Edition

The instructor Edition is password-protected. In order to obtain a password, contact your McGraw-Hill sale representative
<http://catalogs.mhhe.com/mhhe/findRep.do>.

Once you are registered for the Instructor Edition site, numerous resources are available.

1. In the Choose a Chapter field, select Chapter 1. This populates the Instructor Resources, Course-wide Content, Quizzes, and More Resources lists.
2. The Instructor Resources list includes the following links:
 - Email Author

- Install Sage 50
- Academic Site License (for multi-user Sage 50 version)
- Syllabi: 12 and 15-week syllabi for on-ground classes, syllabi for online classes, an Accounting Information System and Sage 50 syllabus, and a QuickBooks and Sage 50 syllabus.
- Instructor's Manual: The Instructor's Manual includes Learning Objectives, Sage 50 Tips, printouts of Sage 50 reports, answers to analysis questions, answers to assessment rubrics, and end-of-chapter exercises. Additional material is also included in the front matter and appendixes. The Instructor's Manual is a PDF file and all of it or parts can be printed.
- Solution Files and Sage 50 Backups: These are all the files backed up in the book -- Chapters 1-18, Projects 1, 2, 3, 4 and the practice set. The .ptb backup files are zipped and need to be extracted using WinZip.
- Adobe PDF Files: These are the Sage 50 reports saved as PDF files.
- Excel Reports: These are the Sage 50 reports saved as Excel files. The file extension is .xlsx.

If you are using Excel 2003, Excel 2007 files can be opened after you download Microsoft's compatibility pack.

This website, <http://support.microsoft.com/kb/923505>, includes information about how to install the Microsoft Office Compatibility Pack so that you can use earlier versions of Excel, PowerPoint, and Word to open and to save files from 2007 and 2010 Office programs.

- Instructions: This is a Word file that explains how to use the Online Learning Center's password-protected Instructor Edition and the Instructor's Resource CD, ISBN No. 007763201X.
- QA Templates Answers: This includes the answers to the Summary and Review true/make true, multiple choice, and short-answer questions and Analysis Questions. The QA Template Answers are also included in the Instructor's Manual.
- Test Bank: A test bank includes multiple-choice and true/false questions that are written for Chapters 1-18. These are additional objective questions and have not been used before.
- Text updates: Check this link for updates to the textbook.

- Assessment Rubric Answers: There is an Assessment Rubric chart at the end of each chapter. This link shows the completed rubric. The Assessment Rubric Answers are also included in the Instructor's Manual.
 - Practice Set: This is a source document practice set for a merchandising business. It could be used after Chapter 15.
3. Course-wide Content includes these links.
 - Glossary
 - Videos
 - Text Updates
 - Practice Set
 4. Select Chapter 1 and additional resources are available:
 - Instructor Resources: Chapter 1's Instructor's Manual and PowerPoint Presentation.
 - Quizzes: Interactive Multiple Choice and True False quizzes.
 - More Resources: QA Templates, Features Quizzes, Videos, PowerPoint Presentations, Going to the Net, and Assessment Rubric.

SOLUTION FILES

The Solution Files are located at <http://www.mhhe.com/yacht2013>; Instructor Edition link. For a username and password for the Instructor Edition website, contact your McGraw-Hill sales representative. To locate your sales representative, go online to <http://catalogs.mhhe.com/mhhe/findRep.do>.

The Solution Files are also included on the Instructor Resources CD (ISBN 007763201X).

There are a couple ways to use the Solution Files:

1. The Solution Files could be used as starting data. The chart on textbook page 2 shows the page number where each Part 1 (Chapters 1 through 8) backup is completed. For example, let's say you want students to complete Chapters 1, 2, and 3, but skip Chapters 4 and 5. Students could restore the Exercise 5-2.ptb solution made on textbook page 188 to continue with Chapter 6 on page 191.
2. If students need help with their work, have them restore the

appropriate solution file. Appendix B, How to Use the Solution Files, on pages 475 - IMK - 478 - IMK includes detailed steps for using the solution files completed in Chapters 1-18 and Projects 1-4.

The chart on the next page shows the Chapter 1 backups (.ptb), Excel files (.xlsx), and files saved Adobe (.pdf).

Chapter	Backup (.ptb) Excel (.xlsx) and Adobe (.pdf)	Kilobytes ⁷	Textbook Page Nos.
1	bgs.ptb ⁸	3,540 KB	23-25
	Chapter 1.ptb	3,594 KB	41-42
	Chapter 1_Employee List.xlsx	14 KB	45-47
	Chapter 1_Employee List.pdf	68 KB	47-48
	Exercise 1-2.ptb	3,575 KB	52
	Exercise 1-2_Employee List.xlsx	KB	52
	Exercise 1-2_Employee List.pdf	7 KB	52
	Exercise 1-2_Chart of Accounts.xlsx	17 KB	52
	Exercise 1-2_Chart of Accounts.pdf	13 KB	52

Sage 50 backup files are identified with the extension .ptb; Excel 2007 and 2010 files include the extension .xlsx (.xls for Excel 2003); Adobe files include the extension .pdf.

⁷Backup file sizes may differ.

⁸This is the first backup and includes starting data for Bellwether Garden Supply.
