




Chapter 1

Introduction to Bellwether Garden Supply


LEARNING OBJECTIVES

1. Start Sage 50 2016.
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 File Explorer (also called Windows Explorer) to see file 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

In Chapters 1-7, the sample company Bellwether Garden Supply is used. Complete the work within the chapter and the end-of-chapter exercises because work continues in the next chapter. Use the sample company to become familiar with Sage 50's user interface and features. In Parts 2, 3 and 4 (Chapters 9-18, Projects 1-4A), you set up new service, merchandising, nonprofit, and manufacturing companies and computer accounting tasks are reviewed in depth.

MOUSE AND KEYBOARD BASICS

One of the first decisions is whether to use the mouse or keyboard. The instructions in this book assume that you are using a mouse. When the word click or select is used, it means to use the mouse, but you can also use the keyboard. The instructions that follow explain how to use the mouse or keyboard.

¹This icon, , means there is a video. Go online to www.mhhe.com/yacht2016 > link to Student Edition > select Chapter 1 > Videos.

²Refer to the chart on pages 2-3 for the size of files backed up and saved. Check with your instructor for his or her preference for receiving files—Adobe .pdf, Excel .xlsx, or Sage 50 .ptb backups.

Using the Mouse

- To single click: position the mouse cursor over the selection and click the left mouse button once.
- To double-click: position the mouse cursor over the selection and click the left mouse button twice, quickly.
- Use the right mouse button the same way as the left mouse button.

Using the Keyboard

- If there is an underlined letter on the menu bar, hold down the **<Alt>**³ key and the underlined letter to make the selection. (*Hint: Press the <Alt> key to underline menu bar letters.*)
- If you have already held down the **<Alt>** key and the underlined letter and more selections appear with underlined letters, just type the underlined letter to select the item.

Using Shortcut Keys

Shortcut keys⁴ enable you to perform common operations by using two or more keys together. The shortcut keys are shown below and on the next page.

<Ctrl> + <Letter> Shortcuts	
<Ctrl> + <X>	Cut
<Ctrl> + <C>	Copy
<Ctrl> + <V>	Paste
<Ctrl> + <E>	Delete Record
<Ctrl> + <F>	Find
<Ctrl> + <D>	Find Next
<Ctrl> + <N>	New Company
<Ctrl> + <O>	Open Company
<Ctrl> + 	Back Up Company
<Ctrl> + <R>	Restore Company
<Ctrl> + <P>	Print Displayed Report, Invoices, Quotes, etc.

³The angle brackets are used around words to indicate individual keys on your keyboard; for example, **<Alt>** is for the Alternate key, **<Enter>** for the Enter/Return key, **<Ctrl>** is for the Control key, **<Esc>** is for the Escape key.

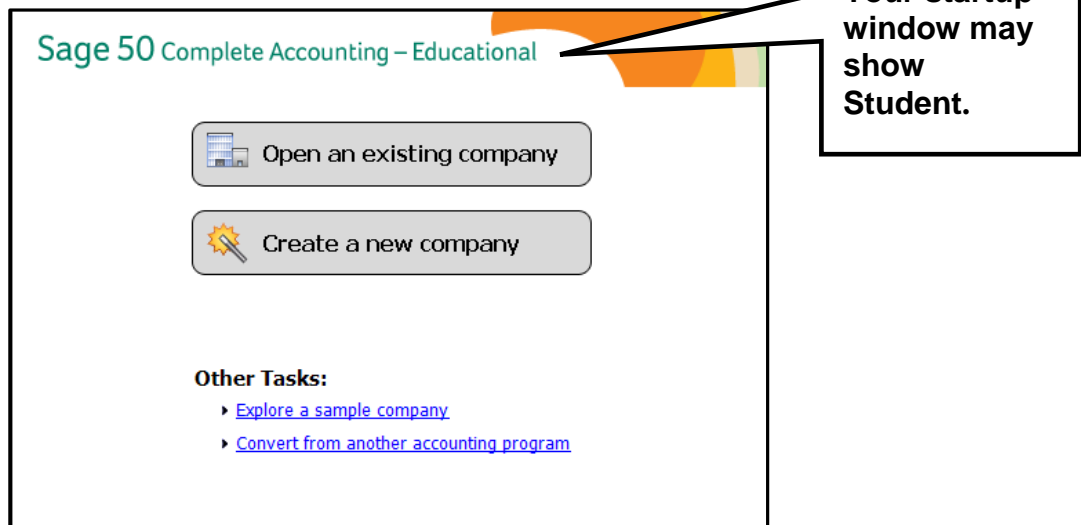
⁴ Words that are boldface and italics are defined in the Glossary, online at www.mhhe.com/yacht2016 > select Student Edition > Chapter 1 > link to Glossary.

Function Key Shortcuts	
<F1>	Displays the online Help topic for current window
<Shift> + <F1>	Changes mouse pointer to What's This Help selector
<F3>	Find transactions
<F5>	Saves records and posts (or saves) transactions in certain windows
<F7>	Check spelling
<F10>	Toggles between open window and menu bar
<CTRL>+<F4>	Close current document window
<ALT>+<F4>	Closes the application window
<CTRL>+<F6>	Moves to next window
<Shift>+<CTRL>+<F6>	Moves to the previous window

To learn more about Sage 50's shortcuts, use the Help menu. From the menu bar, select Help > Help > Index tab. Type **keyboard shortcuts** in the keyword field, then display the Sage 50 Keyboard Shortcuts. Additional links are listed in the Related topics and What do you want to do next? areas on the Sage 50 Help window.

SAGE 50'S STARTUP WINDOW

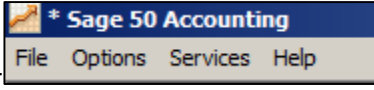
Sage 50's startup window displays a number of options.




From the startup window, you can Open an existing company, Create a new company, Explore a sample company, and Convert from another accounting program.

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Observe that the top-left of the Sage 50 Accounting window has four

menu bar options—




To exit from the startup window select File > Exit; or, click on the  on the upper right-hand side of the Sage 50 Accounting window.



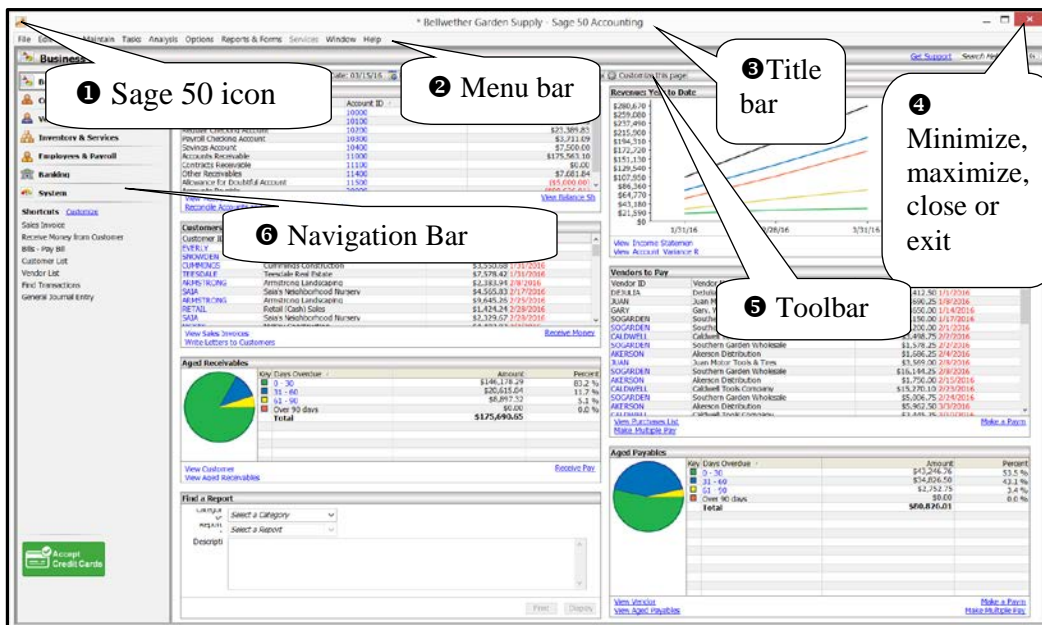
THE WINDOWS INTERFACE






One of the benefits of Windows is that it standardizes terms and operations used in software programs. Once you learn how to move around Sage, you also know how to use other Windows applications.

To learn more about the Windows user interface, let's look at a Sage window. On the next page, the Sage 50 Accounting window shows the **Business Status Navigation Center** (the **dashboard**) and the menu bar for Bellwether Garden Supply.





For now, let's study the parts of the Business Status Navigation Center. Some features are common to all software programs that are written for Windows. For example, in the upper right corner there is the Minimize  button, Double Window  button, and the Exit or Close  button. The title bar, window border, and mouse pointer are also common to Windows programs. Other features are specific to Sage: menu bar, toolbar, and the Navigation Bar at the left side of Sage 50's main window which offers access to the Navigation Centers.

Sage 50 includes a Navigation Bar on the left side of the window with seven selections: Business Status, Customers & Sales, Vendors & Purchases, Inventory & Services, Employees & Payroll, Banking, and System. The Navigation Bar selections open Navigation Centers. For example, the Business Status selection opens the Business Status Navigation Center. The content of the Navigation Centers differ depending on the selection from the Navigation Bar. The Business Status Navigation Center is shown on the next page.

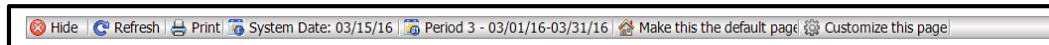


- 1 Sage 50 icon: Click on the Sage 50 icon and a menu appears with options such as: Restore, Move, Size, Minimize, Maximize, Close. (Words that are gray are inactive selections.)
- 2 Menu Bar: There are 10 (or 11) menu bar selections. If your menu bar selections have underlined letters that means you can make a selection by typing **<Alt>** and the underlined letter. For example, if you press the **<Alt>** key then press the **<F>** key, the menu bar shows underlined letters as well as the drop-down menu. You can also click with your left-mouse button on the menu bar headings to see a menu of options.
- 3 **Title Bar**: The bar is at the top of the window. When a company is open, the name of the company is displayed on the Title Bar. If your window is minimized, you can put your mouse on the Title Bar, click and hold the left mouse button and drag the window around the **desktop**. The title bar shows Bellwether Garden Supply – Sage 50 Accounting.
- 4 Minimize , Double Window , or Maximize , and Close or Exit  buttons: Clicking once on Double Window  returns the window to its previous size. This button appears when you maximize the

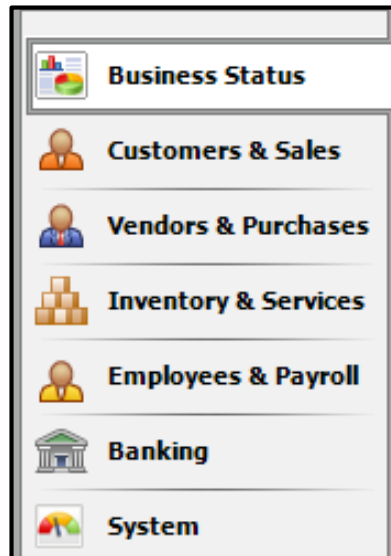
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window. After clicking on the Double Window  button, the symbol changes to the Maximize  button. Click once on the Maximize  button to enlarge the window. Click once on the Exit or Close  button to close the window, or exit the program.

- 5 **Toolbar:** The gray bar⁵ below the Business Status button shows the following selections: Hide, this allows you to hide the Navigation Centers; Refresh, you can update account balances; Print, you can print the Business Status Navigation Center; System Date; Period for accounting records (Bellwether defaults to Period 3 – 03/01/16-03/31/16); Make this the default page; Customize this page. (When Business Status is selected, this toolbar appears.)



- 6 **Navigation Bar:** The Navigation Bar includes seven selections. These selections open the Business Status, Customers & Sales, Vendors & Purchases, Inventory & Services, Employees & Payroll, Banking, and System Navigation Centers.

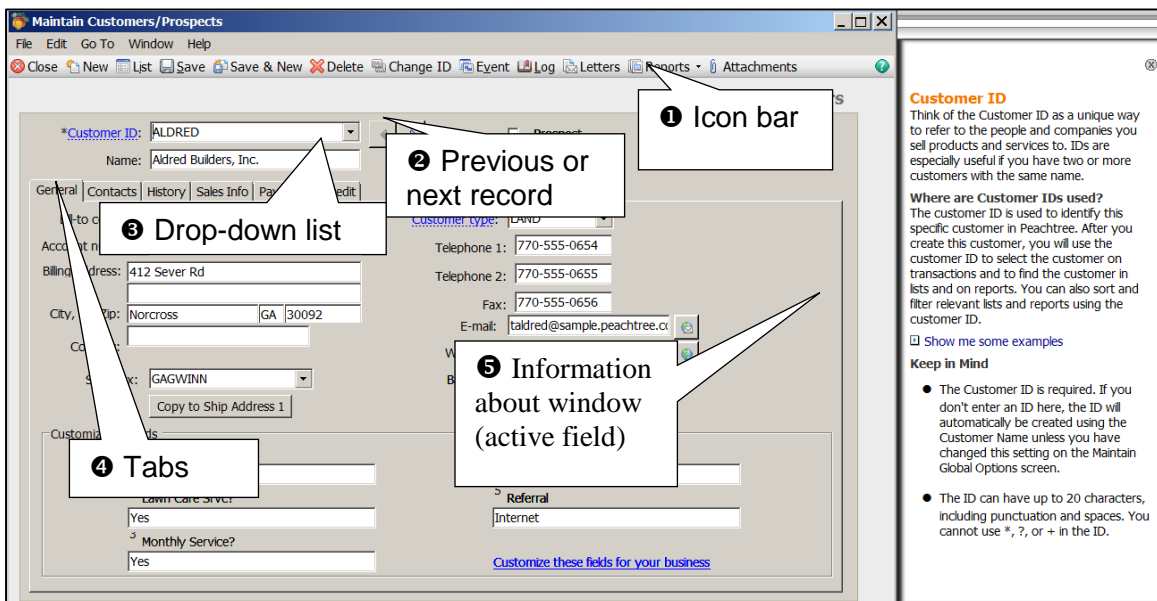


⁵Window colors may differ. Check with your instructor if you have a question.

TYPICAL SAGE 50 WINDOWS

When you make a Navigation Bar selection, access is provided to the Navigation Center for each area of the program. For example, when Customers & Sales is selected, a workflow diagram is shown for Customers & Sales tasks, and links to related areas. There is also a tab for Customer Management.

The Maintain Customers/Prospects window is shown below, one that is typical of Sage. Information about customers is entered into the Maintain Customers/Prospects window. There are five sections on this window: ❶ the icon bar, ❷ Previous or next record, ❸ drop-down list (down arrow), ❹ tabs, ❺ information about window.

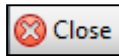


- ❶ **Icon bar**⁶: The icon bar shows pictures of commands or additional information that pertains to the window. Some icons are common to all windows while other icons are specific to a particular window.

The icons included in the Maintain Customers/Prospects window are shown on the next page.

⁶Notice that familiar business items are used for icons: disk for Save, an X for Delete, a paperclip for Attachments.

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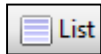
Close: This closes the window without saving any work that has been typed since the last time you saved.



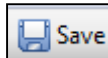
New: New record or customer.



Copy: Copies customer information.



List: List of customers.



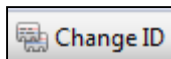
Save: This saves information you have entered such as addresses, telephone numbers, contacts for vendors, customers, employees, etc.



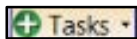
Save & New: Save the record and go to a new, blank record.



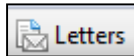
Delete: If you select this while using a selection from the Maintain menu, the record (customer, vendor, etc.) will be deleted. When you're finished deleting, select Close, in order to delete the records.



Change ID: When a customer record is displayed on the window, you may change the information for that customer.



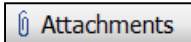
Tasks: Select Tasks to enter a transaction for this customer—Create Quote, Create Sales Order, Create Sales Invoice, Create Receipt.



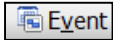
Letters: Select a form letter or send an e-mail to customer.



Reports: If you click on the down-arrow on the Reports icon, you can select the following customer reports—Aged Receivables, Customer Transaction History, Customer Ledgers, Items Sold to Customers, Job Ledger, Quote Register, Sales Order Register, and Ticket Listing by Customer. (In this example, Maintain > Customers/Prospects > Aldred Builders, Inc. is selected as the customer.)



Attachments: Use this icon to add attachments for customer record.



Event: Select this button in various maintenance windows to create an event. The Create Event window allows you to schedule an event for a customer/prospect, vendor, or employee/sales representative. You can also use the Event log to record notes about telephone calls, meetings, letters, and create a listing of future activity.



Log: Shows you events recorded for an individual over a specified range of time. You can **filter** this list to see only certain types of activities and whether they're completed or not. You can mark activities as completed by placing a mark in the far left column. Double-clicking on any of the **line items** will take you to the Create an Event window. Line items appear on many of Sage 50's windows.



Help: Selecting this icon gives you information specific to the current window. The fields of the window are often listed at the bottom of the help message. When you have a question about how to use Sage 50, clicking on the Help icon often answers it.



- ② Previous or Next Record: Click on either the left arrow for the previous record; or the right arrow for the next record.
- ③ **Drop-Down List:** The down arrow means that this field contains a list of information from which you can make a selection. Many of Sage's windows have drop-down lists that appear when you click on a down arrow next to a field. You can press **<Enter>** or click on an item to select it from the list.
- ④ **Tabs:** The tabs that are shown in the Maintain Customers/Prospects window are General, Contacts, History, Sales Info, Payment & Credit. Once a customer is selected, you can select one of these folders to display information about a customer.
- ⑤ On the right side of maintenance windows, information about the active field is shown. On the Maintain Customers/Prospects window on page 11, information about the CUSTOMER ID field is shown.

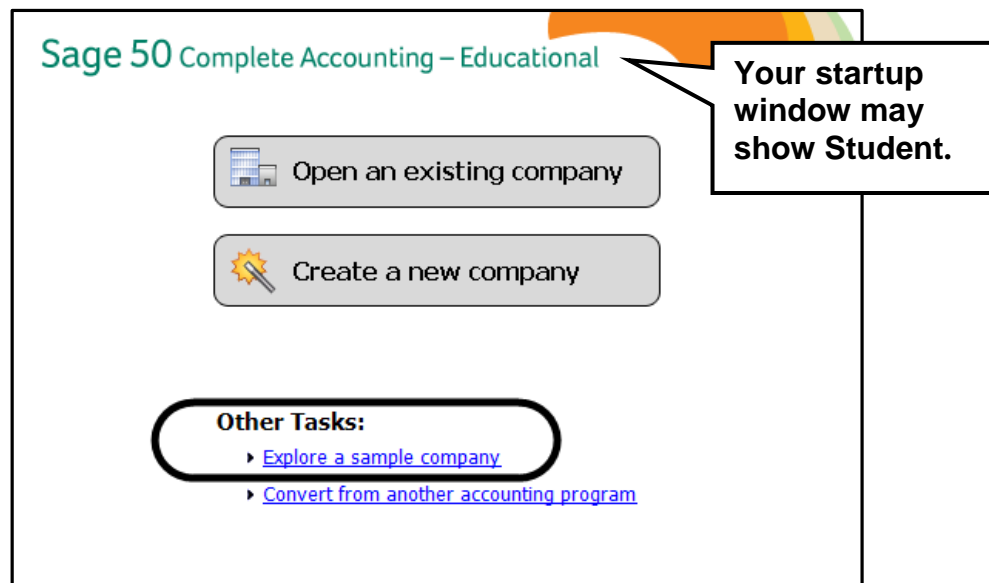
THE SAMPLE COMPANY: BELLWETHER GARDEN SUPPLY

Bellwether Garden Supply is one of the sample companies included with Sage 50. To help you become familiar with the software, the sample company is used.

GETTING STARTED

Follow these steps to start:

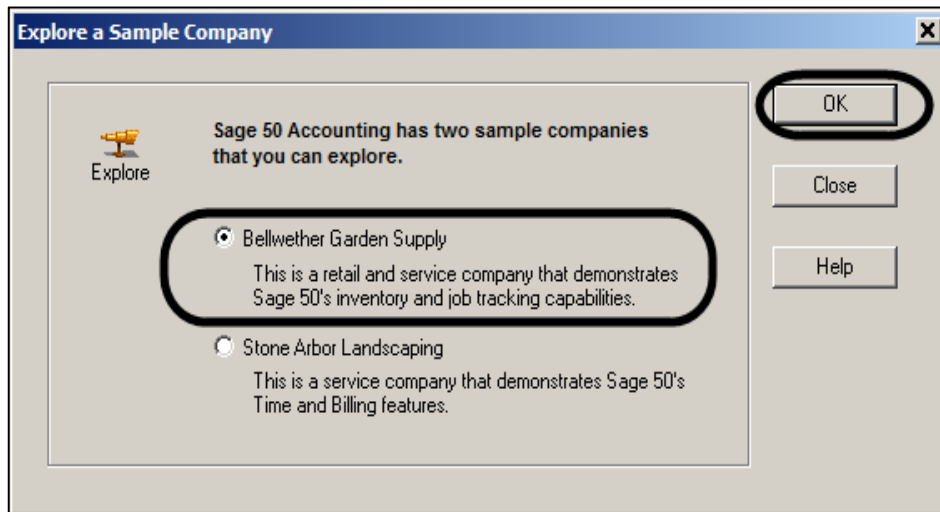
1. Start Sage 50 by clicking on the desktop icon. If Sage 50 2016 is not installed on your computer, refer to pages vi-xviii for software installation.
2. When Sage 50 was installed, a desktop icon is created. To start, place the mouse pointer on the Sage 50 icon and double-click with the left mouse button. (Or, click Start > go to Apps by name > Sage 50 Accounting 2016.)
3. From the startup window, you can Open an existing company, Create a new company, Explore a sample company, or Convert from another accounting program.





What is the difference between the Educational version and the Student version? The Student version is included with the textbook and can be used for 14 months. The Educational version does not

have a time limit, has a *different serial number*, can be installed on multiple computers in the classroom, and is available to instructors and schools. For more information, refer to Software Installation, page iv.

4. Select Explore a sample company.
5. The Explore a Sample Company window appears. Sage 2016 has two sample companies: Bellwether Garden Supply and Stone Arbor Landscaping. In Chapters 1 – 7, you use Bellwether Garden Supply to explore Sage 50. Then, in Chapter 8, you use Stone Arbor Landscaping to see how the time and billing feature works. Make sure that Bellwether Garden Supply is selected.



Troubleshooting: Why doesn't my Explore a Sample Company window show the <OK>, <Close>, and <Help> buttons? Screen resolution affects how Sage 50's windows look. The recommended screen resolution is 1024 X 768 with small fonts (refer to p. v). You can use a higher resolution but some of the windows will look different. If you do not have an <OK> button, press <Enter> to start Bellwether Garden Supply.

6. Click , or press <Enter>. On the Navigation Bar, select . The Business Status Navigation Center

appears. The Business Status Navigation Center, also known as the **Home page** or dashboard, is separated into seven areas. The dashboard lets you see at a glance a variety of general business information. Scroll down the window to see all of it. Each area has underlined links shown in blue font.

- a. Account Balances – observe the links from this area are View Account List; Reconcile Accounts and Import Bank Statements; View Balance Sheet. In Sage 50, you can link to reports from the Navigation Centers *or* from the menu bar.
- b. Customers Who Owe Money – A customer list is shown with links to View Sales Invoices List, Write Letters to Customers, and Receive Money.
- c. Aged Receivables – A graph is shown and links to View Customer List; View Aged Receivables Report; and Receive Payment.
- d. Find a Report – Observe that fields are included for Category, Report, and Description. (If necessary, scroll down the Home page.)
- e. Revenue: Year to Date – A graph shows the first quarter of 2016's revenue and links to View Income Statement; Edit a Budget; and View Account Variance Report.
- f. Vendors to Pay – A vendor list is shown with links to View Purchases List, Make Multiple Payments, and Make a Payment.
- g. Aged Payables – A graph is shown with links to View Vendor List, View Aged Payables Report, Make a Payment, and Make Multiple Payments.

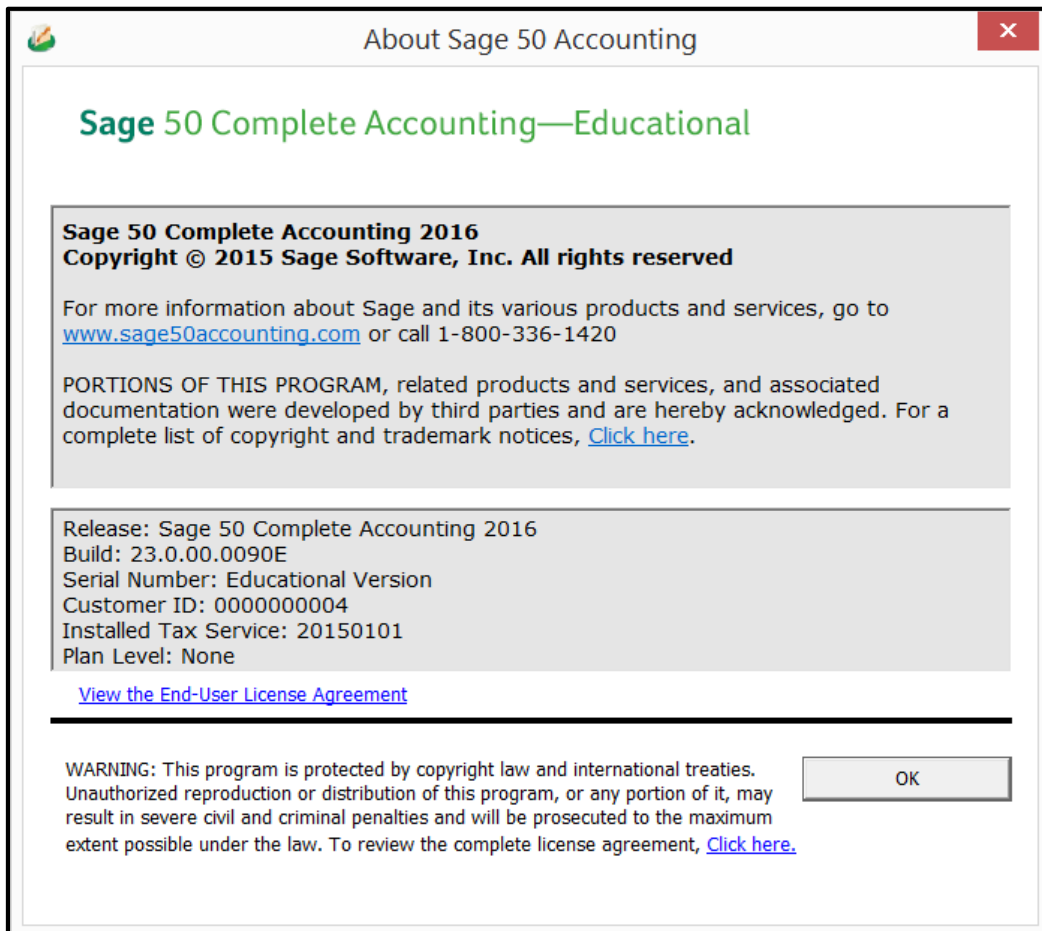
DISPLAY PRODUCT INFORMATION

1. From the menu bar, click Help > About Sage 50 Accounting.

The About Sage 50 Accounting window shows the copyright information and the Release, Build, Serial Number, Installed Tax Service, and Registered Tax Service. The Release field shows Sage 50 Accounting 2016; the Build No. is 23.0.00.0090S (S for student) *or* Build No. 23.0.00.0090E (E for Educational); Serial Number,

Student Version or Educational Version, Customer ID: 0000000004;
Installed Tax Service 20150101; Plan Level: None.

The About Sage 50 Accounting window is shown below for the Student Version.



Troubleshooting: If you are using Sage 50 in the classroom or computer lab, the multi-user version may have been installed. When the multi-user version is installed, the Build field ends in E and the Serial Number field shows Educational Version.

When you install the student version software included with the textbook on your PC, the Build Number field ends in S and the Serial Number field shows Student Version. The Student Version software is valid for 14 months.

2. Click  to close.

SETTING GLOBAL OPTIONS ⁷

Sage 50's **global options** are in effect for all companies. On pages xix-xx, steps are shown for setting global options. They are repeated here so you can make sure they are set. All companies in Chapters 1-18 and Projects 1-4 require these global options.

1. From the menu bar, select Options > Global. The Maintain Global Options window appears. The Accounting tab is selected.
 - a. In the **Decimal Entry** area, select Manual.
 - b. Make sure 2 is shown in the Quantity, Standard and Unit Price fields.
 - c. In the **Hide General Ledger Accounts** area, make sure that there are no checkmarks in the boxes. (To uncheck one of the boxes, click on it.)
 - d. In the **Other Options** area, a checkmark should be placed next to Warn if a record was changed but not saved; and Recalculate cash balance automatically in Receipts, Payments, and Payroll Entry. Compare your Maintain Global Options > Accounting tab window with the one shown on the next page.

⁷This icon, , means there is a Global Options video. Go online to www.mhhe.com/yacht2016 > link to Student Edition > select Chapter 1 > Videos > Global Options.

Maintain Global Options

Accounting | General | Sage Partners | Spelling

Decimal Entry **Number of Decimal Places**

Automatic Quantity fields: 2 Unit Price fields: 2

Manual Standard fields: 2 [What fields are standard fields?](#)

Hide General Ledger Accounts

Accounts Receivable (Quotes, Sales Orders, Invoicing, Credit Memos, Receipts)

Accounts Payable (Purchase Orders, Purchases, Credit Memos, Payments)

Payroll Entry

Other Options

Warn if a record was changed but not saved

Hide inactive records

Recalculate cash balance automatically in Receipts, Payments, and Payroll Entry

Use Timeslips by Sage Accounting Link

When sorting transactions by date in most lists and reports, secondary sort should be by:

Reference Number Posting Order

OK
Cancel
Help

- Click on the **General** tab. Make sure the Maintain Global Options > General window shows the following selections. The Color Scheme radio buttons are for choosing a different color. The color scheme options are not shown below.

Maintain Global Options

Accounting | **General** | Sage Partners | Spelling

Improve Performance

Do not print total page length of reports in report headers

Do not show quantity on hand in inventory item lookup lists

Update the Business Status and Navigation Centers only when the Refresh button is clicked

Update reports automatically when records are saved

Remember my login when switching between companies

Line Item Entry Display

1 Line 2 Line

Smart Data Entry

Automatic field completion Automatically create IDs on maintenance windows

Drop-down list displays automatically

OK
Cancel
Help

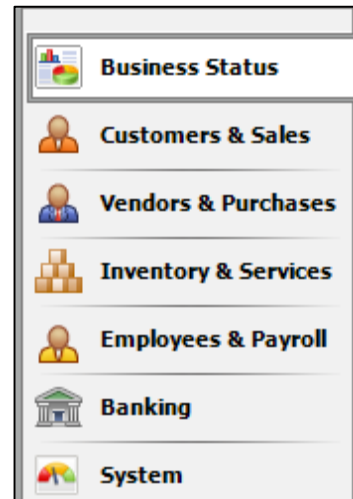
- Click **OK** to save the global options, which will be in effect for all Sage 50 companies.


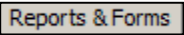
SAGE 50'S USER INTERFACE

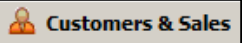
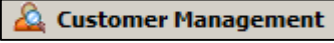
A User Interface (UI) is the link between a user and a computer program. Sage 50's UI is designed for both Navigation Bar and menu-bar selections.

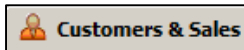
The user interface is one of the most important parts of any software because it determines how easily you can make the program do what you want. Graphical user interfaces (GUIs) that use windows, icons, and pop-up menus are standard on personal computers.

The **Navigation Bar** appears at the left side of the Sage 50 main window and offers access to the **Navigation Centers**. The Navigation Centers provide information about and access to Sage 50. The Navigation Bar includes seven selections: Business Status, Customers & Sales, Vendors & Purchases, Inventory & Services, Employees & Payroll, Banking, and System.



When you click one of the seven selections (for example, Customers & Sales), the panel to the right of the Navigation Bar displays a **workflow diagram** with additional links related to that **module**. Modules organize Sage 50's transaction windows and reports. The menu bar selections – Tasks  and Reports & Forms  – are also organized by module; for example, the Reports & Forms menu includes Accounts Receivable, Accounts Payable, General Ledger, etc.

Sage 50's modules include Customers & Sales, Vendors & Purchases, Inventory & Services, Employees & Payroll, Banking, and System. The Business Status Navigation Center includes a snapshot of the company. Sage 50's modular design is similar to other accounting software applications. In this textbook, you use the Navigation Bar and menu bar selections to access features of the program. The individual Navigation Bar selections take you to Navigation Centers. For example, if you select Customers & Sales, the tabs for Customers & Sales  and Customer Management  appear. The




Customers & Sales tab is the default with the Customer & Sales Tasks Navigation Center shown.

CHART OF ACCOUNTS

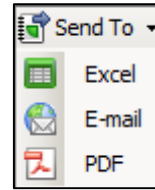
A **chart of accounts** is a list of all the account names and account numbers used in the General Ledger. Sage 50's **general ledger module** is the complete collection of accounts (chart of accounts) of a company, transactions associated with these accounts, and account balances for a specified period. In Chapter 5, General Ledger, Inventory, and Internal Control, you will learn more about Sage 50's general ledger module and the chart of accounts. For now, let's view Bellwether's chart of accounts so that you can familiarize yourself with the accounts that will be used in subsequent chapters.


Follow these steps to display Bellwether's chart of accounts.


1. From the Navigation Bar, select  **Business Status**. In the Account Balances area, link to View Account List. The Account List window appears. The Account List is also called the Chart of Accounts. A partial list is shown.


Account ID	Description	Type	Running Balance
10000	Petty Cash	Cash	\$327.55
10100	Cash on Hand	Cash	\$1,850.45
10200	Regular Checking Account	Cash	\$23,389.83
10300	Payroll Checking Account	Cash	\$3,711.09
10400	Savings Account	Cash	\$7,500.00
11000	Accounts Receivable	Accounts Receivable	\$175,563.10
11100	Contracts Receivable	Accounts Receivable	\$0.00
11400	Other Receivables	Accounts Receivable	\$7,681.84
11500	Allowance for Doubtful Account	Accounts Receivable	(\$5,000.00)
12000	Inventory	Inventory	\$12,786.56
14000	Prepaid Expenses	Other Current Assets	\$14,221.30
14100	Employee Advances	Other Current Assets	\$3,000.65
14200	Notes Receivable-Current	Other Current Assets	\$11,000.00
14700	Other Current Assets	Other Current Assets	\$120.00
15000	Furniture and Fixtures	Fixed Assets	\$62,769.25
15100	Equipment	Fixed Assets	\$38,738.33
15200	Vehicles	Fixed Assets	\$86,273.40
15300	Other Depreciable Property	Fixed Assets	\$6,200.96
15400	Leasehold Improvements	Fixed Assets	\$0.00
15500	Buildings	Fixed Assets	\$185,500.00
15600	Building Improvements	Fixed Assets	\$26,500.00
16900	Land	Fixed Assets	\$0.00
17000	Accum. Depreciation-Furniture	Accumulated Depreciation	(\$54,680.57)
17100	Accum. Depreciation-Equipment	Accumulated Depreciation	(\$33,138.11)
17200	Accum. Depreciation-Vehicles	Accumulated Depreciation	(\$51,585.26)
17300	Accum. Depreciation-Other	Accumulated Depreciation	(\$3,788.84)
17400	Accum. Depreciation-Leasehold	Accumulated Depreciation	\$0.00
17500	Accum. Depreciation-Buildings	Accumulated Depreciation	(\$34,483.97)
17600	Accum. Depreciation-Bldg Imp	Accumulated Depreciation	(\$4,926.28)
19000	Deposits	Other Assets	\$15,000.00
19100	Organization Costs	Other Assets	\$4,995.10
19150	Accum Amortiz - Organiz Costs	Other Assets	(\$2,000.00)
19200	Notes Receivable- Noncurrent	Other Assets	\$5,004.90
19900	Other Noncurrent Assets	Other Assets	\$3,333.00
20000	Accounts Payable	Accounts Payable	(\$80,626.01)
23000	Accrued Expenses	Other Current Liabilities	(\$3,022.55)
23100	Sales Tax Payable	Other Current Liabilities	(\$18,028.08)
23200	Wages Payable	Other Current Liabilities	(\$2,320.30)

Note: The numbers in parentheses are credit balances. The Account List's icon bar includes a Send To selection. When you make that selection, you can send the Account List to Excel, E-mail, or PDF (Adobe Acrobat). Exporting Sage 50 reports to Microsoft Excel is shown on pages 44-46. Saving PDF files is shown on pages 46-47.



2. Close the Account List by clicking  on its title bar.



When a Sage Advisor window appears, read the information. It's useful. Click  to close the Sage Advisor.

Sage Advisor
Need help fast?

You can now chat with a live support analyst quicker. Just click Get Support. The newly improved knowledge base and user communities are also quick ways to get help 24/7. You can access them from the Help menu.

Note: Availability of services is based on your Sage Business Care plan.

BACKING UP BELLWETHER GARDEN SUPPLY ⁸

Before making changes to Bellwether Garden Supply, you should back up the sample company data. When using Sage 50, 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 flash 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 drive** is used to identify USB storage media. USB is an abbreviation of Universal Serial Bus.

Backups should be made each time you complete work. In the textbook, the following backup file names are suggested.

⁸The arrow indicates there is a video. Go online to www.mhhe.com/yacht2016 > link to Student Edition > select Chapter 1 > Videos > Backup.

- For the first backup, *before* any data has been added, the suggested file name is bgs.ptb. [The extension .ptb is added to backups.]
- Chapter number.ptb for work completed within the chapter.
- Exercise number.ptb for work completed in the exercises.

When work is completed, back up. This could be before it is shown in the textbook.

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 you add your name to Bellwether's reports on page 43, the folder where Bellwether data is stored is changed to \belgarsu.



When a backup 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.

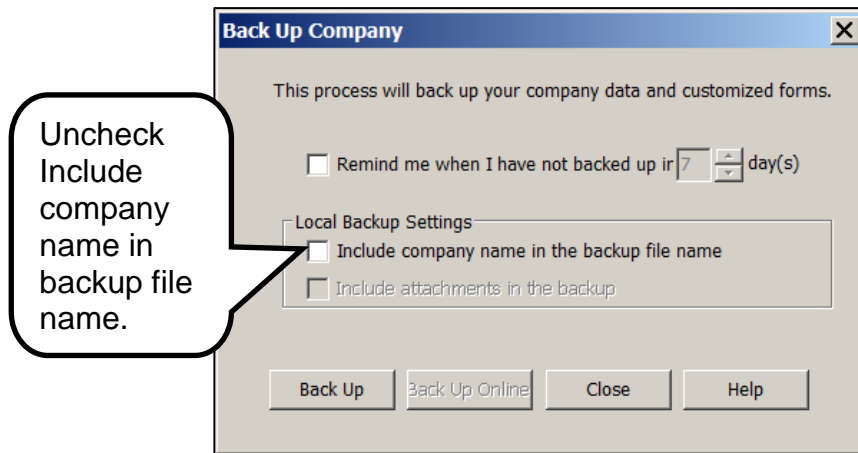
In the business world, backups are unique to each business: daily, weekly, monthly. Think of your backups this way and you will see why individual backups at different points in the data are necessary. *You should never leave the computer lab or classroom without backing up your data.*

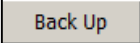
Follow these steps to back up Bellwether Garden Supply.

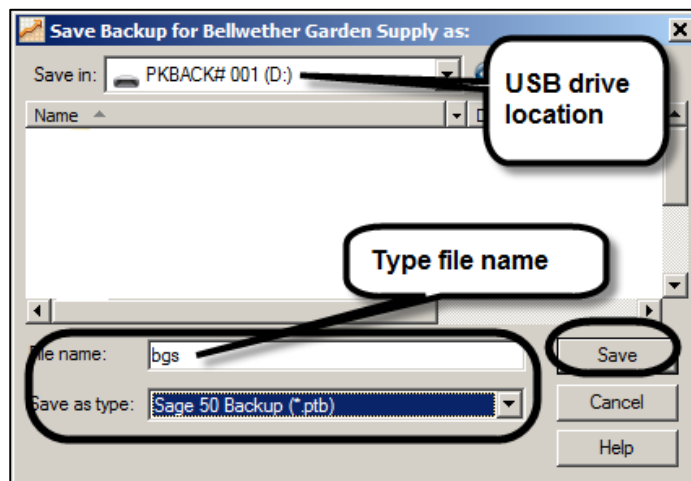
The text directions assume that you are backing up to a USB drive. *You can also backup to the desktop, hard drive, or network location. One USB flash, thumb or pen drive, CD-R or DVD-R can be used for all (Chapters 1-18 and the projects).* The chart on pages 2 and 3 (Part 1 introduction) shows the size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

24 Chapter 1

1. Insert a USB flash or thumb 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. Compare your Back Up Company window to the one shown below.



3. Click . The Save Backup for Bellwether Garden Supply 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.

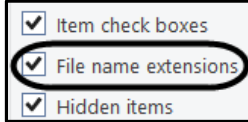



Observe that the Save as type field shows that you are making a Sage 50 Backup (*.ptb), which is abbreviated ptb. This is the extension for Sage 50 backups.

Comment


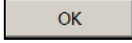
If your Save as type field does *not* show Sage 50 Backup (*.ptb), follow these steps:


1. Go to File Explorer.
2. From the menu bar, select View. Make sure there is a checkmark next to File name extensions.
3. Close File Explorer.

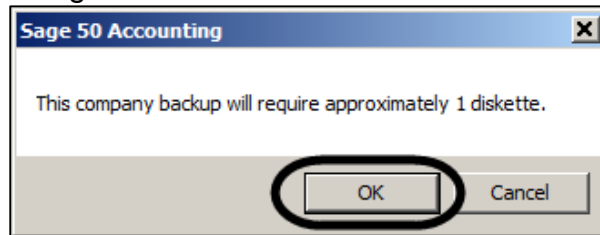


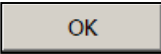
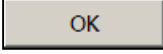
 **Read Me: "Student Version" or "Educational Version"**

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 you are backing up to USB flash drive, this window appears. If backing up to a hard-drive location, a window appears showing the file size.



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. Go to File Explorer. The folder icon  also opens File Explorer.
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 3,305 KB;⁹ 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.

<input type="checkbox"/>	Name	Size
<input type="checkbox"/>	 bgs.ptb	3,305 KB

Refer to the chart on pages 2 and 3 for estimated 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 File Explorer.
2. From the menu bar, click File > Exit. You are returned to the desktop.

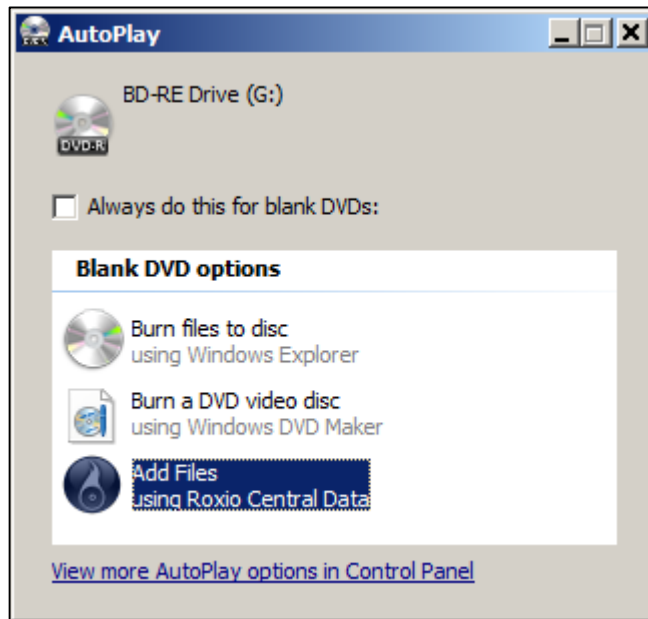
COPYING THE BCS FOLDER TO A CD-RW OR DVD-RW DRIVE

The instructions on 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 29-33. *What if your instructor prefers that all the company data files be copied or saved?*

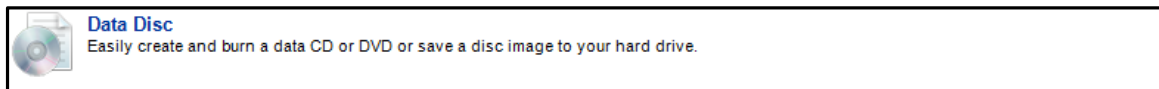
1. Go to your Windows desktop.

⁹The size of your backup file may differ.

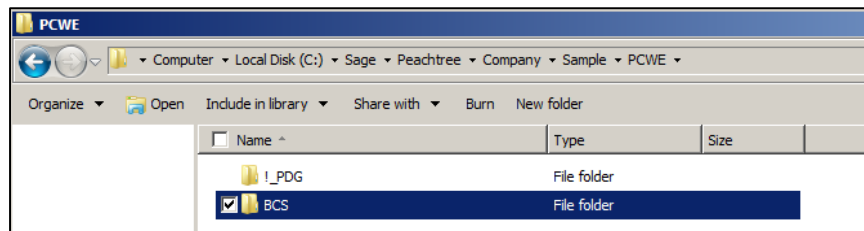
- Put your CD-R or DVD-R into the drive. In this example, Roxio Easy Media Creator is being used to copy files to a DVD-R. An AutoPlay window appears.



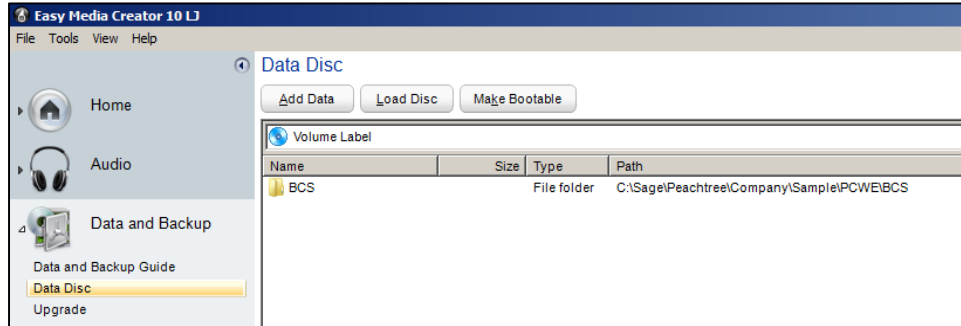
- Select Add Files, then Data Disc.


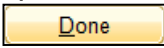


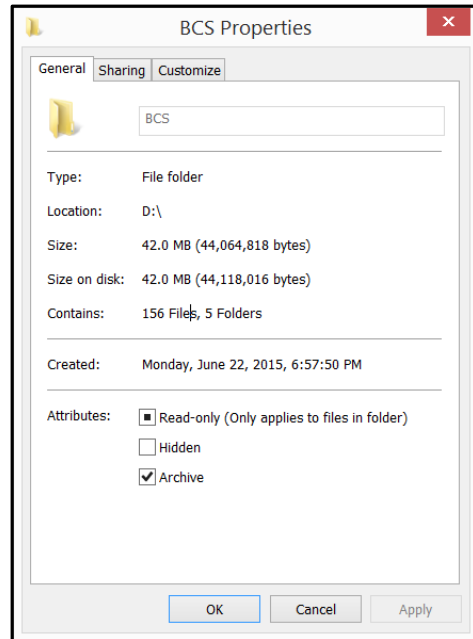
- Open File Explorer.
- Select the location of the BCS folder:
C:\Sage\Peachtree\Company\Sample\PCWE (or \PCWS).



- 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.)



- 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.

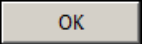


- Close the File Explorer window.

USING FILE EXPLORER

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

- Close your CD or DVD drive. When the AutoPlay window appears, select Open folder to view files using File Explorer.
- 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. Close File Explorer.

USING SAGE 50'S RESTORE WIZARD ¹⁰

In order to start where you left off the last time you backed up, use the Restore Wizard. Your instructor may prefer that you use File Explorer to copy/paste instead of the Restore feature. You may need to check with your instructor on the preferred method. This textbook shows Sage 50's Restore Wizard.

Follow these steps to use the Restore Wizard.

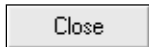
1. Start Sage 50. (*Hint:* If another company opens, from the menu bar select File > Close Company to go to the startup window.) Open the sample company, Bellwether Garden Supply.



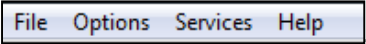
Read Me: What if Bellwether Garden Supply is *not* shown as an existing company or when you select Explore a sample company?

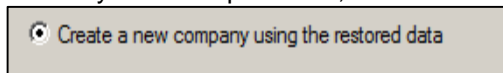
Some schools delete company folders from the hard drive. For example, you have a backup file but the company, Bellwether Garden Supply, is *not* listed as a Sage 50 company. Follow these steps to restore *and* create Bellwether from a backup file.

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



NOTE: Complete steps 2, 3, and 4 within this Read Me box if the sample company, Bellwether Garden Supply, *cannot* be opened from the Startup window *or* from the Open an existing company selection.

2. The startup window shows four menu bar options—. Select File > Restore.
3. Browse to the location of your backup file. Click on the backup file to highlight it. Click <Open>, then <Next>.
4. On the Select Company/Choose how to restore your backup window, select Create


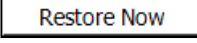
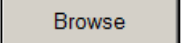


a new company using the restored data. The Company Name field shows Bellwether Garden Supply, click <Next>. Continue with step 10, page 32.

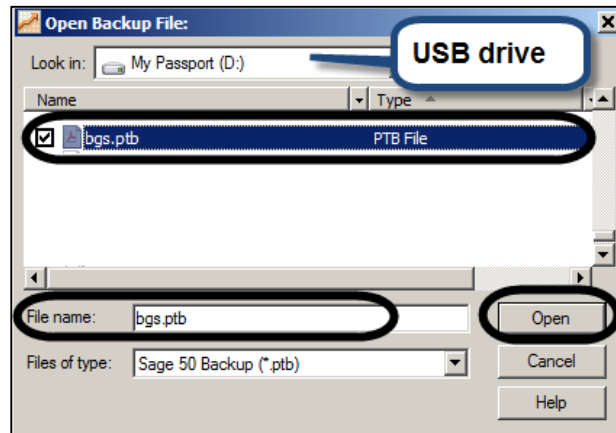
¹⁰The arrow indicates a video at www.mhhe.com/yacht2016. Select Student Edition > Chapter 1 > Videos > Restore.

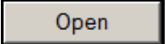
30 Chapter 1

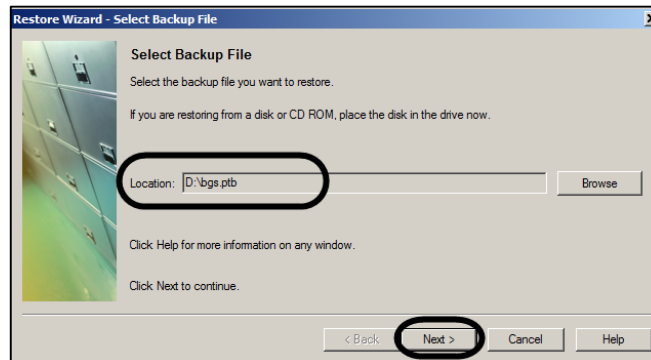
2. Insert your USB flash drive. The steps that follow assume you are restoring from a USB drive.

3. From the Navigation Bar > click  > . The Select Backup File window appears > click .

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

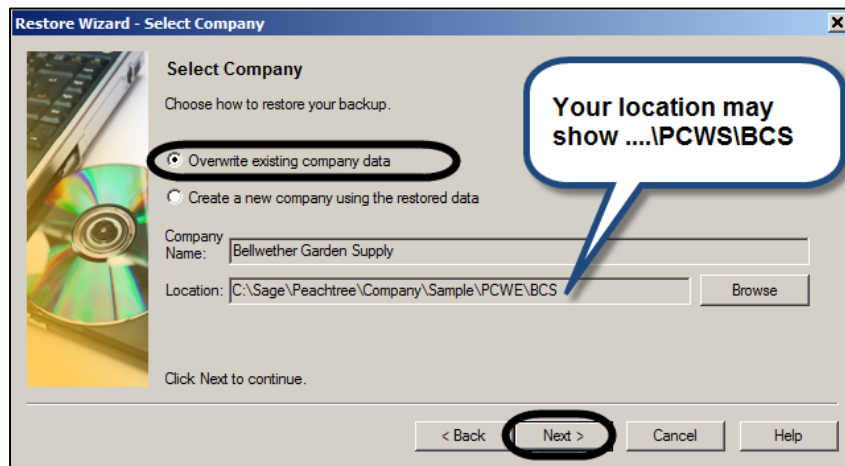


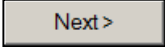
5. Click . The Restore Wizard – Select Backup File window appears showing the location of your backup file, X:\bgs.ptb. (Substitute X for your drive letter.)

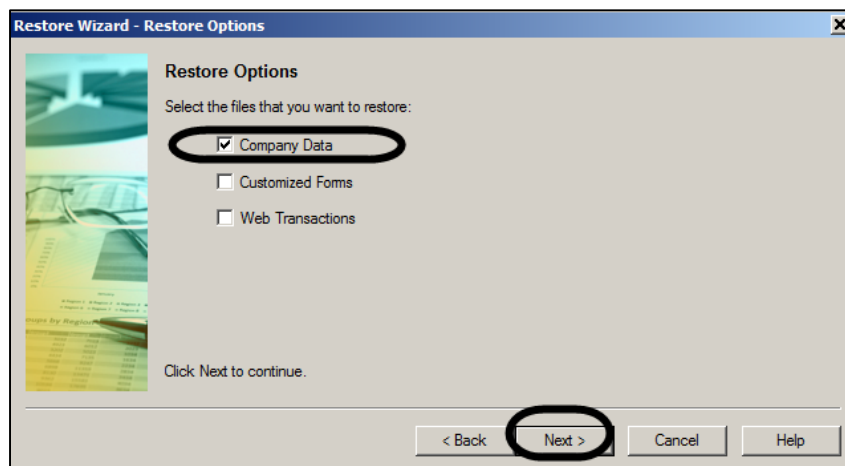


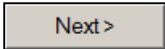
6. Click .

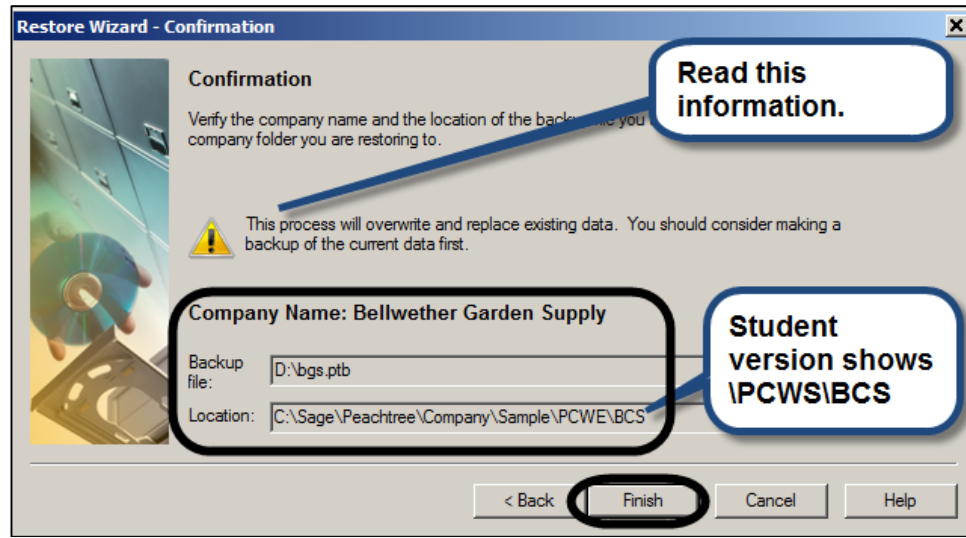
7. The Select Company, Choose how to restore your backup window appears. Observe that Overwrite existing company data is the default. Since Bellwether is open and you are not creating a new company, accept the Overwrite existing company data default. The Company Name field shows Bellwether Garden Supply and the Location shows Bellwether's location. Your Location field may differ.


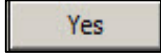


8. Read the information on the Select Company > Choose how to restore your backup window > click .
9. The Restore Options window appears. Make sure that the check mark is next to Company Data.

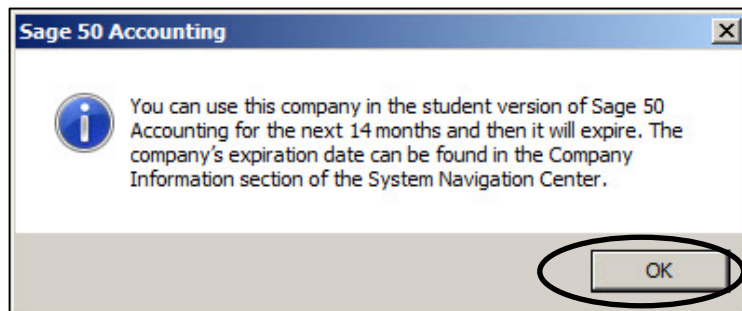


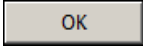
10. On the Restore Options window, click .
11. The Confirmation window appears. Read the information. Check the Backup file and Location fields.



12. Click . The window prompts “This process will overwrite and replace existing data permanently. Do you want to continue?”
Click . 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.



13. Click . The Bellwether Garden Supply - Sage 50 Accounting window appears. (*Hint: If you are using the Educational Version of Sage 50, the student version 14 month window does not appear.*)

Once Bellwether's files are restored, you are ready to continue using the sample company. *Remember before you exit, make a backup of your work.* The following information demonstrates the horizontal menu bar selections. In this book, you are going to use *both* the menu bar selections and the Navigation Bar.

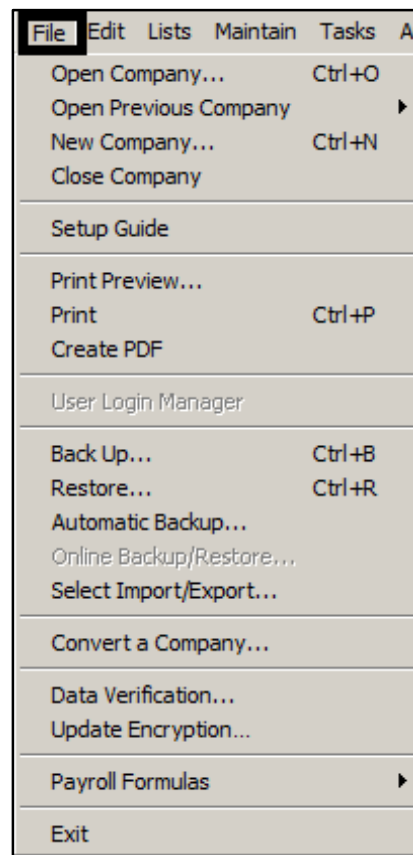
MENU BAR

The menu bar has 10 active selections: File, Edit, Lists, Maintain, Tasks, Analysis, Options, Reports & Forms, (Services is inactive), Window, and Help. (Once a file is restored, the Services menu appears.) Follow these steps to look at each menu bar selection.

1. From the menu bar, click File to see its menu, *or*, press <Alt> + F to display the File menu. If you use <Alt> + F instead of your mouse, notice that the individual letters on the menu bar are underlined. In this example, the mouse is used. The File menu selections are shown.

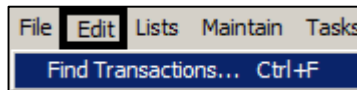
The File menu allows you to open a company, open previous company, create a new company, close the company, go to the setup guide, print preview, print, create a PDF (Adobe Acrobat) file, go to user login manager (inactive), Back Up, Restore, Automatic Backup, Online Backup/Restore (inactive), select import/export, convert a company, data verification, update encryption, enter payroll formulas, and exit. (The grayed out selections are inactive.)

Menu choices that are followed by an *ellipsis* (...) are associated with *dialog*

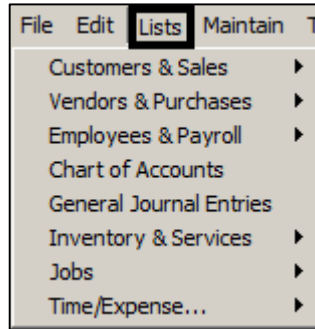


boxes or windows that supply information about a window. An arrow (▶) next to a menu item (Open Previous Company and Payroll Formulas) indicates that there is another menu with additional selections. To cancel the drop-down menu, click File or <Esc>.

- The Edit selection shows Find Transactions.

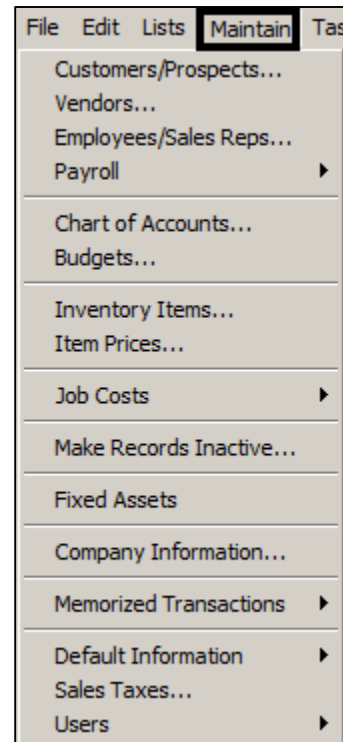


- Click Lists to see its menu. The Lists selection shows Customers & Sales, Vendors & Purchases, Employees & Payroll, Chart of Accounts, General Journal Entries, Inventory & Services, Jobs, and Time/Expense. The Lists menu is an alternative to using the Navigation Bar.



- Click Maintain to see its menu.

From the Maintain menu, you can enter, view, or edit required information for your company's customers or prospects, vendors, employees or sales reps, payroll, chart of accounts, budgets, inventory items, item prices, job costs, make records inactive, and fixed assets. (Fixed Assets requires that FAS for Sage 50 has been purchased.) You can also edit company information; enter memorized transactions; or go to **default** information, sales tax codes, and users



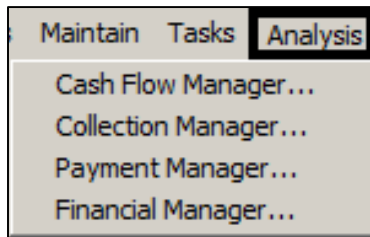
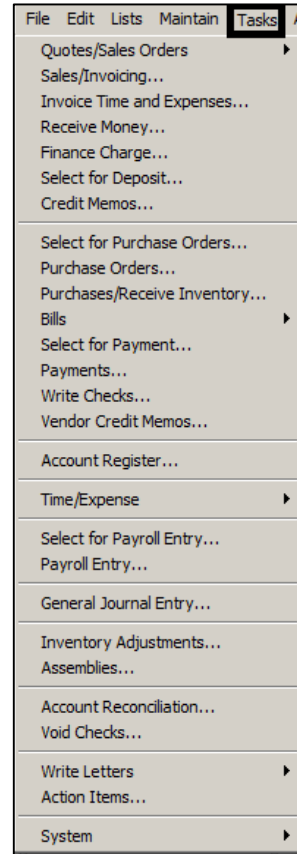
(passwords and security). Defaults are commands that Sage automatically selects. Default information automatically displays in windows. You can change the default by choosing another command.

5. Click Tasks to see its menu.

From the Tasks menu, you can enter quotes and sales orders, sales invoices, invoice time and expenses, receive money, finance charges, select for deposit, issue credit memos, select for purchase orders, purchase orders, purchases/receive inventory, bills, select for payment, payments, write checks, vendor credit memos, account register, record time and expenses, select for payroll entry, payroll entry, make general journal entries, inventory adjustments, assemblies, account reconciliation, void checks, write letters, action items, and system.

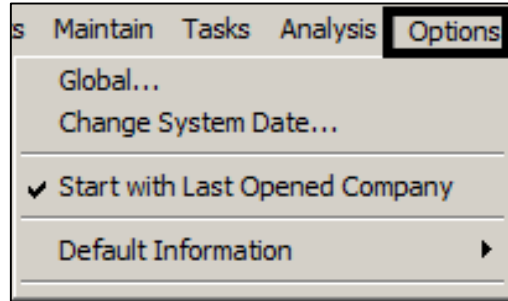
6. Click Analysis to see its menu.

The Analysis menu includes the cash flow manager, collection manager, payment manager, and financial manager.



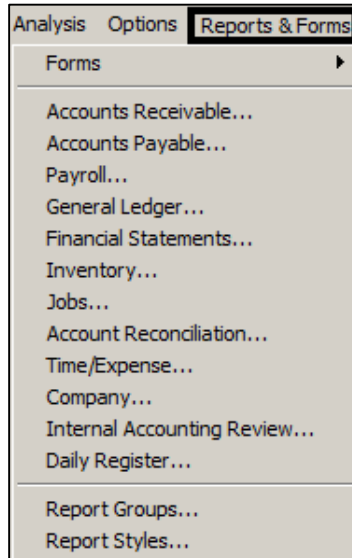
7. Click Options to see its menu.

The Options menu includes setting global options, change the system date, start with the Last Opened Company, and enter default information. The checkmark next to Start with Last Opened Company means that each time you start Sage 50, the last company worked with opens.

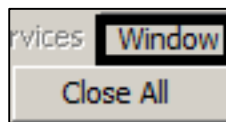


8. Click Reports & Forms to see its menu.

The Reports & Forms menu allows you to **queue** reports for printing or displaying. You can also create and edit the format for forms, reports, and financial statements.

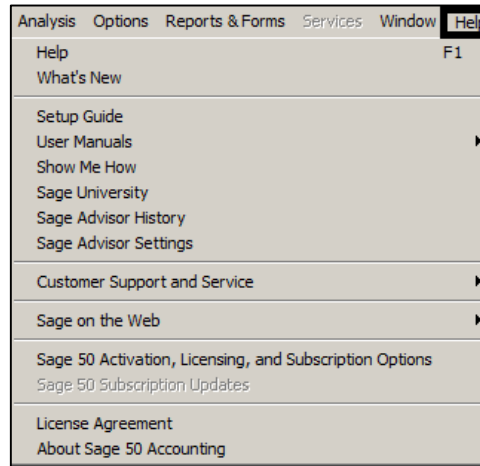


9. Click Window to see its menu. The Window menu allows you to close all windows.



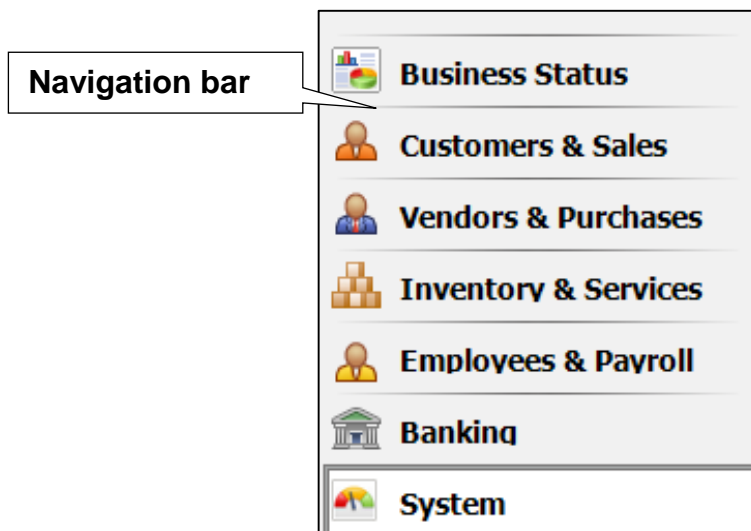
10. Click Help to see its menu.

The Help menu allows you to open a window of context-sensitive help, see what's new in this version, go to the setup guide, open Sage 50's user manuals, go to Show Me How videos, Sage University, Sage Advisor History and Settings, Customer Support and Service, Sage on the Web, Sage 50 Activation, Licensing, and Subscription Options, and the About Sage 50 Accounting window. Select About Sage 50 Accounting to display product information. Detailed steps for displaying product information are shown on pages 16-17.



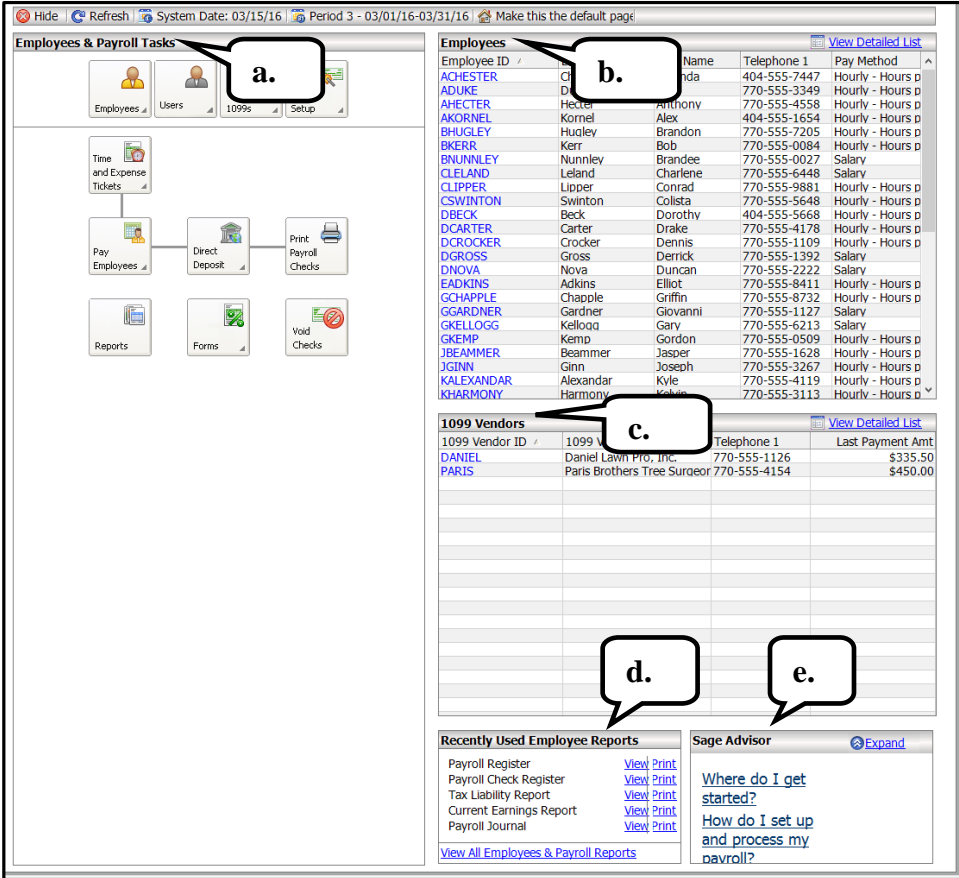
BECOMING AN EMPLOYEE OF BELLWETHER GARDEN SUPPLY

Before adding yourself as an employee of Bellwether Garden Supply, let's use the Navigation Bar to open the Maintain Employees & Sales Reps window. The Navigation Bar selections include: Business Status, Customers & Sales, Vendors & Purchases, Inventory & Services, Employees & Payroll, Banking, and System.



Follow these steps to add yourself as an employee.


1. On the Navigation Bar, select  **Employees & Payroll**. The Employees & Payroll Navigation Center appears.

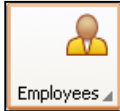


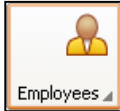
The screenshot shows the Sage 50 software interface for the 'Employees & Payroll' section. At the top, there's a navigation bar with 'Employees & Payroll' selected. Below this is the 'Employees & Payroll Tasks' section, which contains a flowchart with icons for 'Time and Expense Tickets', 'Pay Employees', 'Direct Deposit', 'Print Payroll Checks', 'Reports', 'Forms', and 'Void Checks'. To the right, there are two tables: 'Employees' and '1099 Vendors'. The 'Employees' table lists various employees with columns for ID, Name, Telephone, and Pay Method. The '1099 Vendors' table lists vendors with columns for ID, Name, Telephone, and Last Payment Amt. At the bottom, there are two sections: 'Recently Used Employee Reports' with links to 'Payroll Register', 'Payroll Check Register', 'Tax Liability Report', 'Current Earnings Report', and 'Payroll Journal'; and 'Sage Advisor' with links to 'Where do I get started?', 'How do I set up and process my payroll?', and 'Expand'.

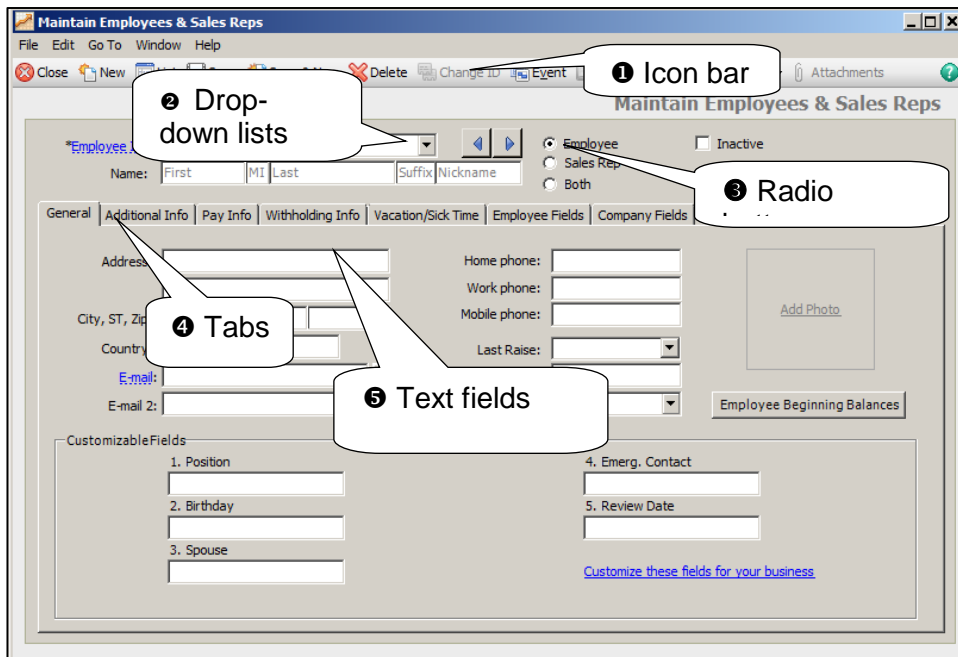
The Employees & Payroll Navigation Center displays information and access points related to the company's employees. It is organized into five sections.


- a. Employees & Payroll Tasks: The flowchart shows how Sage 50 processes payroll.
- b. Employees: The employee list is shown.
- c. 1099 Vendors: These are vendors who receive 1099's from Bellwether Garden Supply.

- d. Recently Used Employee Reports: This section includes links to payroll reports.
- e. Sage Advisor: Link to Expand. The Sage Advisor Getting Started window includes videos  that you can watch about Sage's features.



2. Click  > New Employee. The Maintain Employees & Sales Reps window appears.



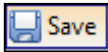
- ❶ The icon bar at the top of most windows shows graphical representations of commands or functions that are accessible from the window.
- ❷ Drop-down lists: Click on the down-arrow to see lists. On the Maintain Employees & Sales Reps window, employee IDs are shown. When you are in the text portion of the field, the cursor changes to an I-bar and a question mark . Type a question mark `<?>` in the field, or click the right mouse button, to display lists.

- ③ **Radio Button or Option Button:** These buttons allow you to select one by clicking with the mouse. The default is Employee shown by the radio button next to Employee.
- ④ Tabs are common to most windows. They provide a subtitle to the various windows that store and organize information. Here, for example, the information you can choose to track is subdivided into categories: General, Additional Info, Pay Info, Withholding Info, Vacation/Sick Time, Employee Fields, and Company Fields.
- ⑤ Text fields are rectangular fields where information is typed.

Adding Yourself as an Employee

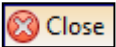
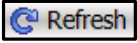
Follow these steps to add yourself as an employee.

1. Type an Employee ID code for yourself in the Employee ID field. For example, in all caps type **CYACHT** (type *the first initial of your first name and your full last name in all capital letters*) > press **<Enter>**.¹¹
2. Using upper and lowercase letters, in the Name field, type your first name, press **<Enter>** > type your middle initial, if any > press **<Enter>** > then type your last name. Press **<Enter>** five times.¹²
3. In the Address field, type your street address. There are two lines so you can enter an ATTENTION line or PO Box, if necessary. If you are using just one line for your address, press **<Enter>** two times to go to the City, ST, Zip fields.
4. In the City, ST Zip field, type your city, state (two-digits), and zip code, pressing **<Enter>** after each.
5. None of the other information is required. You work with the other fields in Chapter 15, Employees, Payroll, and Account

Reconciliation. Click . To check that your Employee ID has been added, click on the down-arrow in the Employee ID field.

¹¹Set up Employee IDs that are consistent with how Bellwether identifies employees. For example, use uppercase for the first initial and last name.



¹³You can use **<Enter>** or **<Tab>** to move between fields. Use **<Shift>+<Enter>** or **<Shift>+<Tab>** to move back a field. You can also hold the **<Alt>** key and press the underlined letter of a text box to move between fields.

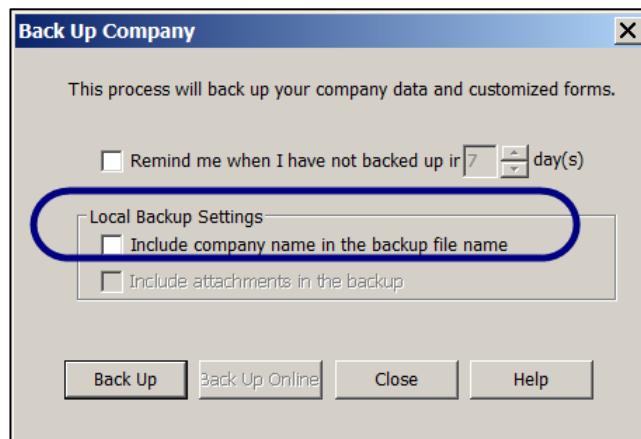
6. Click  to return to the Employees & Payroll Navigation Center. To see your name on the Employees list, click .


BACKING UP CHAPTER 1 DATA

Follow these steps to back up Chapter 1 data:

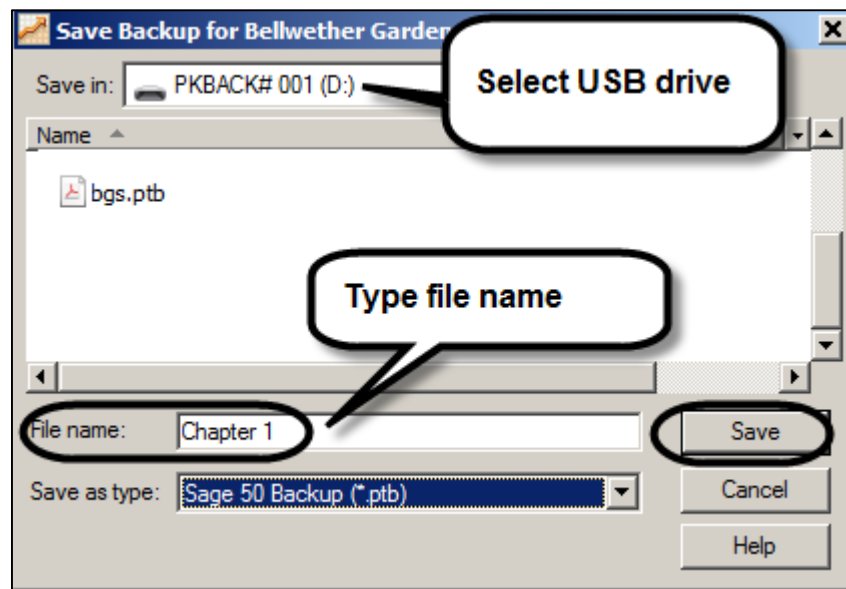
1. Insert your USB flash drive.


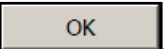

2. From the Navigation Bar, click  > . Make sure that the box next to Include company name in the backup file name is *unchecked*.



3. Click .
4. In the Save in field, select the appropriate drive letter for your USB drive.¹³ (Or, save to the hard-drive default location or other location.) Type **Chapter 1** in the File name field. Compare your Save Backup for Bellwether Garden Supply as window with the one shown below. (Your Save in field may differ.)

¹³If you are having difficulty backing up to USB flash drive, backup to the desktop, then copy the file to a USB flash drive. Refer to www.mhhe.com/yacht2016 > Troubleshooting Tips > Problem Backing Up to USB Drive or Other External Media.



5. Click 
6. When the window prompts This company backup will require approximately 1 diskette, click . When the window prompts Please insert the first disk, click . When the Back Up Company scale is 100% complete, you have successfully backed up to the current point in Chapter 1. (Step 6 will differ slightly if you are backing up to the default or other hard-drive location.)



Read Me: Problem Backing Up to USB Drive

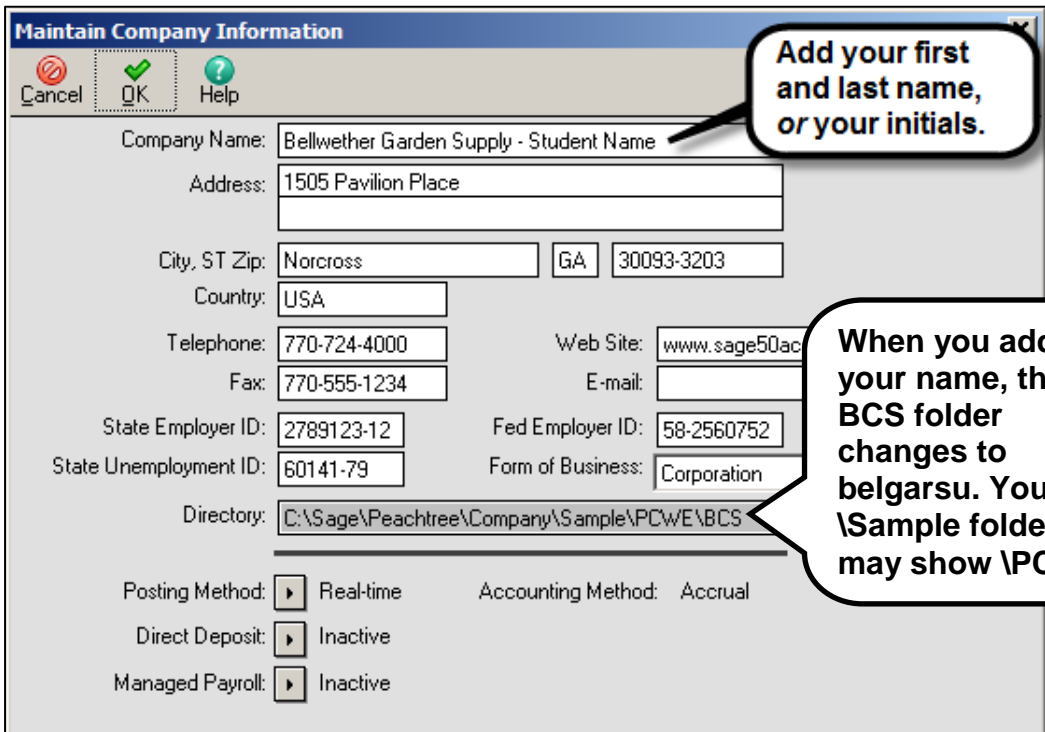
If you encounter difficulties backing up to a USB drive, backup to your desktop first. Then copy the backup file from your desktop to a USB drive. Refer to www.mhhe.com/yacht2016 > Troubleshooting > Problem Backing Up to USB Drive or Other External Media.


7. Continue with the next section, Add Your Name to Reports.

ADD YOUR NAME TO REPORTS

Your instructor may want to have your name or initials on all report printouts. To do that, follow these steps.

1. From the Navigation Bar > select  **System**. If necessary, scroll down the page to Company Maintenance.
2. Click . The Maintain Company Information Window appears. In the Company Name field, add your name or initials after Bellwether Garden Supply.



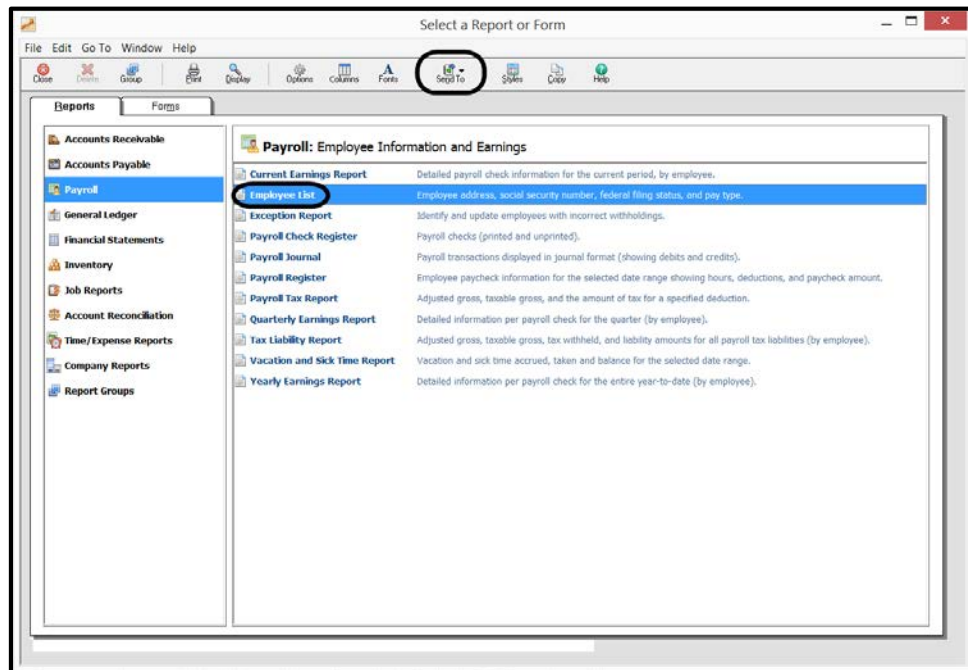
3. Click . Your name is added to reports. To see the change from \BCS to \belgarsu, exit Sage 50. Then start Sage and open Bellwether Garden Supply. Go to Maintain > Company Information. The Directory field ends in belgarsu.

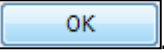
Directory: C:\Sage\Peachtree\Company\Sample\PCWE\belgarsu

EXPORTING SAGE 50 REPORTS TO MICROSOFT EXCEL

On page 40, you added yourself as an employee of Bellwether Garden Supply. To see an Employee List and export the list to Excel, follow these steps. In order to export reports to Excel, you need Excel 2003 or higher.

1. From the Navigation Bar > select Employees & Payroll. In the Recently Used Employee Reports section, link to View All Employees & Payroll Reports. The Select a Report or Form window appears > select Employee List.



2. On the icon bar, select Send To > then Excel.
3. The Modify Report – Employee List window appears. Accept the defaults by clicking .
4. The Copy Report to Excel window appears. Accept the File option, Create a New Microsoft Excel workbook. In the Report header option area, select Show header in Excel worksheet.



Copy Report to Excel ✕

File option

Create a new Microsoft Excel workbook

Add a new worksheet to an existing Microsoft Excel workbook

Excel options

Use freeze panes (headers and labels are visible)

Enable automatic column filtering (Auto-filter)

Report header option

Send header to Page Setup in Excel

Show header in Excel worksheet

Report layout option

Sage 50 report layout Raw data layout

Example:

	A	B	C	D	E	F	G	H
1	Customer ID	Customer	Date	Trans No	Type	Debit Amt	Credit Amt	Balance
2	ALDRED	Aldred Builders, Inc.	3/1/07	Balance Fwd				5,426.94
3	ALDRED	Aldred Builders, Inc.	3/4/07	10332	SJ	129.97		5,556.91
4	ARCHER	Archer Scapes and Ponds	3/1/07	Balance Fwd				30,734.04
5	ARCHER	Archer Scapes and Ponds	3/4/07	10329	SJ	59.98		30,794.02
6	ARCHER	Archer Scapes and Ponds	3/15/07	10317	SJ	49.09		30,844.01
7	ARCHER	Archer Scapes and Ponds	3/15/07				49.99	30,794.02
8	ARCHER	Archer Scapes and Ponds	3/15/07	10123	CRJ		23,359.35	7,434.67
9	ARMSTRONG	Armstrong Landscaping	3/1/07	Balance Fwd				36,026.36
10	ARMSTRONG	Armstrong Landscaping	3/1/07	10228	SJ	8,986.68		45,015.04
11	ARMSTRONG	Armstrong Landscaping	3/2/07	CC04002	SJ		99.97	44,915.07
12	ARMSTRONG	Armstrong Landscaping	3/5/07	10538	SJ	63.49		44,876.56
13	ARMSTRONG	Armstrong Landscaping	3/9/07	CC04907	SJ		49.99	44,926.57
14	ARMSTRONG	Armstrong Landscaping	3/15/07	10314	SJ	49.99		44,976.56
15	ARMSTRONG	Armstrong Landscaping	3/15/07	10122	CRJ		10,970.42	34,006.14
16	ARMSTRONG	Armstrong Landscaping	3/15/07	CM10228	SJ		4,101.14	29,907.00
17	ARMSTRONG	Armstrong Landscaping	3/15/07	10339	SJ	53.00		29,960.00
18	ARMSTRONG	Armstrong Landscaping	3/15/07	10342	SJ	2,120.00		32,080.00

- Click . The Copying Employee List to Excel window appears. When the Bellwether Garden Supply Employee List displays, check that your name has been added to the list of employees.
- Save the Excel worksheet to your USB flash drive. Use **Chapter 1_Employee List.xlsx** as the file name. (If you are using Excel 2003 or earlier, the file extension is .xls.) The Employee List shows Student Name on the title bar. Your name should be shown.

46 Chapter 1

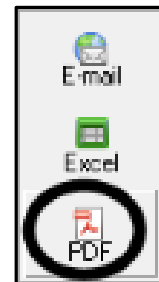
Employee ID	Employee	Address line 1	Address line 2	City ST ZIP	Masked SS No	Fed Filing Status	Pay Type
6	ACHESTER	Amanda W. Chester	4599 West Paces Ferry Road	Atlanta, GA 30328	XXX-XX-1337	Single	Hourly
7	ADUIKE	Al L. Duke	3905 Alpharetta Hwy	Alpharetta, GA 30039	XXX-XX-1134	Single	Hourly
8	AHECTER	Anthony H. Hecter	67 Lenox Rd	Atlanta, GA 30319	XXX-XX-5656	Single	Hourly
9	AKORIEL	Alex C. Kornel	847 Clairmont Road	Atlanta, GA 30329	XXX-XX-8778	Married	Hourly
10	BHUGLEY	Brandon A. Hugley	920 Gainesville Hwy	Buford, GA 30518	XXX-XX-8991	Married	Hourly
11	BKFERR	Rob G. Kerr	1066 Gwinnett Drive	Lawrenceville, GA 30045	XXX-XX-8992	Single	Hourly
12	BNUNNLEY	Brandee M. Nunnley	2777 Sweetwater Trail	Norcross, GA 30093	XXX-XX-6894	Married	Salaried
13	CLELAND	Charlene M. Leland	834 Chamblee Tucker Rd	Atlanta, GA 30341	XXX-XX-8555	Married	Salaried
14	CLIPPER	Conrad C. Lipper	588 Hammond Dr	Chamblee, GA 30341	XXX-XX-2331	Married	Hourly
15	CSWINTON	Colista A. Swinton	38 Piper Lane	Duluth, GA 30155	XXX-XX-8997	Married	Hourly
16	CYACHT	Carol Yacht				Single	Hourly
17	DBECK	Dorothy L. Beck	3743 North Druid Hills Road	Atlanta, GA 30325	XXX-XX-7745	Married	Hourly
18	DCARTER	Drake V. Carter	1679 Chattahoochee Lane	Flowery Branch, GA 30542	XXX-XX-8990	Single	Hourly
19	DCROCKER	Dennis V. Crocker	3222 Sidney Marcus Blvd	Atlanta, GA 30319	XXX-XX-8526	Single	Hourly
20	DGROSS	Derrick P. Gross	1284 Oak Lane	Lawrenceville, GA 30245-1209	XXX-XX-7748	Married	Salaried
21	DNOVA	Duncan S. Nova	212 Landing Lane	Norcross, GA 30093	XXX-XX-8113	Single	Salaried
22	EADKINS	Eliot U. Adkins	11475 Lakefield Drive	Duluth, GA 30155-1511	XXX-XX-8554	Single	Hourly
23	GCHAPPLE	Griffin E. Chapple	8265 Champlain Ave	Cumming, GA 30028	XXX-XX-5761	Single	Hourly
24	GGARDNER	Giovanni V. Gardner	4328 Old Peachtree Rd	Norcross, GA 30093	XXX-XX-2594	Married	Salaried
25	GKELLOGG	Gary A. Kellogg	522 Neese Road	Woodstock, GA 30188	XXX-XX-8931	Married	Salaried
26	GKEMP	Gordon B. Kemp	634 Winter Chapel Rd	Doraville, GA 30342	XXX-XX-5379	Married	Hourly
27	JBEAMMER	Jasper L. Beammer	21 Pembroke Lane	Hiram, GA 30025	XXX-XX-5162	Single	Hourly
28	JGINN	Joseph W. Ginn	22 Piedmont Rd	Atlanta, GA 30319	XXX-XX-7002	Married	Hourly
29	KALEXANDAR	Kyle B. Alexander	627 Brookwood Road	Snellville, GA 30039	XXX-XX-8998	Single	Hourly
30	KHARMONY	Kelvin R. Harmony	544 Dunhill Dr	Norcross, GA 30092	XXX-XX-4446	Married	Hourly
31	KIRELAND	Kari M. Ireland	5243 Lupus Lane	Lawrenceville, GA 30044	XXX-XX-3425	Married	Salaried
32	LAKERSON	Lyle E. Akerson	988 Sentinel Lane	Lawrenceville, GA 30385	XXX-XX-8563	Married	Salaried
33	LSWEET	Leonard Sweet	6983 Crabapple Court	Alpharetta, GA 30049	XXX-XX-6399	Married	Hourly
34	MCHAMBERLIN	Mark T. Chamberlin	1015 Velvet Court	Alpharetta, GA 30086-4557	XXX-XX-3325	Single	Salaried
35	MFROST	Melvin H. Frost	275 13th Street	Atlanta, GA 30309-0406	XXX-XX-8878	Single	Salaried
36	MMULHERN	Marianna S. Mulhern	256 Mt. Paran Court	Atlanta, GA 30085-1305	XXX-XX-4477	Married	Hourly
37	MRHODES	Matt Q. Rhodes	1220 Neptune Circle	Grayson, GA 30098	XXX-XX-0024	Single	Salaried

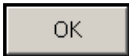
7. Exit Excel.

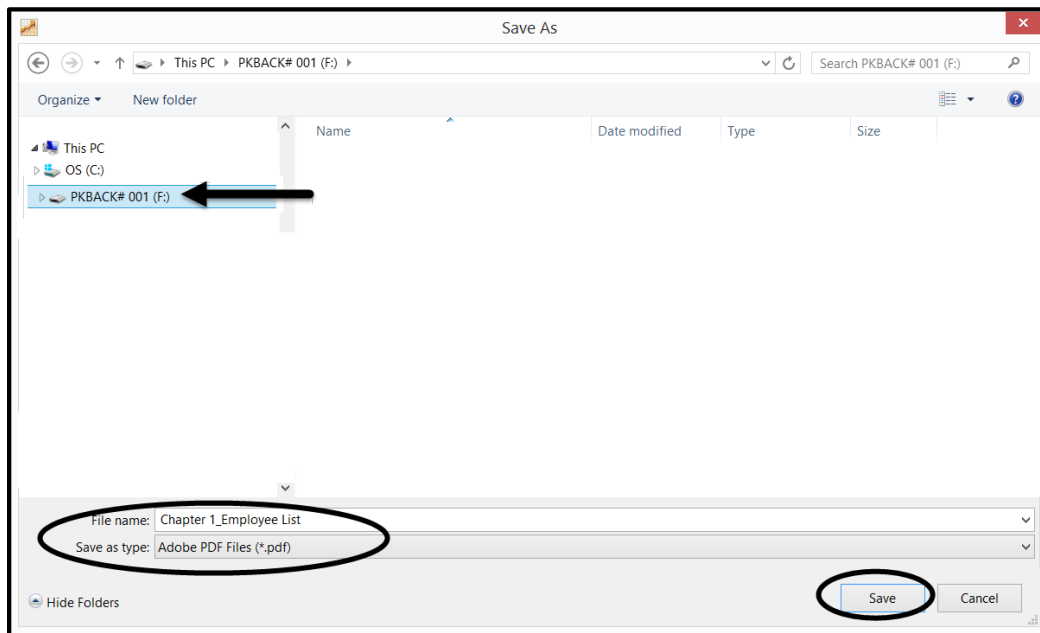
SAVING EMPLOYEE LIST AS AN ADOBE PDF FILE

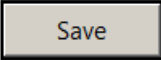
Check with your instructor to see if he or she would like you to save the Employee list as a PDF file. If so, follow these steps.

- From the Select a Report or Form window > select Send To > PDF. To save reports as PDF files, Adobe Reader must be installed. If necessary, go online to <https://get.adobe.com/reader/> and download the free Adobe Acrobat Reader. (*Hint: If you cannot save the Employee List as a PDF file, make sure you have the latest Adobe Reader update.*)



- The Modify Report - Employee List window appears. Click .
- The Save As window appears. If necessary, insert your USB drive. Select the USB drive. Type **Chapter 1_Employee List** in the File name field. Observe that the Save as Type field shows Adobe PDF Files (*.pdf).



4. Click . Close the Select a Report & Form window. Continue or exit Sage 50.

How to Fix? My PDF button is not active. What should I do?

1. Display the report. Select the Print icon instead of the PDF icon.
2. The Print window appears. In the Name field, click on the down-arrow.
3. Select Adobe PDF. Click <OK>. Save the file to your USB drive.

MANUAL VS. COMPUTERIZED ACCOUNTING

Because there are differences between manual and computerized accounting, notice there are several instances where the procedures used in Sage are different than those outlined in the steps of the manual accounting cycle. The steps of the manual accounting cycle shown in most accounting textbooks differ slightly from Sage's computer accounting cycle.

The differences between the Manual and Computer Accounting Cycle are shown on the next two pages. The first step of the Computer Accounting Cycle is setting up a new company, which includes the option for selecting a Chart of Accounts. Starting with Chapter 9 you will set up 11

companies from scratch. In Chapters 1-8 you work with the two sample companies that are included with the installation of Sage 50. The Manual Accounting Cycle does not include creating a new company. In manual accounting, the chart of accounts is the same as the accounts in the general ledger.

Step five of the manual cycle shows a worksheet. There is no worksheet in the computerized cycle. In Sage you can complete account reconciliation. Account reconciliation automates bank reconciliation. Another important difference is that in the Computer Accounting Cycle, the adjusting entries are journalized and posted before printing the financial statements.

In the computerized cycle, Step 10, change accounting periods, is similar to closing the month manually except that the temporary accounts maintain balances so a post-closing trial balance is not available. Sage tracks income and expense data for an entire year. At the end of the year, all revenue and expense accounts are closed to equity. In all Sage 50 companies (including sole proprietorships), a retained earnings account is needed so that posting to the general ledger can be done.

MANUAL ACCOUNTING CYCLE	SAGE'S COMPUTER ACCOUNTING CYCLE
1. Analyze transactions.	1. Create a new company <i>or</i> restore A New Company.
2. Journalize entries.	2. Analyze transactions.
3. Post to the ledger.	3. Journalize entries.
4. Prepare unadjusted trial balance.	4. Post to the ledger.
5. Prepare worksheet.	5. Print general ledger trial balance (unadjusted).
6. Prepare financial statements: income statement, statement of changes in owner's equity, and balance sheet.	6. Account reconciliation: reconciling the bank statement.
7. Adjust the ledger accounts: journalize and post adjusting entries.	7. Journalize and post adjusting entries.
8. Close the temporary accounts: journalize and post the closing entries.	8. Print the general ledger trial balance (adjusted).
<i>Continued</i>	

9. Prepare post-closing trial balance.	9. Print financial statements: balance sheet, income statement, statement of cash flow, and statement of changes in financial position.
10. Reverse entries (optional).	10. Change accounting periods.
11. Interpret accounting information	

ONLINE LEARNING CENTER (OLC): www.mhhe.com/yacht2016

Complete end-of-chapter activities at www.mhhe.com/yacht2016 > select Student Edition > then Chapter 1. Link to the appropriate **atom**, for example, Multiple Choice Quiz. Website atoms are underlined. The following chapter resources are available.

1. Quizzes: Multiple Choice Quiz and True or False. Interactive online tests that are graded and can be emailed to your instructor.
2. More Resources:
 - a. QA Templates: 10 true/make true questions. Analysis Questions are also included. The Microsoft Word file, with answers, can be emailed to your instructor.
 - b. Videos: In Chapter 1, the videos include Global Options, Backup, and Restore. Watch the videos using an Internet browser, iPod, iPad, or iPhone.
 - c. Narrated PowerPoints: Listen to narrated PowerPoints.
 - d. Going to the Net Exercises: Complete Internet research about accounting careers.
 - e. Assessment Rubric: Complete the rubric to review Sage 50's journals, navigation centers, modules, task windows, 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 (words that are boldfaced and italicized in chapter)

Exercise 1-1: Follow the instructions below to complete Exercise 1-1:


1. Start Sage. Open the sample company, Bellwether Garden Supply - Student Name.
2. Restore the Chapter 1.ptb file. This backup was made on pages 41-42. For detailed restore steps, refer to pages 29-33. If needed, add your name to Bellwether Garden Supply (refer to page 43, Add Your Name to Reports).



Read Me: Do I need to restore?

If you are working in the computer lab or classroom, open Bellwether Garden Supply - Student Name (your name or another name). Restore the Chapter 1.ptb file from your USB flash drive. Restoring replaces [overwrites] an existing file.

If you are working on your own computer or laptop, you can skip restore. In Chapter 1 on pages 40-41, you added yourself as an employee. Display the employee list. Make sure your name is shown. If *not*, restore.

3. Display Company Information. (*Hint: Maintain > Company Information; or select  System*, Company Maintenance.). Observe that the Directory field ends in \belgarsu. Why is it different than the Directory field shown on page 43



? (*Hint: After restarting Bellwether Garden Supply – Student name on page 43, the \belgarsu Directory was shown. Your \Sample folder may show \PCWS; “S” for Student version.*)

When you added your name to Bellwether Garden Supply, Sage changed the shortened company name. Shortened company names are comprised of 8 characters: the first three letters from the first and second word (belgar), and two letters from the third word (su). The shortened company name is belgarsu.

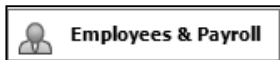
4. Continue with Exercise 1-2.

Exercise 1-2: Follow the instructions below to complete Exercise 1-2:

1. Add Sam Wittner as a new employee.

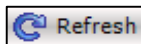
Employee ID: SWITTNER [use all caps]
 Name: Sam Wittner [use upper and lowercase]
 Address: 1400 East Canal Street
 City, ST Zip: Atlanta, GA 30307
 Home phone: 770-555-9645


2. Print the Employee List.
 Select



. In the Employees area, link to View Detailed List. (Hint: Click

Employees				
Employee ID	Last Name	First Name	Telephone 1	Pay Method
ACHESTER	Chester	Amanda	404-555-7447	Hourly - Hours
ADUKE	Duke	Al	770-555-3349	Hourly - Hours
AHECTER	Hecter	Anthony	770-555-4558	Hourly - Hours



3. Click  **Print**, then make the selections to print. If necessary, click on Employee ID to display the list in alphabetical order. (Hint: The Employee List should show your name after Bellwether Garden Supply. Adding your name, or initials, to reports was shown on page 43.) After printing the Employee List, close the Employee List window.
4. Back up. The suggested file name is **Exercise 1-2**. For detailed backing up steps, refer to pages 23-25, steps 1-7.
5. Export the Employee List to Excel. Save. Use **Exercise 1-2_Employee List.xlsx** as the file name. Refer to pages 44-46 for exporting reports to Excel. Click Send To Excel to Create a new Microsoft Excel workbook. (If you are using Excel 2003 or lower, the file extension is .xls.)
6. Save the Employee List as a PDF file. Use **Exercise 1-2_Employee List.pdf** as the file name. Refer to pages 46-47 for saving files as PDFs.
7. Export the Chart of Accounts to Excel. Use **Exercise 1-2_Chart of Accounts.xlsx** as the file name. (Refer to pages 21-22 for displaying the account list or chart of accounts.)

8. Save the Chart of Accounts as a PDF file. Use **Exercise 1-2_Chart of Accounts.pdf** as the file name.

Check your figures: Account No. 10200, Regular Checking
Account: \$23,389.83.

9. Exit Excel and Sage 50.

Comment: If your instructor would like Sage 50 reports attached for grading purposes, see pages 44-47, Exporting Sage 50 Report Data to Microsoft Excel or Saving as a PDF File. To export two Sage 50 reports to one Excel file, see pages 85-87. For grading purposes, your instructor may prefer receiving an Adobe file (.pdf) or an Excel file (.xlsx).

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