

1

INTRODUCTION AND SOFTWARE INSTALLATION – COMPUTER LAB USERS

Materials Included in the Package	1-2
Windows® Permissions Messages	1-3
Introduction	1-3
Key Activities Included in the Project	1-5
Four Steps for Successful Completion of the Project	1-6
Step 1 – Register with Sage Software	1-6
Step 2 – Use Your One-Time-Use Code to Register on Armond Dalton’s Digital Delivery Website and Download the Three Initial Company Backup Files	1-9
Step 3 – Restore Company Files	1-16
Step 4 – Make Periodic Backups of Companies	1-19

IMPORTANT MESSAGE:

Do not skip this chapter. You will need to follow it closely to avoid confusion, errors, and unnecessary calls to the publisher.

Welcome to learning *Sage 50 Accounting 2015*. You will be using these materials to learn how to use an accounting package by following a carefully designed approach.

Materials Included in the Package

The materials that you have purchased are made up of four items:

- 1. Instructions Book.** This book is the starting point for all assignments. It will guide you through *Sage 50 Accounting 2015* (*Sage 50 Accounting* hereafter). Unless your course instructor informs you otherwise, **you should start with Chapter 1 and proceed through the materials without skipping any parts.**
- 2. Code to Provide Access to Initial Company Backup Files.** The sticker in the lower-left corner of the Instructions book cover includes the one-time-use code you will need to access the three initial company backup files used in this project via a secure digital delivery website. The code is hidden by a scratch-off coating in the middle of the sticker. Information about how to use the Armond Dalton access code begins on page 1-9.
- 3. Student Problems & Cases Book.** The Student Problems & Cases book includes questions, problems, and reporting exercises covering the various concepts and types of transactions in each chapter of the Instructions book. Your instructor will inform you which problems and cases to complete for each chapter.
- 4. Reference Book.** The Reference book provides instructions for using each of the program windows discussed in these materials. You will be referring to the Reference book frequently in later chapters. You will be instructed when to use the Reference book as you go through the Instructions book.

IMPORTANT WARNING . . .

IF THE CODE IS ALREADY REVEALED ON THE BOOK YOU PURCHASED, RETURN THE BOOK IMMEDIATELY TO THE BOOKSTORE AND EXCHANGE IT FOR A NEW COPY. You can only access the digital delivery website with a new book containing a code that has not been previously used by another person.

Windows® Permissions Messages

Recent versions of Windows® have more security features than older versions and the permissions messages are one example of this increased security.

Permissions messages may appear when you are working with the software. Whenever you receive a permissions message while attempting to complete a task with *Sage 50 Accounting*, give Windows® permission to complete the task.

Introduction

By doing this project you will learn about *Sage 50 Accounting*, which is widely used, commercially available accounting software used by many small and medium-sized companies throughout the world. More importantly, you will learn what this type of system offers companies to help them more effectively operate their businesses. Some of the things you will learn include the following:

- How to process economic events with *Sage 50 Accounting*.
- The effects of processing transactions on a wide variety of data files in the system, which helps companies operate their businesses more effectively.
- How a company enters information such as its general ledger, vendor, and customer accounts into the system.
- How to make inquiries of the data files as a part of managing a business.
- Ways to analyze data to improve business decisions.
- The nature of the internal controls included in the system to prevent and detect errors.
- Ways the system helps a company process data and prepare reports efficiently and quickly.

An important distinction between a paper system and a computerized system such as *Sage 50 Accounting* is the lack of visibility in much of what takes place in a computerized system because it is electronic. The challenge with this lack of visibility is difficulty understanding what is happening in the system. This lack of understanding in turn causes many users to either use the system improperly or fail to take advantage of all of its capabilities.

This project is intended to help you bridge the gap between what you know about a paper-based and a computer-based accounting information system. The benefit to you is an enhanced ability to contribute immediately to a business in a computer environment as an accountant, auditor, or user of information generated by such a system.

As you go through the different learning steps, you will be asked to identify where and how data is processed, do inquiries in the system to analyze the data, make customized changes to the system, establish and test controls, and prepare reports to support business decision-making. You will learn these things by following the guidance provided as you proceed through the materials.

Three important characteristics of accounting software are (1) its ability to generate multiple-use information without entering information more than once, (2) the incorporation of shortcut methods to enter data, and (3) the embedding of internal controls in the software to detect and prevent errors. There are hundreds of examples of all three characteristics in most accounting software. An example of the first is the automatic update of other records when a sales invoice is prepared, such as the sales journal, general ledger, and accounts receivable master files. An example of the second is the automatic inclusion of a customer's name and address when the customer's identification number is entered in the system. An example of the third is the rejection of an accounting transaction where relevant information, such as the customer's name, is not entered for a transaction.

There is a wide variety of accounting software available for companies to purchase and modify for their company's needs. Examples of accounting software for medium-size and larger-size companies are Microsoft Dynamics® GP and Sage 100 or Sage 300. The software used in this project, *Sage 50 Accounting*, is widely used by small businesses and is commercially available from Sage Software. The reason for selecting *Sage 50 Accounting* for this project is that, although the software is relatively easy to use, it also includes several internal controls that can be implemented to improve controls over accessing and processing accounting information.

Key Activities Included in the Project

Accountants perform several types of activities when they use accounting software such as *Sage 50 Accounting* to keep accounting records for companies. You will do many of these activities during the project. These activities are introduced in Chapters 1 and 2 and are dealt with more extensively in later assignments. Following are key activities you will be doing in the project:

- **Open the *Sage 50 Accounting* program and open a company.** You must be able to access *Sage 50 Accounting* and the company for which you will be performing activities.
- **Perform maintenance.** An important characteristic of accounting software is the automatic performance of many mechanical activities by the computer. To permit the computer to do these activities, maintenance is done to provide an adequate database of information. For example, *Sage 50 Accounting* permits a user to enter a customer's identification number and the software automatically includes the customer's name and address on a sales invoice.
- **Process transactions, including all information needed for record keeping.** Accountants spend most of their time processing transactions. This is a major emphasis of the project. An example of processing transactions is entering data to bill customers for shipped goods, preparing the sales invoice, and recording the sale and related accounts receivable, including updating subsidiary records for accounts receivable and inventory.
- **Inquire about and analyze recorded information.** Management, employees, and outside users frequently need information about data in the system. For example, if a customer calls about an apparent incorrect billing, it is important to respond quickly. *Sage 50 Accounting* provides access to data in a variety of ways to permit many different types of inquiries.
- **Review and print reports.** Users of accounting information need reports in a proper format with an adequate level of detail for their decision making. Examples include an aged trial balance for accounts receivable, an income statement and a report of sales by sales person or product. *Sage 50 Accounting* permits many different reports to be prepared and printed, and allows tailoring to meet users' needs.

Four Steps for Successful Completion of the Project

In order to successfully access the software and data required for this project and to properly backup and restore files, you will need to carefully read and apply the four steps described below and detailed in the remaining sections of the chapter.

Step 1 — Register with Sage Software.

Step 2 — Use your one-time-use code to register Armond Dalton's digital delivery website and download the three initial company backup files.

Step 3 — Restore company files.

Step 4 — Make periodic backups of companies.

Note . . .

For the entire project, the following symbol is used to indicate that you are to perform a step using your computer:

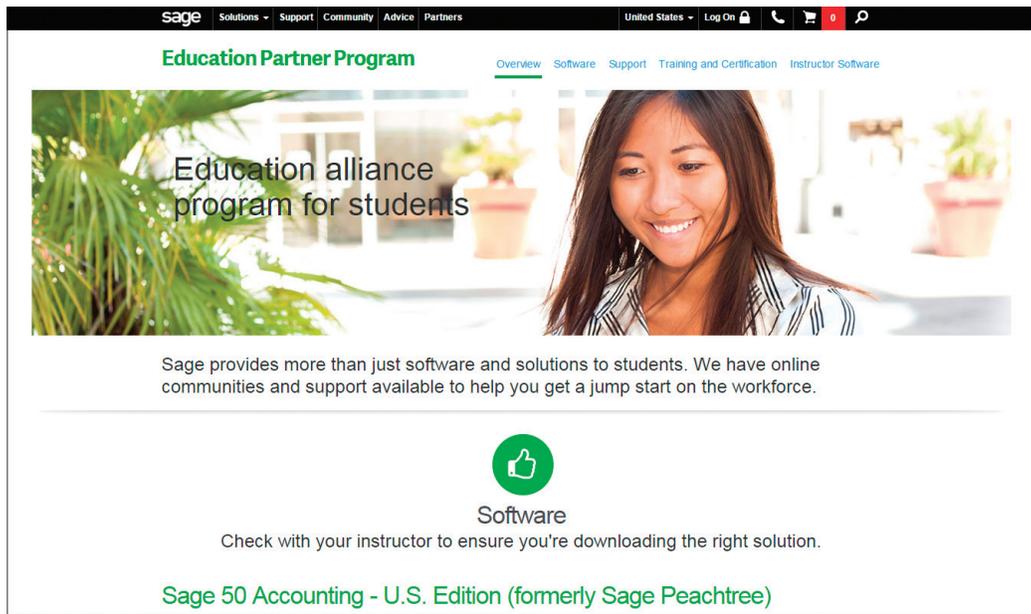


Whenever you see this symbol in the left margin, you should complete the related step, which is shown in italics. You should not begin doing an activity with your computer until the symbol is shown.

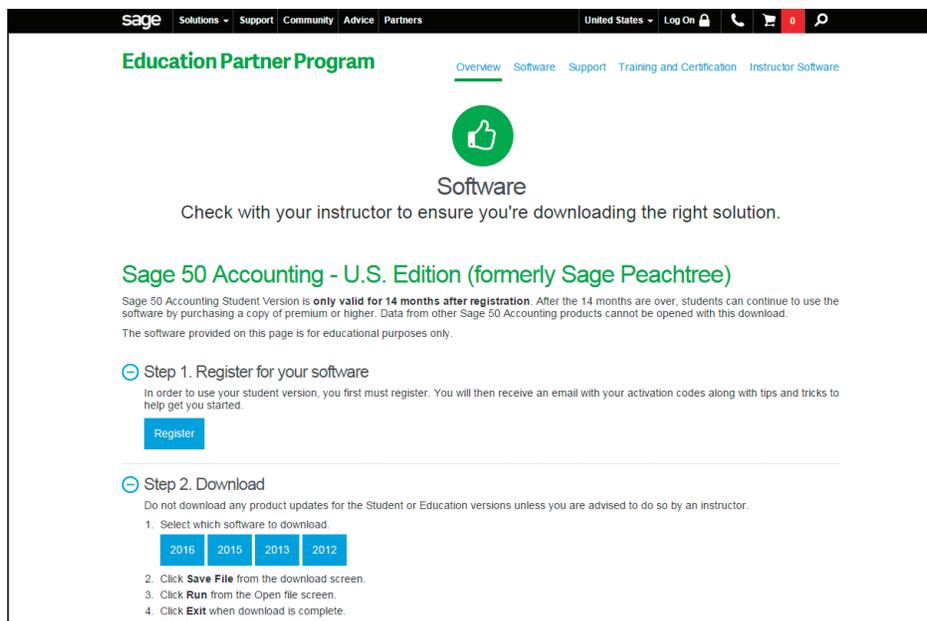
Step 1 – Register with Sage Software

Even though you are using a computer lab to access the software and complete the project, you must register as a user of the student version of the *Sage 50 Accounting* software before trying to access the software.

 *With an open Internet connection, go to sage.com/us/about-us/education. Sage's Education Partner Program webpage will appear.*



- 🔺 Scroll down to the Software section and locate the Sage 50 Accounting–U.S. Edition subsection. Your screen should look like the one below after you scroll to the described location.



- 🔺 Click the blue Register button under Step 1. Register for your software to open the Sage Education Partner Program registration screen as shown next.

Sage Education Partner Program

Name of institution*	<input type="text" value="Your Univ/Col"/>
Address*	<input type="text" value="Your Address"/>
City*	<input type="text" value="Your City"/>
State or province*	<input type="text" value="Your State"/>
ZIP code*	<input type="text" value="Your Zip Code"/>
Phone*	<input type="text" value="Your Phone Number"/>
Contact first name*	<input type="text" value="Your First Name"/>
Contact last name*	<input type="text" value="Your Last Name"/>
Course studying*	<input type="text" value="Course Name"/>
Email*	<input type="text" value="Your Email"/>
Product needed*	Sage 50—U.S. Edition

Note: If you need any other product, including Sage One, please contact your instructor.

I certify that I will only use the resources supplied to me for educational purposes. I will not resell, distribute, or use the software or services for personal or commercial purposes.*

-  Complete all of the fields. Be sure to check the box at the bottom indicating the software will only be used for educational purposes. Verify that Sage 50 – US Edition is in the “Product needed” box.
-  Review your entry in the Email box and verify that you correctly entered your email address. Otherwise, you will NOT receive the necessary email from Sage Software.
-  Click the Submit button.

After you have successfully registered, a thank you message will appear saying that you will receive an email from Sage containing the activation codes/serial numbers for several Sage products. You may also receive another email from Sage about “Getting Started.” You can read both emails if you want to, but it is not required that you do so because they are designed for users who are completing the project on stand-alone computers.

Continue to the next section to obtain the initial backup files that you need to complete the *Sage 50 Accounting* project.

Step 2 – Use Your One-Time-Use Code to Register on Armond Dalton’s Digital Delivery Website and Download the Three Initial Company Backup Files

As explained on page 1-2, the sticker in the lower-left corner of the front cover of this book hides a one-time-use code that you will need in order to register on Armond Dalton’s digital delivery website and obtain the initial backup files. While the *Sage 50 Accounting* software comes with two sample companies already installed, Waren Sports Supply (required for Chapter 8) is a proprietary dataset owned by Armond Dalton, so Waren’s initial backup file must be downloaded and then loaded into *Sage 50 Accounting*. However, for the sake of ease, we have also provided you with the backup files for Sage’s two sample companies as well.

It’s important that you download the Sage 50 company backup files onto a USB flash drive.

 *Create a folder on your USB flash drive called “Sage 50 Initial Backups.”*

The code from the front of your Instructions book will not be visible until you scratch off the silver coating in the middle of the sticker. *Note:* Simply use a coin and gently scratch off the silver coating to reveal the code; **DO NOT TRY TO REMOVE THE STICKER.**

Do not register on the digital delivery website until you are ready to download the Sage 50 initial company backup files. Registration on Armond Dalton’s digital delivery website is covered next.

 *Disable any anti-virus software if you are using your own computer to download the initial company backup files. If you are downloading the backup files in a lab setting, you will not be able to disable the anti-virus programs, so skip this step.*

 *After you reveal the code from the front of this book, go to the following website:*

www.armonddalton.com

 *Click the Student Software button in the top-right corner of the homepage to access the digital delivery site.*

The main window opens as shown below.

The screenshot shows the Armond Dalton website's login page. At the top, there is a navigation bar with links for Downloads(0), Login, Register, and FAQ. A 'Serial #/Access Code' field with a 'GO' button is also present. Below the navigation bar, there are 'Home' and 'Software' menu items. The main header features the Armond Dalton logo and the slogan 'Better. Cheaper. Faster. Yes, you and your students can have it all!'. The central section is titled 'Login' and contains instructions for signing in, a note that asterisks indicate required fields, and a link to 'Register' for new users. There are input fields for 'Email:*' and 'Password:*', a 'Forgot Your Password?' link, and 'Login' and 'Register' buttons. A 'SECURED BY RapidSSL' badge is visible in the bottom right corner of the main content area. The footer includes links for 'Software', 'Terms of Use', and 'Privacy Policy', along with copyright information for 2014 and contact details for Armond Dalton Publishers, Inc.

- 

If you have previously registered on the Armond Dalton digital delivery site for this book or any of our other books, you do not have to register again. Simply log in using your previously registered email address and password. This will take you to the Armond Dalton software window shown on the bottom of page 1-12.
- 

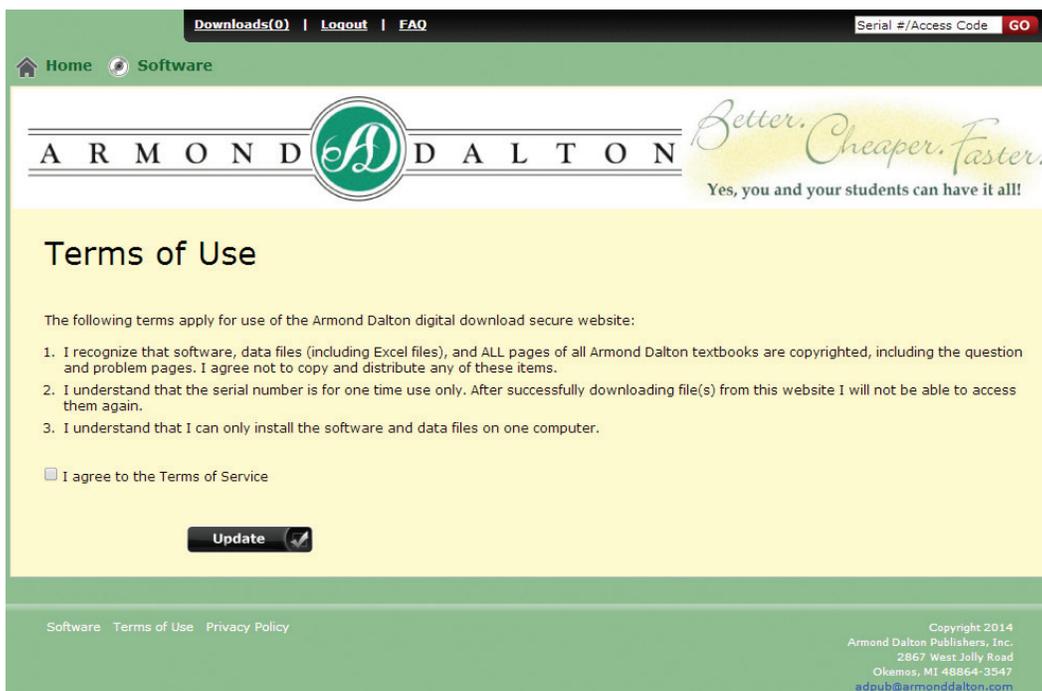
If you are a new user who has never registered before on the Armond Dalton digital delivery site, click Register. This opens the registration window shown on the following page.

- ▶ *Type all information requested on the registration screen, including the email address and password that you want to use for signing into the digital delivery website. Be careful if you use Google Chrome Autofill settings because sometimes the Autofill feature is not accurate.*
- ▶ *Check the box agreeing to the terms and conditions of the site.*
- ▶ *Click the Register button.*

After you decide which email address and password to use, write them down in the spaces provided below.

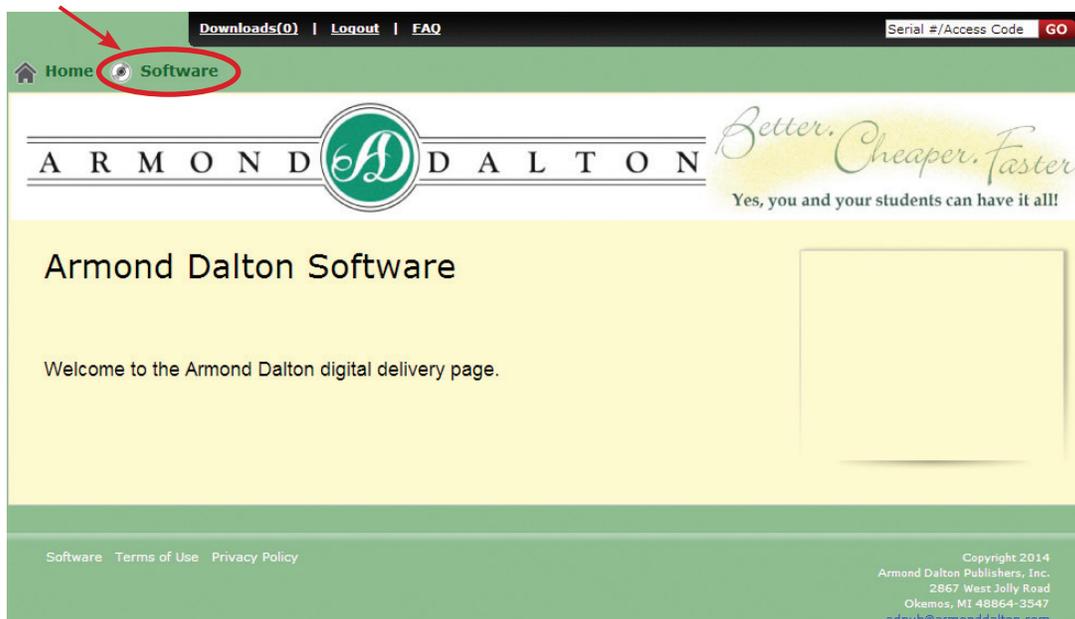
Email address used to register:

Password used to register:

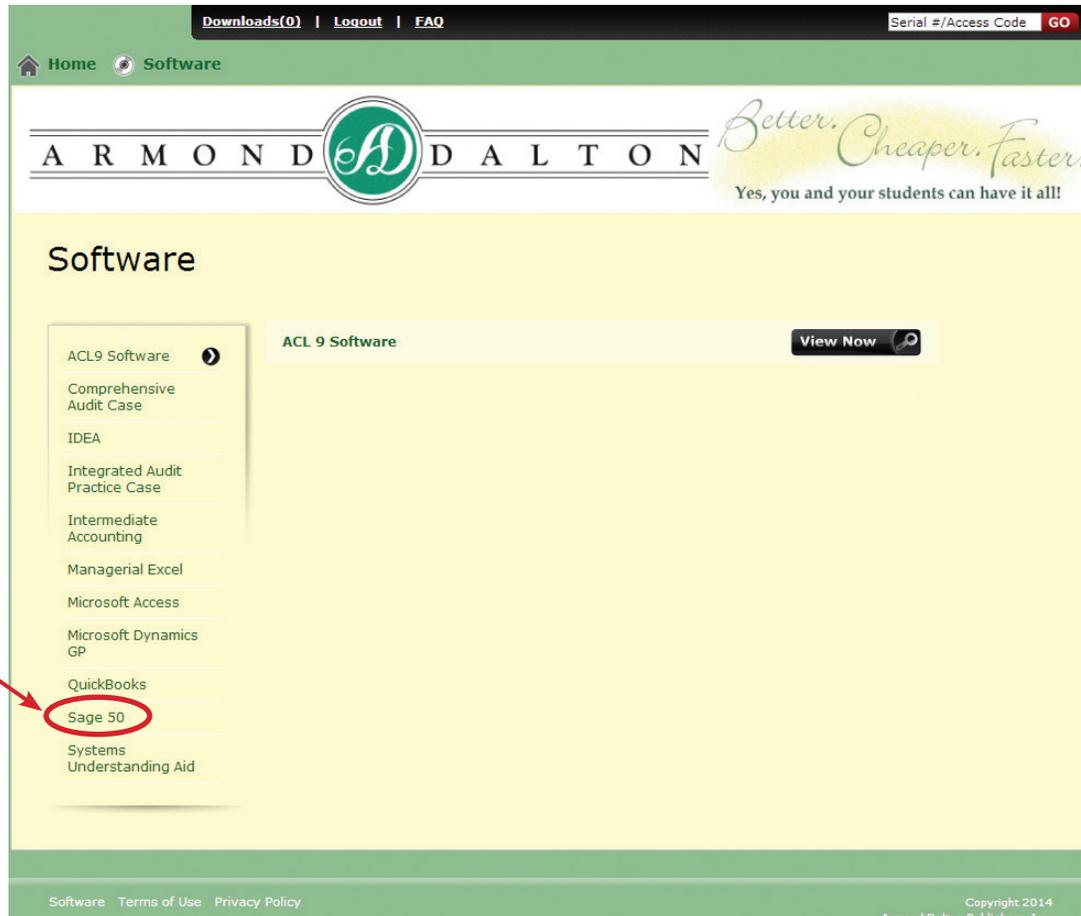


Read the terms of use carefully, especially the one about not copying ANY of the pages in this book. All of the software, company data sets, and pages of all three books in the set are copyrighted material and cannot be copied without expressed written permission from Armond Dalton Publishers.

🔺 After reading the terms of use, insert a check mark next to “I agree to the Terms of Service” and then click the Update button. A welcome window opens.

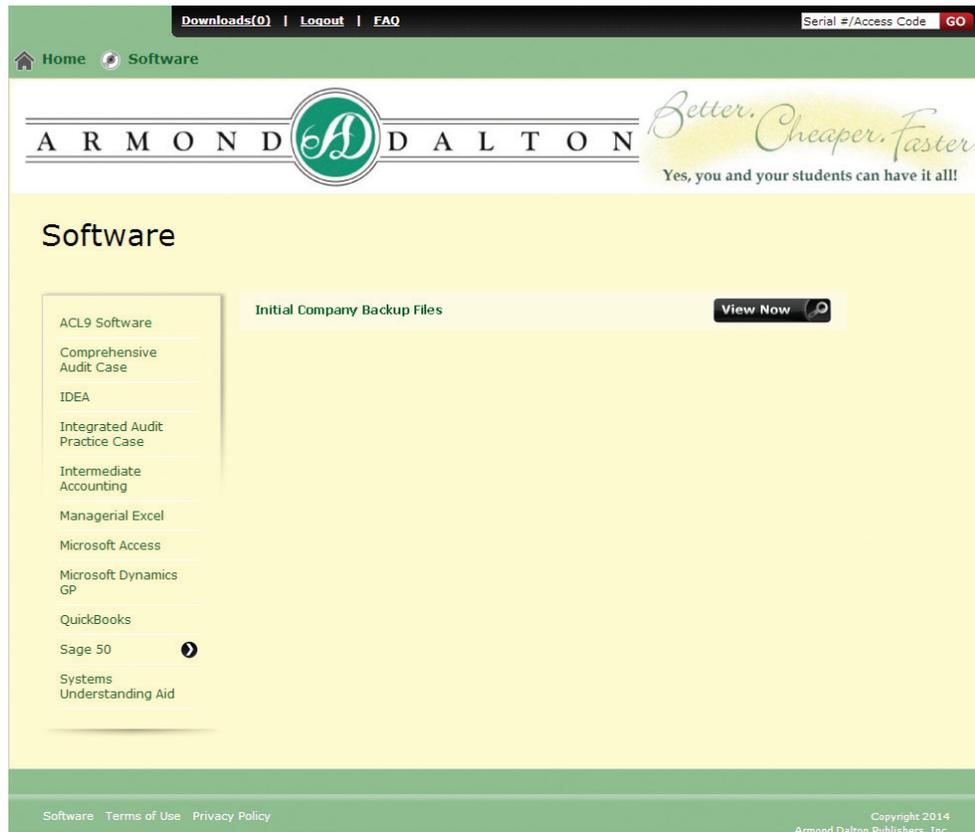


- Click Software in the upper-left corner of the window (next to Home) to open the Software window shown below.



The window shown above is used for all of Armond Dalton’s books, so you can ignore the ACL 9 Software file listed, as well as all of the other books listed on the left side of the window. **DO NOT CLICK ANYTHING UNTIL INSTRUCTED TO DO SO IN THE NEXT STEP.**

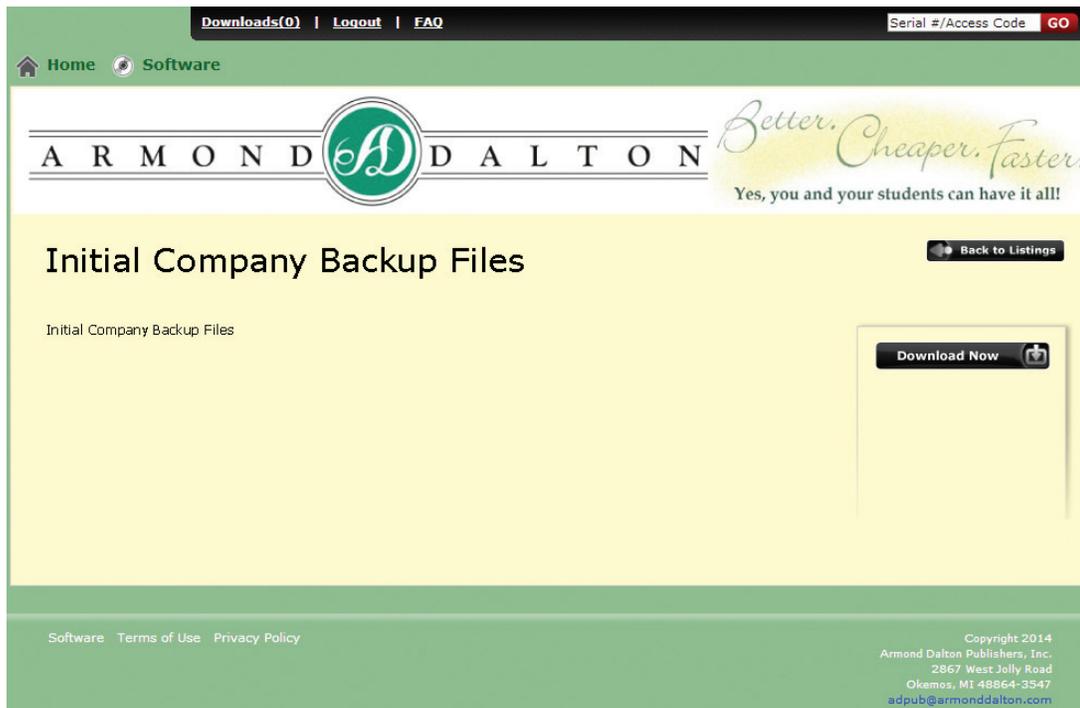
- Select the Sage 50 option on the left side of the window. When you do this, the window now shows Initial Company Backup Files as the selection in the window.



Click the View Now button to open the Serial #/Access Code window shown below.



- ▶ *Type the code from the lower-left corner of your book in the Serial #/Access Code box.*
- ▶ *Click the Use Serial button. The Data Files download window opens next.*



- ▶ *Click the “Download Now” button. Note: Not all computers indicate where a file is being downloaded. If you cannot choose where to download the file, it will likely be downloaded to your Downloads folder. Wherever it is downloaded, move the files to the “Sage 50 Initial Backups” folder that you created on your USB flash drive.*
- ▶ *After you have placed the zip file in your “Sage 50 Initial Backups” folder, extract the file to that same folder. If done properly, you will see the zip file and three Sage 50 Accounting backup files (with “.ptb” file extensions). Note: Some systems auto-extract the files, so you may not have to manually extract the three backup files.*
- ▶ *Log out of the digital delivery website.*
- ▶ *If you disabled the anti virus protection software on your computer earlier, be sure to enable it now that you are done downloading the initial company backup files.*

The remaining pages through page 1-21 are for steps 3 and 4, which are not necessary until you need to restore and backup your work later in the project. We suggest that you do not read the details of each step, but note their content because you will use them later.

- **Step 3 on pages 1-16 through 1-19 — Restore a Backup**
- **Step 4 on pages 1-19 through 1-21 — Make Periodic Backups of Companies**

You will learn things later that will make it easy to understand each step. Remember the location of these steps and refer back to them each time you need to perform one of the steps.

Step 3 – Restore a backup

Whenever you use a lab computer to work on the project, it is important that you restore the data for the company (or companies) you will be working with on the lab computer. The procedures illustrated here are for restoring the three initial backup files because this is the first step you will need to do for each company before you begin any related assignments. The procedures are similar for all future restore situations, the exception being the names of the backup files shown in the window illustrations.

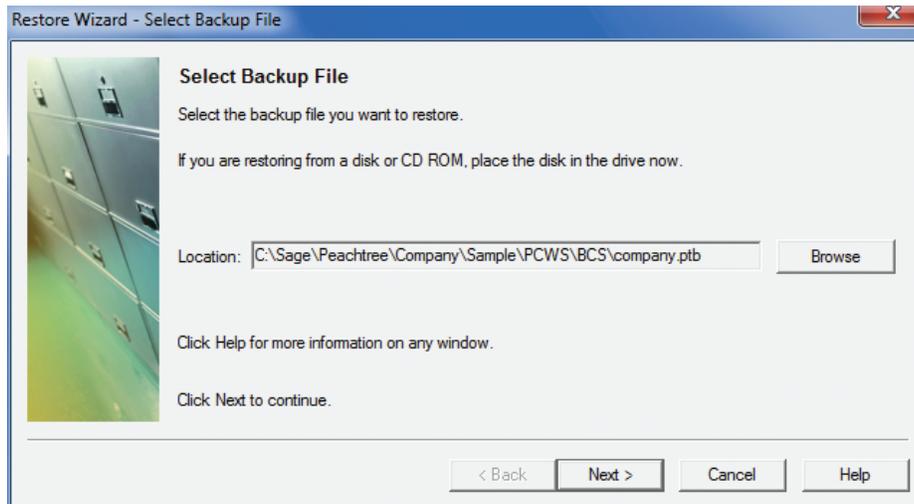
Note . . .

There are slight differences in the required steps if the specific lab machine you select does not already have Waren Sports Supply loaded on it from a previous user.

As described in the steps that follow, if Waren Sports Supply is already loaded, you will overwrite the Waren Sports Supply data that is on the machine using the appropriate backup file on your USB flash drive. If Waren Sports Supply is not on the lab machine you use for a work session, you will create a new company using the appropriate backup file on your USB flash drive. **READ THE STEPS AND FOLLOW THE ILLUSTRATIONS CAREFULLY!**

The steps that follow illustrate how to restore the initial backup files.

- 🔺 *Open Sage 50 Accounting and the company you want to restore to. Note: If Waren Sports Supply is not already on the lab machine, the open company can be either Bellwether Garden Supply or Stone Arbor Landscaping.*
- 🔺 *Click File, then Restore. The Restore Wizard opens to the Select Backup File window shown next.*



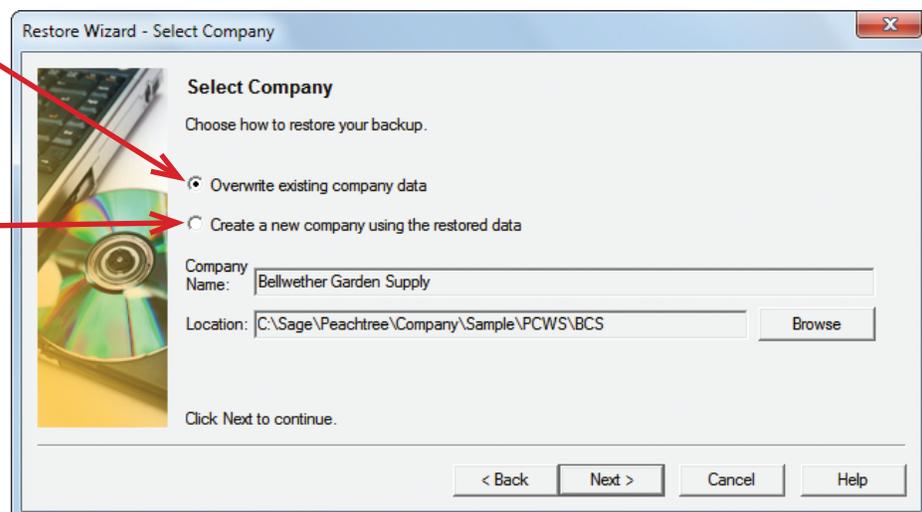
- Click the **Browse** button to locate the backup file you want to restore from. Be sure to select the location where the backup files are stored (your USB flash drive).
- After locating and selecting the correct backup file you want to use for the restore process, click the **Next** button. The Select Company window opens as shown below.

Note . . .

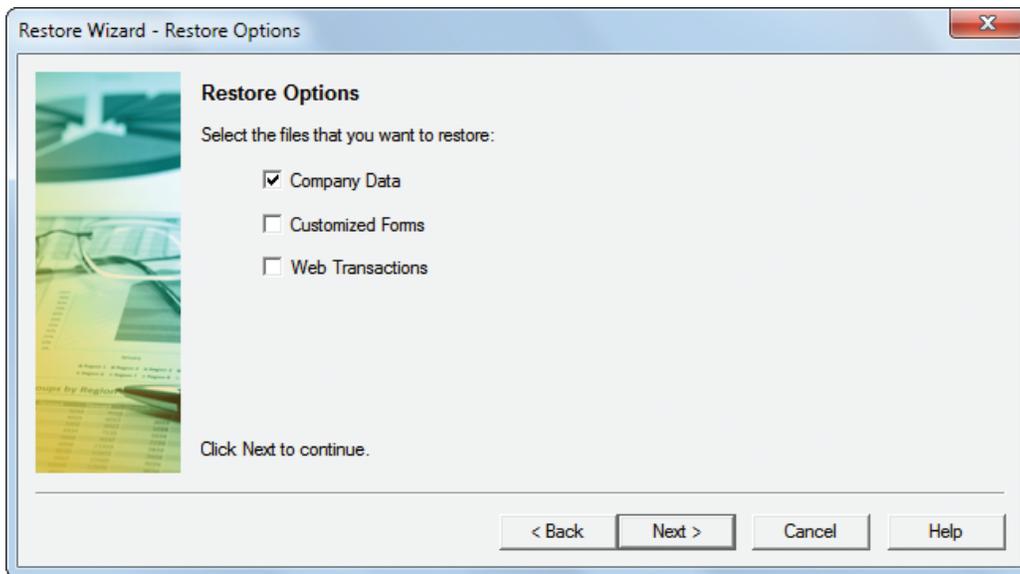
The default location shown in this window illustration is the C drive. This is correct if you are working on a lab computer where the software and the company data files are installed directly on the hard drive. If you are working on a lab computer where the company data is stored elsewhere on the network (for example, on your designated space on the network), use the **Browse** button to select that location.

Use this option for all other restore situations.

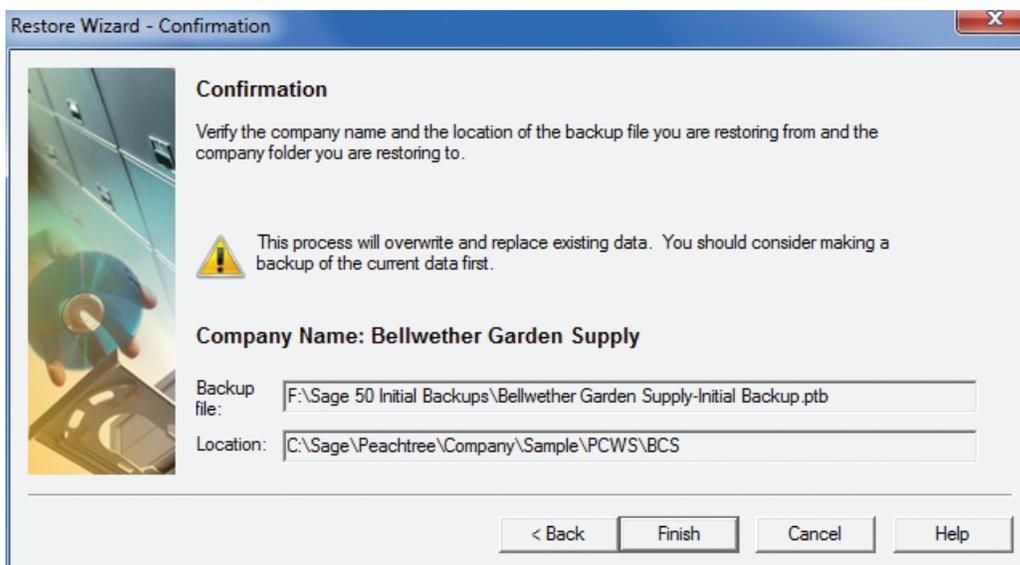
Use this option if Waren Sports Supply is not already loaded on the lab machine you are using.



- ◈ If you are attempting to restore Waren Sports Supply and it is not already on the lab machine you are using, select the “Create a new company using the restored data” radio button. For all other restore situations, skip this step because the default of “Overwrite existing company data” is correct.
- ◈ Click Next. The Restore Options window opens next.



- ◈ Click Next. This opens the Confirmation window.



The preceding window illustration shows a USB flash drive location in the Backup file box (*Note: Your USB flash drive may be a different letter*) and the C drive location in the Location box. Depending on where you are restoring from and restoring to, your locations may be different.

- After verifying the information in the Backup file and Location boxes and making any necessary changes in the Confirmation window, click Finish.

A progress window flashes across the screen. When the progress window disappears, the restore process is complete.

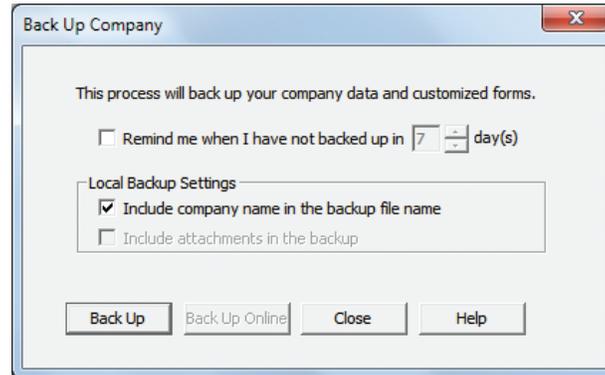
Step 4 – Make Periodic Backups of Companies

Sage 50 Accounting has a built-in backup feature in the software. It is recommended that you back up your files after each graded chapter and name the backup files accordingly so that you know which backup to use if you have to start a chapter over again.

When making a backup of a company, be sure to give the backup file a descriptive name, such as “Waren After Ch8 Trans10,” so that you can easily locate the proper backup if you need to at a later time.

Procedures To Back Up Data Files

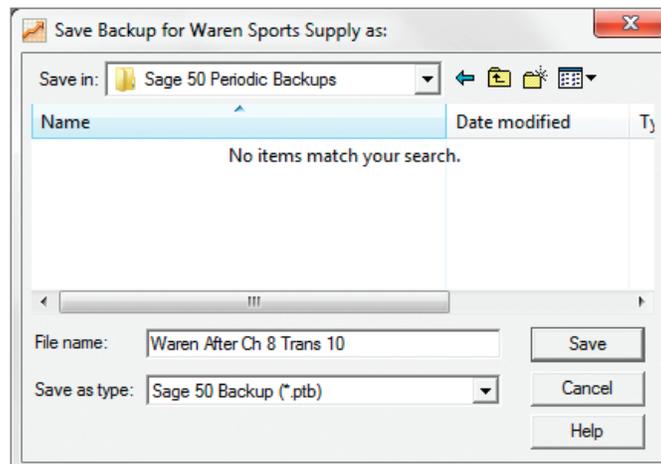
- Create a folder on your USB flash drive that will store the periodic backup files that you will make throughout this project. Give the folder the following name: *Sage 50 Periodic Backups*.
- Open *Sage 50 Accounting* and the company you wish to back up. The illustrations show *Bellwether Garden Supply*.
- Click *File*, then *Back Up*. The following Back Up Company window opens.



 Click Back Up.

The “Save Backup for Bellwether Garden Supply as” window opens. Note that the company name in the window title may be different, depending on which company you are backing up.

 Select the folder you created earlier for storing the periodic company backups in the Save in box. Make sure that the location is your USB flash drive. Then change the name in the File name box by typing a descriptive name, such as “Waren After Ch8 Trans10.” Your window should look similar to the following window.



 Click the Save button. The software now gives you a message or messages about the file size or number of disks required for the backup. Click OK until you see the backup process start.

A progress window flashes across the screen. When the progress window disappears, the backup process is finished.

-  Repeat the preceding backup steps as necessary throughout the project and for each company after you complete a work session at a lab computer. It is important that you make frequent periodic backups of all of your work.

Initial setup work is now complete and you now know how to backup and restore files using your USB flash drive or your designated space on the network. You should now go to Chapter 2 to begin learning how to use *Sage 50 Accounting*.

Notes . . .

1. **Multiple Companies Open at Once**—Note that when you have one company data set open and attempt to switch to a different company that you are prompted with a question as to whether you want to keep the first company open at the same time. See the window below. This feature in *Sage 50 Accounting* allows you to have multiple companies open at the same time. Each company that is open, but not active, will be minimized to the task bar at the bottom of your screen. You can switch back and forth between them with a single mouse click on the task bar tabs. You can tell which one is open at any given time by the word “Active” on its Task Bar tab.



2. **Sage messages**—While using the software, various messages may appear from Sage. One example is the “What’s New?” window. This window allows you to seek help from Sage 50 online resources. If you find the screen diverts your attention, check the box that says “Do not display this screen again” (if it is available) and then close the window. You can still access the online resources from the Sage 50 homepage. These materials do not list all of the possible pop-up windows that may appear. Follow the preceding instructions for each pop-up window so that it does not open again.
3. **Sage videos**—As you work, there may be pop-up windows that ask if you would like to view a video on the process you are performing. You do not need to see the video unless you want to. Just close the pop-up window.



*This page is
intentionally blank.*