

## ANSWERS TO REVIEW QUESTIONS AND CASES

For reference, we have included the questions and cases (in italics) with their solutions. These are suggested solutions only. Remember that we use general rather than the industry-specific terms in most cases. Answers may vary depending on the interpretation of the question or case. Some of the answers we provide may include points covered in later chapters. Where discussion is involved, students should be encouraged to think of alternative solutions. They should also be encouraged to experiment with entering transactions in the data files (after making backups) to discover how the program handles different kinds of transactions.

### CHAPTER 1: GETTING STARTED

#### Review Questions

1. *What are the differences between Save As and Save A Copy (in the File menu)? How are these commands different from the Backup command?*

The Save As command saves the current working file under a separate file name. That is, it creates a separate, working, backup copy of the file and opens the renamed file. If you use the name of an already existing file, the previous file will be replaced after you confirm that this is what you want to do. Save a Copy will also create a separate working copy of your data file but the current file stays open instead of the new file. If you use the name of an already existing file, the previous file will be replaced after you confirm that this is what you want to do. As you work in Sage 50, your data file is continually saved with any changes you make. The Save tool in the Home window also opens the Save As window.

Backup also makes a copy of your file and keeps the current file open. However, the new file is a compressed version of the original data that must first be restored (from the Restore option on the File menu or the Company module Data Management icon drop-down list, or from the Select Company window) before you can work with it. The compressed file saves data space so it is easier to save separate backups for different time periods.

2. *Why is it important to make backups of your data files?*

If you have a backup, you can return to it if your working data file is corrupted and unusable because of a computer error, or if you have made changes to the file that were not correct and cannot be reversed, like starting a new fiscal period. (The author has recently had an entire database wiped out while opening a file. The resulting file had no ledger records or journal entries. Backups work!)

3. *Why can you not run the data files directly from the Student DVD with Sage 50? Why are you able to restore backup files from a DVD?*

5. *Describe the different ways of getting help in Sage 50.*

- The Status Bar line shows the purpose of the icon or field on which the cursor is placed.
- The Help function accessed from the Help menu or the Help icon includes an index of topics, a glossary of terms and the option to search for help on a topic that you enter.
- Advice on accounting practice and the data file are available from the Help menu and Advice tool found in the Business Assistance menu.
- Access to consultants and on-line help is also available from the Help menu when you have an Internet connection.
- Enhanced view Module windows include a direct link to the Learning Centre in the Modules list pane to access the Help features.
- The Home window in the Classic view includes a Learning Centre icon that accesses the Help features.
- Help buttons are also available in other windows and provide context-sensitive help – help about the options in the open window.

6. *What are the roles of the ledger and journal icons in the Enhanced view module Home windows? In the Classic view Home window?*

In both the Enhanced view and the Classic view, the ledger icons provide access to the accounting ledgers so that you can create and modify ledger records. Before finishing the history for a ledger, you also add data from historical transactions and account balances for the records. Journal icons provide access to the journals for these ledgers so that you can enter day-to-day accounting transactions that update the ledger records automatically.

7. *What is the role of the module windows?*

The expanded module windows in the Enhanced view show the journals and ledger functions for that specific ledger as separate icons and open the specialized journal or ledger features directly.

8. *What purpose do the tool buttons in the Home window serve?*

Tool buttons in any window provide immediate access to commonly used program functions as an alternative to choosing these commands from the main menus.

9. *Why might the status bar line in a SAGE 50 Accounting 2015 window be blank? Why is the status bar line important?*

The status bar will be blank when the mouse is pointing to a blank portion of the window (not to an icon, tool button, menu item or input field) or to an area outside the main SAGE 50 Accounting 2015 screen.



The steps in accessing a data file are:

- Double-click the SAGE 50 Accounting 2015 desktop shortcut, if you added one, to open the Select Company window.  
Or,
- Choose Start on the task bar (main Windows desktop).
- Choose All Programs (or Programs).
- Choose SAGE 50 Accounting Premium 2015 (or Pro 2015) from the Program Files list.
- Choose SAGE 50 Accounting Premium 2015 (or Pro 2015) from the SAGE 50 Accounting 2015 list to open the Select Company window.
- Choose Select An Existing Company from the SAGE 50 Accounting 2015 Accounting - Select Company screen.
- Choose the folder that contains your data set from the Open Company window.
- Open the folder.
- Choose the .SAI data file (do not choose the .SAJ folder).
- Double-click the file or click Open to access the file.

The steps in restoring a backup file are:

- Double-click the SAGE 50 Accounting 2015 Accounting desktop shortcut, if you added one, to open the Select Company window. Or,
- Choose Start on the task bar (main Windows desktop).
- Choose All Programs (or Programs).
- Choose SAGE 50 Accounting 2015 Accounting Premium 2015 (or Pro 2015) from the Program Files list.
- Choose SAGE 50 Accounting 2015 Premium 2015 (or Pro 2015) from the SAGE 50 Accounting 2015 Accounting programs list to open the Select Company window.
- Choose Restore From Backup from the SAGE 50 Accounting 2015 Accounting - Select Company screen. From any open data file, choose the File menu and click Restore or choose Restore from the Company module Data Management icon drop-down list.
- Click OK to start the Restore From Backup wizard.
- Click Next and then Browse.
- Locate the folder with the backup you want. Click Open to list the files in the folder.
- Click the Backup file you want and click Open or double-click the file to begin restoring.

11. *What does it mean if the icons for a ledger are missing from the Home window?*

If icons for a ledger are missing from the Home window, they may be hidden from the Home window Setup menu, User Preferences, View screen or they may have access denied through security/password settings.

In the Enhanced view, only the ledger and journal icons for the open module are shown so the Home window will be missing the icons for all the other modules that are not selected.

12. *What does it mean if the module names for a ledger are missing from the Home window?*

In the Enhanced view, modules that are not hidden are listed in the Modules pane to the left of the ledger and journal icons. If modules names are missing, these ledgers have been hidden from the Home window Setup menu, User Preferences, View screen or they may have access denied through security/password settings.

13. *Describe the differences in the Home window in the Classic and the Enhanced views.*

The Classic view Home window shows all the ledger and journal icons for the ledgers that are not hidden. Different types of transactions may be selected from within the journals. The tool bar has more options than the one in the Enhanced view Home window.

The Enhanced view Home window shows the ledger and journal icons for one module at a time. Separate icons provide access to all the ledger tasks and features for that module. Access to the other modules or ledgers is available from the Modules pane list or from shortcuts the user has created.

14. *What is the significance of the quill pen symbol on a ledger icon?*

The quill pen symbol shows that the history for a module has not been closed off or finished. Historical opening balance data may still be added or changed at this stage.

15. *In the Classic view, if you have selected the General Journal icon, and you point to the Suppliers icon, what will the status bar line tell you?*

The status bar will describe the function of the Suppliers icon because that is the location of the mouse pointer. Suppliers contains information about the suppliers/vendors from whom you make purchases.

16. *What happens if your date format is set up as day-month-year? How can you change it?*

If your date format is set as day/month/year, any date that can be ambiguous (i.e., the first two numbers entered are both 12 or less) may be misinterpreted by the program (day and month will be reversed). For example, May 10 (entered as 5-10) might be recorded as October 5. Date formats are changed from the Setup menu, only. Download all chapters at [AlibabaDownload.com](https://alibabadownload.com)