Christine A. Heaney

Using Sage 300 ERP 2014

(Formerly Sage ERP Accpac)

PEARSON

Toronto

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Contents

Preface A: To Instructors

This textbook has been written for students who want to become familiar with the Sage 300 ERP 2014 software (System Manager, General Ledger, Tax Services, Bank Services, Accounts Payable, and Accounts Receivable).

Many students want to learn Sage 300 ERP because they are increasingly aware of the need for this skill in the employment opportunities they seek.

Sage has made it easy for students to study at home through the creation of a student edition of the software, which can be downloaded from its Web site (downloading instructions are included in Appendix B of this textbook). The Sage 300 ERP 2014 Student Edition includes all modules of Sage 300 ERP that are required for working with this textbook and can be used for 400 days after it has been installed.

IMPORTANT Sage does not provide support for the student version of the software.

Why would an instructor select this textbook? Note the following features:

1. **Sage 300 ERP 2014 Student Edition Included** — Instructions on how to download and install the Sage 300 ERP 2014 Student Edition are included in the textbook, and the software can be used for 400 days after installation. Sage has made the installation of Sage 300 ERP 2014 seamless. Everything students need to install Microsoft SQL Server 2012 Express and Sage 300 ERP 2014 is available through a download from Sage. They must follow the instructions in Appendix B showing how to download and install the software. A Data Loader Utility program has also been included for students to easily install the Sage 300 ERP sample data if they want to use it.

   Please ensure that students follow the detailed instructions in Appendix B while installing the software. There is important information in Appendix B that is required for a successful installation.

2. **Step-by-step instruction** — This textbook uses simple step-by-step instructions to take the confusion out of the learning process.

3. **Easy to understand** — This textbook is easy for students to understand; it is a "how-to" textbook, with each topic and its related fields described in full.

4. **Logical organization** — The information in this textbook begins with the steps required to create a company data file. It proceeds through all of the necessary steps to set up and use the General Ledger, Accounts Payable, and Accounts Receivable modules.

5. **Complete course or separate modules** — This course can be taught as a complete course in Sage 300 ERP, or each module can be taught on its own. Preface C lists the steps required before completing either the Accounts Payable or Accounts Receivable modules on their own, as well as instructions for completing the entire course.

6. **Common mistakes made by students** — The material in this textbook has been taught by the author using earlier versions of Sage 300 ERP at Mohawk College, Continuing Education. Comments throughout the textbook relate to common mistakes made by students.

7	**Students' needs**	This textbook has been designed to make your students' learning process simple yet substantial. It allows students to work independently at their own pace and to learn from their mistakes.
8	**Case study**	While using the textbook, students work through exercises based on a company called Omni Electrical Supplies that incorporate the material taught throughout the book. The reports that students are requested to print throughout the textbook are in the Instructor's Manual, available only to instructors who adopt this textbook from Pearson Canada.
9	**Review Questions**	At the end of each lesson, review questions test your students' knowledge of the software. The answers to these review questions are found in the Instructor's Manual.
10	**Challenge Exercises**	A challenge exercise is included at the end of each lesson. The challenge exercise requires students to work through a company other than Omni Electrical Supplies using the knowledge they have learned in the textbook. There are no step-by-step instructions in the challenge exercise. Students must think about what they need to do and refer back to the exercises if necessary. The reports that students are requested to print for the challenge exercises are available in the Instructor's Manual.
11	**Updates**	If you have been teaching this textbook for a number of years, there have been significant changes made to this edition that you need to be aware of. You will find detailed information in the Instructor's Manual.

Instructor's Manual

In the Instructor's Manual you will find the following:

- detailed information on changes that have been made in each lesson in this textbook revision
- answers to the review questions found at the end of each lesson
- reports that students have been asked to print throughout the book for Omni Electrical Supplies
- reports that students have been asked to print in the challenge exercises
- datasets for the end of each lesson as well as other datasets that we felt may be useful to you while working through some of the lessons
- PowerPoint slides to use in your classroom to introduce each lesson
- an additional case study
- the Chart of Accounts.csv file that students can use to import their Chart of Accounts in Lesson 3
- Instructor's Notes regarding potential problems that students may encounter while working through the textbook, including a separate document on tips for troubleshooting the installation of Microsoft SQL Server 2012 Express and Sage 300 ERP 2014

The Instructor's Manual is your source for all of the completed datasets at the end of each lesson, an additional exercise, and answers to the review questions that help you provide a valuable learning experience for your students. Datasets are also provided for the end of each lesson as well other datasets that we felt may be useful to you while working through some of the lessons. You can use these datasets to demonstrate the results of the exercises while students are working through a lesson, or you can use the previous lesson's data to demonstrate the exercises in the current lesson. The Instructor's Notes list the purpose of each lesson together with any potential problems that your students may encounter as they work through the material, including some tips for installing both Microsoft SQL Server 2012 Express and Sage 300 ERP 2014. We have also included PowerPoint slides outlining each lesson's objectives. These PowerPoint slides are a good starting point for you to begin your classes, and you can modify them as required.

Student Data DVD

On the Student Data DVD you will find the following:

- Setup Instructions (in Word format)
- ReadMe file (in text format)

- Dumped Data for OMNDAT and OMNSYS for use as starter files for the AR and AP modules. Instructions on how to use these datasets are included in the Setup Instructions document on the DVD.
- Dumped Data for YRNDAT and YRNSYS (the Challenge Exercise) for use as starter files for the AR and AP modules. Instructions on how to use these datasets are included in the Setup Instructions document on the DVD.
- A Chart of Accounts file that can be used by students in Lesson 3 to import the Chart of Accounts (a single csv file)
- Lesson 23: Year End Procedures
- Appendix: Statement Designer

This textbook assumes that students have a basic knowledge of accounting and are familiar with Windows 7.

The author has taught how to use the Sage 300 ERP software, including the DOS version and the Windows version, on a per-module basis for more than a decade. You may be interested in the author's classroom experience and how this material has been used:

- Environment: A computer lab for three hours with 30 networked PCs, each operating as a stand-alone unit.

  In this environment, I have worked with students, asking them to follow along with me in the textbook. This structure allows me to explain various points as we work our way through the book. Although I explain the fields as we work through them, I also suggest that students go back over the text and read the material covered.

  There are many sections in the book where I will teach a particular concept and then give students time to work on their own to complete the material. For example, I use this approach when creating the Chart of Accounts. Once I have shown them how to enter a few accounts, I give them time to complete the exercise of entering all of the accounts before we start working through the rest of the lesson.
- Environment: A lecture room for one hour with only a projector and no student computers; then moving to the computer lab for two hours with 30 networked PCs, each operating as a stand-alone unit.

  In this environment, I demonstrate the information in the lessons, giving students a visual learning experience. We then proceed to the computer lab, where I allow students to work independently. There are times when we also need to work through the textbook together as a group, but generally I find that most students are anxious to start working on their own once they have been shown what to do.
- Environment: Distance learning

  This is an excellent textbook for distance learning. Students are able to work through the step-by-step instructions on their own.

With each of these teaching methods, I require an assignment to be completed at the end of the course. I have included a challenge exercise at the end of each lesson that you can ask your students to complete and hand in. Students create a new company in Sage 300 ERP. They are given the required information but are not given any step-by-step instructions. Overall, I find that students have a clear idea of what is expected of them after working through the textbook.

I can say with confidence that after using the material from this textbook, students come away from these courses with a great deal of knowledge about how to complete tasks in Sage 300 ERP. They put a lot of commitment and pride into their work, and I feel that the simplicity of this textbook gives them the confidence to make mistakes and learn from them.

I always stress the importance of backups. This textbook does not always prompt students to perform a backup. However, they should be performing a backup (using the Sage 300 ERP Database Dump tool) at the end of each work session.

It is my hope that you will find this textbook to be an invaluable tool in the teaching process of Sage 300 ERP, as I have.

Regards,

Chris Heaney

Preface B: To Students

Please read Preface A: To Instructors as it contains information that you may find helpful. Also, please read the following information to further understand the purpose of this textbook.

This textbook has been designed to enable you to learn Sage 300 ERP 2014 as easily as possible. The textbook attempts to include all of the options available for each module as you go through the course. You should feel confident to sit down at a computer and work through the textbook at your own pace.

This is a Windows-based program. Although I instruct you to press the [**TAB**] key to move from field to field in many windows, you can always use your mouse to click in the field where you would like to modify or enter data.

Sage has made it easy for students to study at home through the creation of a student edition of the software, which is available as a download from Sage's Web site and includes all modules of the Sage 300 ERP 2014 program required to work through the exercises in this textbook. The student edition is available for 400 days after installation.

IMPORTANT Sage does not provide support for the student version of the software.

Everything you need to install Microsoft SQL Server 2012 Express and Sage 300 ERP is available through a download from Sage. You must follow the instructions in Appendix B showing you how to download and install Sage 300 ERP 2014 and Microsoft SQL Server 2012 Express.

Once you have completed this textbook, you will have an understanding of the Sage 300 ERP System Manager, Tax Services, Bank Services, General Ledger, Accounts Payable, and Accounts Receivable modules. Together with your accounting knowledge, you should feel quite confident about applying for a position requiring you to perform day-to-day Sage 300 ERP operations.

This textbook assumes that you have a basic knowledge of accounting and are familiar with Windows 7.

IMPORTANT Throughout the textbook, various paths are displayed where you can access information in the Sage 300 ERP program, such as finding financial statement formats. The paths indicate that your Sage 300 ERP program files will be found in x:\Program Files (x86); however, your files may be found in x:\Program Files.

Each lesson includes information about the processes you are going to work through as well as step-by-step instructions. It is important that you read the necessary lessons before each class so you have an understanding of the concepts in the lessons before you try to do the exercises. At the end of each class, ask your instructor what lessons you will be covering in the next class so you can be well prepared.

Be certain to perform a backup (using the Sage 300 ERP Database Dump tool) at the end of each work session. You are not prompted to do this throughout the textbook because it is assumed that you are aware of the importance of backups.

The reason it is important for you to perform a database dump rather than just copy your data is if your school has a different version of Microsoft SQL than the one that is provided with the Sage 300 ERP 2014 Student Edition. If this is the case, you will not be able to work between home and school without performing a database dump first and performing a database load when you want to use the files. Refer to Appendix A for directions on how to perform a database dump and a database load.

I hope that you will find this textbook to be an invaluable tool in learning Sage 300 ERP, as my students have.

Regards,

Chris Heaney

NEED HELP? The best best source for relevant help when using the student version of Sage 300 ERP 2014 is always your teacher or professor.

Preface C: Using the Text in Modules

As this textbook will be used by students who complete it as a whole or who complete each of the General Ledger, Accounts Payable, and Accounts Receivable units individually, the following information should be used to complete the various lessons of the textbook in the correct order.

For Students Who Are:

Completing Only the General Ledger Unit of the Textbook

The following lessons will have you work through the General Ledger module and then review and complete the General Ledger year end procedures:

1. Complete Lessons 1–8
2. Optional: Complete the Appendix: Statement Designer found on the DVD that accompanies this textbook
3. Read the General Ledger Year End Procedures beginning on page 691 and complete Exercise 23-3 in Lesson 23

Completing Only the Accounts Payable Unit of the Textbook

Before you can begin working in the Accounts Payable module, you must first set up the General Ledger module. If you have already completed the General Ledger lessons in this textbook, you can start by using your own dataset and proceed to step 5. If you have not completed the General Ledger lessons in this textbook, you will need to use the OMNDAT and OMNSYS datasets found in the Dumped_Data folder on the DVD that accompanies this textbook and follow steps 1–6 below. Read the Setup Instructions file on the DVD for further instructions on how to use the datasets. The instructions are listed below:

Instructions: Use these datasets and perform these lessons if you are going to complete **ONLY** the Accounts Payable unit:

1. Create the OMNDAT and OMNSYS databases in Microsoft SQL Server 2012 Management Studio Express. Instructions can be found in Lesson 1, Exercise 1-1, beginning on page 3.

   NOTE You do not have to do this if you have previously created these databases in Microsoft SQL Server 2012 Management Studio Express.

2. Create the OMNDAT and OMNSYS databases in the Sage 300 ERP Database Setup Utility. Instructions can be found in Lesson 1, Exercise 1-2, beginning on page 8.

   NOTE You do not have to do this if you have previously created these databases in the Sage 300 ERP Database Setup Utility.

   TIP Before loading the databases in steps 3 and 4 using the Database Load tool, you should set the Database Load tool to always run as the administrator. Although not every computer configuration will require it to be set as the administrator, setting it will prevent problems. Refer to page 697 in Appendix B for instructions.

3. Load the OMNSYS dataset found in the Dumped_Data folder on the DVD that accompanies this textbook into the OMNSYS database (Instructions on how to use the Database Load tool can be found in Exercise A-2 in Appendix A. Refer to the TIP above if you are unable to load the OMNSYS dataset into the OMNSYS database.)
4. Load the OMNDAT dataset found in the Dumped_Data folder on the DVD that accompanies this textbook into the OMNDAT database (Instructions on how to use the Database Load tool can be found in Exercise A-2 in Appendix A. Refer to the TIP above if you are unable to load the OMNDAT dataset into the OMNDAT database.)
5. Complete Lessons 9–15
6. Read the Accounts Payable Year End Procedures beginning on page 691 and complete Exercise 23-1 in Lesson 23

Completing Only the Accounts Receivable Unit of the Textbook

Before you can begin working in the Accounts Receivable module, you must first set up the General Ledger module. If you have already completed the General Ledger lessons in this textbook, you can start by using your own dataset and proceed to step 5. If you have not completed the General Ledger lessons in this textbook, you will need to use the OMNDAT and OMNSYS datasets found in the Dumped_Data folder on the DVD that accompanies this textbook. Read the Setup Instructions file on the DVD for further instructions on how to use the datasets. The instructions are listed below:

Instructions: Use these datasets and perform these lessons if you are going to complete **ONLY** the Accounts Receivable unit:

1. Create the OMNDAT and OMNSYS databases in Microsoft SQL Server 2012 Management Studio Express. Instructions can be found in Lesson 1, Exercise 1-1, beginning on page 3.

NOTE You do not have to do this if you have previously created these databases in Microsoft SQL Server 2012 Management Studio Express.

2. Create the OMNDAT and OMNSYS databases in the Sage 300 ERP Database Setup Utility. Instructions can be found in Lesson 1, Exercise 1-2, beginning on page 8.

NOTE You do not have to do this if you have previously created these databases in the Sage 300 ERP Database Setup Utility.

TIP Before loading the databases in steps 3 and 4 using the Database Load tool, you should set the Database Load tool to always run as the administrator. Although not every computer configuration will require it to be set as the administrator, setting it will prevent problems. Refer to page 697 in Appendix B for instructions.

3. Load the OMNSYS dataset found in the Dumped_Data folder on the DVD that accompanies this textbook into the OMNSYS database (Instructions on how to use the Database Load tool can be found in Exercise A-2 in Appendix A. Refer to the TIP above if you are unable to load the OMNSYS dataset into the OMNSYS database.)
4. Load the OMNDAT dataset found in the Dumped_Data folder on the DVD that accompanies this textbook into the OMNDAT database (Instructions on how to use the Database Load tool can be found in Exercise A-2 in Appendix A. Refer to the TIP above if you are unable to load the OMNDAT dataset into the OMNDAT database.)
5. Complete Lesson 9
6. Complete Lessons 16–22
7. Read the Accounts Receivable Year End Procedures beginning on page 695 and complete Exercise 23-2 in Lesson 23

Completing the Entire Textbook

The following lessons will have you complete the General Ledger module prior to the month-end procedures, enter the Bank and Tax Services information, complete the Accounts Payable lessons prior to the month-end procedures, and complete the Accounts Receivable lessons.

You would then need to complete the Accounts Receivable month-end procedures, complete the Accounts Payable month-end procedures, integrate the Accounts Payable module and the Accounts Receivable module with Bank Services, and perform the General Ledger month-end procedures. Lesson 23 includes the year end procedures for all three modules.

1. Lessons 1–7
2. Lessons 9–14
3. Lessons 16–21
4. Complete Lesson 22 to the end of Exercise 22-7
5. Complete Lesson 15 to the end of Exercise 15-7
6. Complete Exercise 15-8, to make the AR and AP subledgers of the bank accounts and post all open Accounts Payable and Accounts Receivable subledger batches in the General Ledger module
7. Complete Lesson 15, Exercise 15-9, to the end of step 5.
8. Continue Exercise 15-9 with step 6. Please note the following information changes:

Reconciliation Date:	02/28/2017
Statement Balance:	$26,144.47
Cheques:	All cheques have cleared the bank except number 1257 in the amount of $2,200.00 paid to Nagle International.

9. Continue Exercise 15-9 with steps 7 to 20
10. Click on the Quick Clearing button
11. Click the drop-down arrow beside Mark and and select Deposits

NOTE You will clear from transaction number 1 to 3.

12. Click Process
13. Click Close to exit the Quick Clearing window
14. Continue Exercise 15-9 with steps 21–38 with the following changes:

    Step 27 and 31 should be $23,944.47

NOTE The adjusted statement balance and the adjusted book balance should have a balance of $23,944.47 and the bank statement should be out of balance by $0.00.

15. Complete Lesson 22, Exercise 22-10, to make the Dummy bank account inactive
16. Complete Lesson 8 beginning with step 2, "Perform a data integrity check," on page 222

NOTE Ask your instructor for the reports and financial statements that you are asked to print in Chapter 8 for reference purposes. They are available with the Instructor's Manual.

17. Optional: Complete the Appendix: Statement Designer found on the DVD that accompanies this textbook
18. Complete Lesson 23 (optional)

Dedication

To John, Jamie, and Mandy for their patience, support, and understanding.

Acknowledgments

The writing of a textbook is a large undertaking, and I would like to take this opportunity to thank all of those who have been involved in the process.

First, thanks to all of my students (especially those in my very first class) who worked through early editions of my original material, especially to those students who had to work on a chapter-by-chapter basis. Through your attention to detail and valuable comments I have been able to make the textbook what it is today.

Thanks to my friend at Mohawk College Debbie Baker, who has been kind enough to teach from my original textbooks, share her classroom experiences with me, and take my late-night phone calls, allowing me to make this a better book.

Thanks to Mohawk College Continuing Education Business for the opportunity to develop and teach the Accpac courses (now known as Sage 300 ERP) and for allowing me to design the material to be used in these courses, which has led to the publishing of this textbook.

Thanks to the people at Pearson Canada. I would like to express my appreciation to Patricia Ciardullo, Rachel Stuckey, Leanne Rancourt, Rohin Bansal, Avinash Chandra, Erica Willer, Loula March, and Megan Farrell, who have helped me throughout all the stages of creating this new edition.

A special thanks to Debbie Baker for completing an accurate technical check of this textbook and sharing her knowledge and experience.

Chris Heaney

In Memoriam

This textbook is dedicated to the memory of Samantha Scully, beloved friend and colleague, who helped shape the success of this textbook.

Introduction

Using This Textbook

This textbook has been prepared using Microsoft SQL Server 2012 and Sage 300 ERP 2014 software from Sage.

To use this textbook, you must have access to Sage 300 ERP 2014 and Microsoft SQL Server 2012, all of which are included on Sage's Web site. Please refer to Appendix B to learn how to install Microsoft SQL Server and the student edition of Sage 300 ERP 2014.

Backup

It is imperative that you back up your data after each work session. The instructions for backing up your Sage 300 ERP database files using the Sage 300 ERP Database Dump tool are available in Appendix A. Also in Appendix A you will find instructions on how to use the Sage 300 ERP Database Load tool so you can move your data files between school and home.

The reason it is important for you to perform a database dump rather than just copy your data is if your school has a different version of Microsoft SQL than the one that is provided with the Sage 300 ERP 2014 Student Edition. If this is the case, you will not be able to work between home and school without performing a database dump first and performing a database load when you want to use the files.

Exercises

This textbook has been set up so that all hands-on exercises have been marked with an exercise heading, and each keystroke within the exercise has been marked with a number. The steps you are to perform are in *italics,* while the actual typing or required data selections are in **bold**. Examples of this format are shown on the following page in the exercise on how to change your computer's date format.

Session Date to Use for Each Lesson

At the beginning of each lesson, you will see a session date heading that indicates the date to use when you open the Omni Electrical Supplies dataset for that lesson. Throughout this textbook you will be entering transactions in January and February 2017, so you will be using 01/31/2017 and 02/28/2017 as the session dates. As you enter transactions, you will change the date of each transaction accordingly. In some lessons you will begin the lesson using 01/31/2017 as the session date and change it to 02/28/2017 part way through the lesson. The session date you enter will be the default batch date on all batches you enter.

DVD Available with the Textbook

This textbook includes a student data disk. The student data disk contains OMNSYS and OMNDAT datasets found in the Dumped_Data_for_starting_the_AR_&_AP_modules folder that can be used if you are working through the Accounts Payable or Accounts Receivable modules and you have not first completed the General Ledger module. Refer to the Setup Instructions file on the DVD for information on how to use the datasets. Please note that the OMNDAT dataset is **NOT** a completed copy of the General Ledger lessons. It only contains the balances in each account at the end of Lesson 8.

The student data disk also contains YRNDAT and YRNSYS datasets, which are found in the same folder and can be used if you are working through the Accounts Payable or Accounts Receivable modules and you have not first completed the General Ledger module. Refer to the Setup Instructions file on the DVD for information on how to use these datasets. The YRNDAT dataset is NOT a completed copy of the General Ledger lessons. It contains only the balances in each account at the end of Lesson 8.

Finally, the student data disk also contains a "Chart of Accounts.csv" file that can be used in Exercise 3-3 to import the Chart of Accounts rather than entering all of the accounts manually. Refer to the ReadMe file for technical support information and to the Setup Instructions file for information on how to use the data on the student data disk.

Important

Setting the Computer's Date Format

The date format that you use in Sage 300 ERP is determined by your Windows operating system and not by Sage 300 ERP. The dates used in this textbook are in the month/day/year format.

If you are using a different computer each time you are working in Sage 300 ERP (for example, in a lab type setting), determine which format your computer is in before every session by looking in the Regional Settings section of the Control Panel. If you begin to enter transactions without checking the date format of the computer, you may find that you have posted transactions to the wrong fiscal period.

If your computer is **NOT** set up in the month/day/year format, you have two choices:

1. You can enter the dates used in the textbook in the same format as your computer. Remember to change each date in the textbook to your computer's date format or your data will not be accurate. For example, 01/12/2017 is January 12, 2017, in the textbook. If your computer's date format is set to day/month/year, you would have to enter the date as 12/01/2017 to enter accurate transaction dates.
2. You can change your computer's date format. To change the format in Windows 7, do the following:

Exercise: Changing the Computer's Date Format in Windows 7

Windows 7

1. *Click* on the **Start button** on the taskbar
2. *Click* on **Control Panel**
3. *Click* on **Clock, Language, and Region**
4. *Click* on **Region and Language**
5. *Click* on the **Formats tab** (this is the default tab and may already be displayed)
6. *Click* the **drop-down list** in the Short date field
7. *Select* **mm/dd/yyyy**
8. *Click* the **drop-down list** in the Long date field
9. *Select* one of the styles where the month is the first choice (MMMM = month)
10. *Click* **Apply** to save the changes
11. *Click* **OK** to exit the Region and Language window
12. *Close* the **Control Panel**

Windows 8

1. *Click* on the **Search button** in the top-right corner of the screen from the Windows 8 desktop
2. *Type* **Control Panel** in the field and *press* the **Enter key** on the keyboard

3. *Click* on **Clock, Language and Region**
4. *Click* on **Region**
5. *Click* on the **Formats tab** (this is the default tab and may already be displayed)
6. *Click* the **drop-down list** in the Short date field
7. *Select* **mm/dd/yyyy**
8. *Click* the **drop-down list** in the Long date field
9. *Select* one of the styles where the month is the first choice (MMMM = month)
10. *Click* **Apply** to save the changes
11. *Click* **OK** to exit the Region window
12. *Close* the **Control Panel**

Sage 300 ERP Buttons

When entering data in Sage 300 ERP, you will see the following buttons:

1. Finder

The finder is a tool that allows you to look up records in key fields in all Sage 300 ERP modules. You can also access the finder by pressing [**F5**].

When a finder is available beside a field and you click on it, a list of all of the current records for that particular field will be displayed. To select one of the items, double click on it or highlight the desired record and click the Select button. The following screen shows a list of the accounts displayed for Omni Electrical Supplies Ltd. when the finder is selected in an Account field:

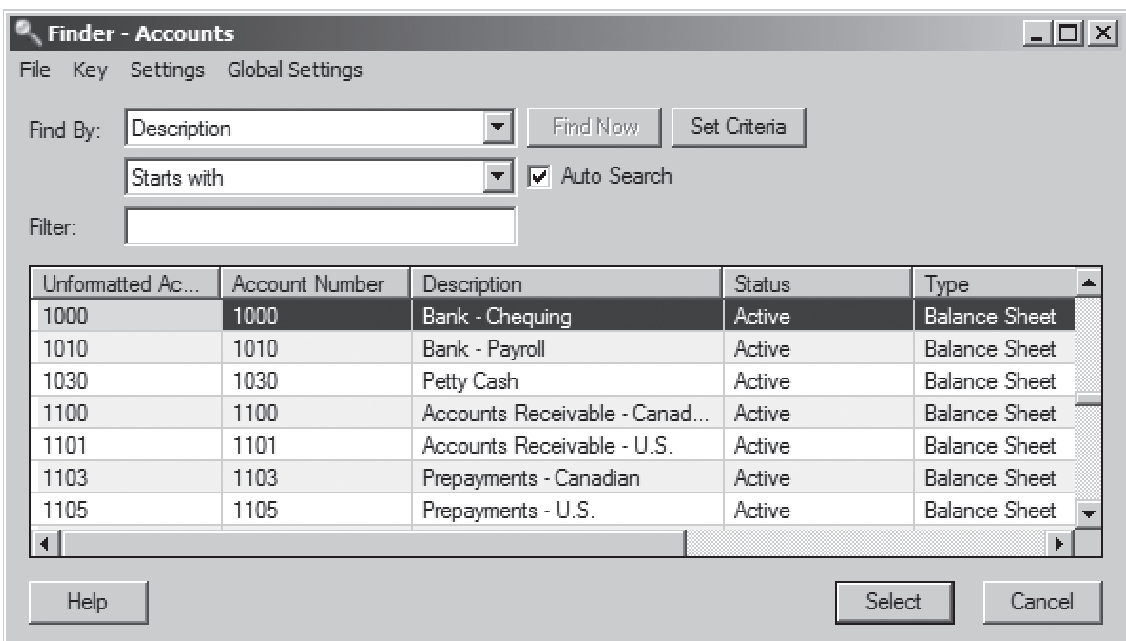


Figure I-1

Using the top part of the window, you can limit your search by clicking on the drop-down list beside the Find By field and selecting one of the following options:

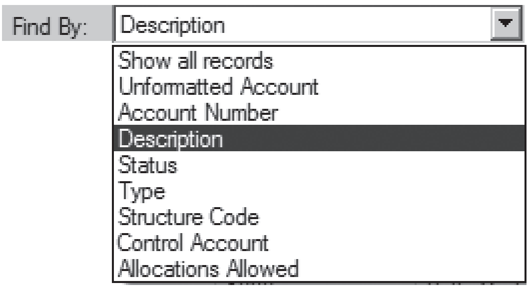


Figure I-2

You can also specify what the desired record starts with or contains by clicking on the next drop-down list, as shown:

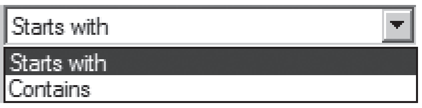


Figure I-3

Type a value in the last field and the program will look for the first available item you selected with the number(s) or letter(s) you entered. In the following window, you have requested to find all accounts that start with the number 5:

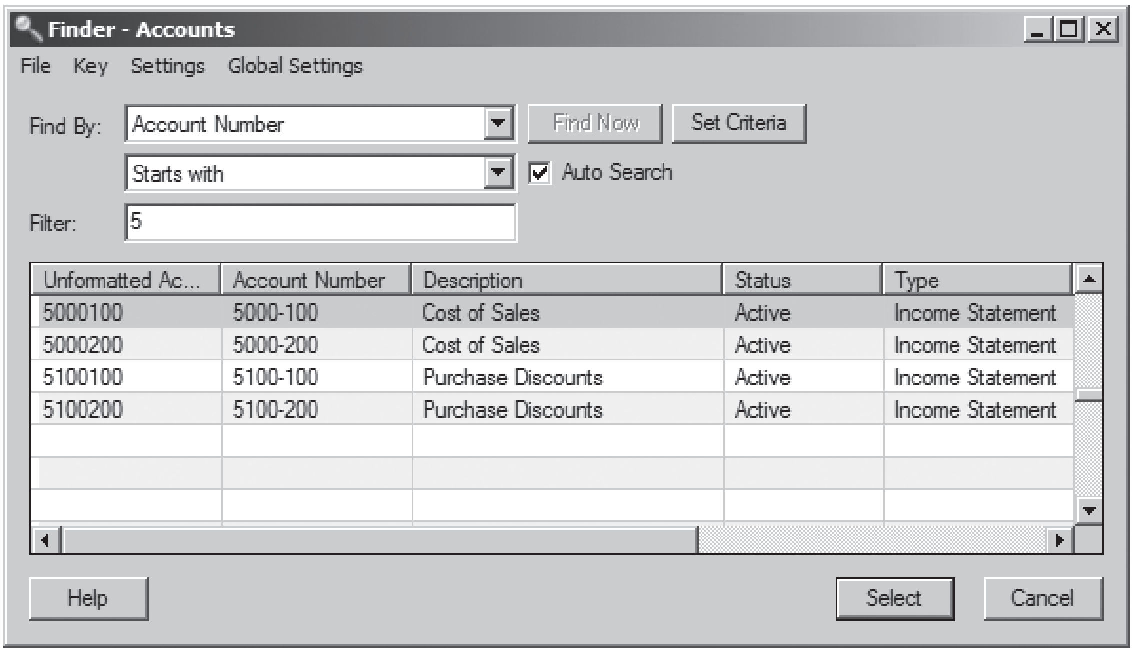
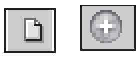


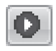
Figure I-4

2. Previous/Next 

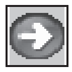
The Previous/Next buttons allow you to scroll to the previous or next record in the list. You can also jump directly to the first or last record.

3. New 

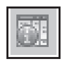
The New button will clear the current record and reset all values back to the default, allowing you to enter a new record. The first New button shown here is used when entering new records, and the second New button is used when entering new batches and new entries within a batch.

4. Drill down button  or 

Click the Drill down button to drill down to a transaction from the originating subledger. For example, while in a batch sent to the General Ledger from the Accounts Receivable module, you can click on the Drill down button beside the entry number to view the originating invoice, adjustment, or payment.

5. Go button/[F7] 

The Go button is displayed wherever you must fill in a number of fields before the program can select a record. Once you have entered the required fields, click on the Go button or press [**F7**] to display the rest of the record information.

6. Zoom button/[F9] 

The Zoom in/out button is used to enter all fields for a single transaction in a separate transaction-entry form.

7. [INSERT] key on the keyboard

Press the [**INSERT**] key on the keyboard to access the detail lines in data container tables.

> **TIP** If you are adding detail lines in an entry and you move to another field on the screen, you may not be able to add an additional detail line immediately. To add a detail line in the entry, you must highlight the first detail line and then press the [**INSERT**] key.

Simulation

The company that you are going to be creating in this textbook is Omni Electrical Supplies Ltd., an electrical manufacturing and machinery company. In 1982, Sarah and Jerry Williams purchased the company, which had been in operation since 1958.

When Sarah and Jerry bought the business, it was an electrical manufacturing company with six employees. There are currently 11 full-time employees. Sarah and Jerry have recently set up a machinery division to buy and sell used heavy machinery. Their primary source of income is the manufacturing of electrical items, such as staples and cable straps. They have recently divided the business into two departments: electrical and machinery.

They are going to put their accounting records onto the Sage 300 ERP Premium Edition and have hired you to help them with this task. Since they do not have a lot of experience with computers and accounting, they do not feel comfortable learning all of the required modules at once. They have asked you to help them set up their company over a period of three months.

Through discussions you have decided to install and set up the General Ledger module in the first month, the Accounts Payable module in the second month, and the Accounts Receivable module in the third month. They hope to be working independently after the third month. You have also told them that they will have to learn Tax Services and Bank Services, but you will not activate them until you start the Accounts Payable module.

Their current fiscal year is January–December 2017. You have told them that Sage 300 ERP Premium Edition can keep up to 99 years of history; however, they want to enter only the ending balances for their accounts for the year 2016 and do not wish to enter historical data for any years before that.

You are now ready to begin the task of computerizing the accounting process for Omni Electrical Supplies.