




Chapter 1 Photos Company

1. The best way to open the Sage 50 Accounting program and data files is to use the Start, Programs icon, options method as shown in Exercise 1-2.

2. Toolbar icons are graphical images (pictures) of menu items that can be completed (e.g.,  Backup,  Calendar,  Lookup, etc.).

3. The **Session** date is January 22, 2019.
This date is equivalent to the day you are actually working on the computer.

The **Transaction** date is January 20, 2019.

This is the date the bank account was changed. For proper aging of transactions, in future chapters, the transaction date must be used to record the document.

4. The source field should indicate the document from which the data is being taken; e.g., cheque, invoice, etc.
5. The comment field is used to record a summary of the entry (who, what and why).
6. The comment column is used to record additional comments for each account.
7. Two ways to display a list of accounts when entering a General Journal entry are:
 - a) Double-click on the Account field.
 - b) Press the Enter key when the cursor is in the Account field.
8. You can display an Income Statement for any period of time. Sage 50 Accounting allows you to choose the Start and Finish dates for your report. The report can be for any number of days or months.
9. You would use the Drill Down feature to look up the details of an amount that appears in a report. (E.g., you would drill down from an Income Statement account to look up details of individual amounts recorded.)
10. You would use the Backup icon to complete a backup on a USB drive or other storage medium. Refer to Exercise 1-24.
11. A logbook/diary is used to record the work you have completed and lists the storage device or other media you have backed the data on. (See Appendix J, *Work Logbook for Sage 50 Premium Accounting 2015* in your course materials at www.nelson.com/student.)
12. To get help in Simply, you can:
Review Exercises 1-4a- to 1-4d – Using Help Information.