



CK.0000072244

Computer Accounting

with Sage 50 Complete Accounting 2013



Carol Yacht

ĐẠI HỌC THÁI NGUYÊN
TRUNG TÂM HỌC LIỆU

657.0285

CAR

seventeenth edition

Includes Sage 50 Complete
Accounting Software
(student version)



Computer Accounting
with
Sage 50 Complete
Accounting 2013
[Formerly Peachtree]

Seventeenth Edition

Carol Yacht, M.A.



McGraw-Hill
Irwin

The McGraw-Hill Companies



COMPUTER ACCOUNTING WITH SAGE 50 COMPLETE ACCOUNTING 2013, 17TH EDITION
Carol Yacht

Published by McGraw-Hill/Irwin, a business unit of The McGraw-Hill Companies, Inc., 1221 Avenue of the Americas, New York, NY, 10020. Copyright © 2014 by The McGraw-Hill Companies, Inc. All rights reserved. Printed in the United States of America. Previous editions © 2013, 2012, and 2011.

No part of this publication may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without the prior written consent of The McGraw-Hill Companies, Inc., including, but not limited to, in any network or other electronic storage or transmission, or broadcast for distance learning.

1 2 3 4 5 6 7 8 9 0 RMN/RMN 1 0 9 8 7 6 5 4 3
ISBN-13: 978-0-07-802571-6
MHID-10: 0-07-802571-0

Senior Vice President, Products & Markets: *Kurt L. Strand*
Vice President, Content Production & Technology Services: *Kimberly Meriwether David*
Director: *Tim Vertovec*
Executive Brand Manager: *Steve Schuetz*
Executive Director of Development: *Ann Torbert*
Development Editor: *Jonathan Thornton*
Director of Digital Content: *Patricia Plumb*
Digital Development Editor: *Julie Hankins*
Marketing Manager: *Dean Karampelas*
Content Project Manager: *Emily Kline*
Buyer II: *Debra R. Sylvester*
Lead Designer: *Matthew Baldwin*
Media Project Manager: *Alpana Jolly*

All credits appearing on page or at the end of the book are considered to be an extension of the copyright page.

The Internet addresses listed in the text were accurate at the time of publication. The inclusion of a website does not indicate an endorsement by the authors or McGraw-Hill, and McGraw-Hill does not guarantee the accuracy of the information presented at these sites.

Software Installation

Install the software that tens of thousands of customers choose every year and is accountant recommended. Sage 50 software is used by more than 3.2 million small and medium-sized business customers in North America; and more than 6 million worldwide.

The Sage family of software products, which includes Sage 50 Complete Accounting [*formerly Peachtree*], is the leading global supplier of business management solutions and services. Sage is an international company with more than 12,600 employees and more than 30 years experience.

1. Sage 50 Complete Accounting 2013: Student Version and Educational Version, page iv.

STUDENTS: To register, and receive a serial number to install the software, go online to www.Sage50Accounting.com/student/download.

2. System Requirements, pages iv-vi.
3. Software Installation, page vi.
4. Sage 50 Academic Site License, page vi.
5. Sage 50 and Firewalls, page vi.
6. Sage 50 Complete Accounting 2013 Installation, pages vii-xv.
7. Expiration date, Student Version, SCA 2013, page xvi.
8. Setting Global Options. Once global options are set, they are in effect for all Sage 50 companies, pages xvi-xviii.
9. Computer Lab Installation, page xviii
10. File Management, pages xviii-xx
11. Student Version Software, pages xx-xxi.
12. Educational Version Software, pages xxi-xxii.
13. My PC or Laptop Does Not Have a DVD Drive, page xxii.
14. Deleting Sage 50, page xxii-xxiii.

SCHOOLS: SAGE 50 ACADEMIC SITE LICENSE

To obtain a site license for classroom installation, complete the Sage 50 Academic Site License at www.mhhe.com/yacht2013. The educational version software is free to schools and does not include a time limit. Refer to page ix, Note to Instructors/Schools.

SAGE 50 COMPLETE ACCOUNTING 2013: STUDENT VERSION AND EDUCATIONAL VERSION

Students: To register, and receive a serial number to install the **Student Version** software, go online to www.Sage50Accounting.com/student/download. To install the software, use the DVD included with the textbook and the serial number provided online.

Instructors/Schools: To receive a free classroom site license for the **Educational Version**, complete the Sage 50 Academic Site License at www.mhhe.com/yacht2013. Refer to Computer Lab Installation on page xviii for classroom installation.

Once the Academic Site license is received by Sage, a serial number is emailed to the school or instructor. To install the software, use the DVD included with the textbook and the serial number emailed by Sage50US.education@sage.com.

The two versions, Student Version for individual installation, and Educational Version for classroom installation, include the same features. The difference is the Student Version expires after 14 months, and the Student Version and Educational Version serial numbers differ. The Educational Version does not have a time limit.

Sage 50 Complete Accounting 2013 was used to write the textbook. If you have an earlier version of the software installed, see Deleting Sage 50, pages xxii-xxiii.)

SYSTEM REQUIREMENTS: Recommended System Configuration

<http://na.sage.com/sage-50-accounting-us/products/complete/systemrequirements>

Recommended System Configuration

- 2.4 GHz processor for single user and multiple users
- 1 GB of RAM for single user and 2 GB for multiple users

Minimum System Requirements

- 2.0 GHz processor for single user and multiple users
- 1 GB of RAM for single user and multiple users
- Windows® XP SP3, Windows Vista® SP1 or Windows® 7 Home Premium or higher

- 1 GB of disk space for installation. An additional 1 GB is required for a network server installation
- Internet Explorer 7.0 required; Internet Explorer 8.0 and 9.0 supported
- Microsoft®.NET Framework CLR 3.5 SP 1. Requires an additional 280 MB to 610 MB
- At least high color (16-bit) SVGA video; supports 1024x768 resolution with small fonts required
- DVD-ROM
- All online features/services require Internet access with at least a 56 Kbps modem

Integration/Compatibility Requirements

- Excel®, Outlook®, and Word integration requires Microsoft Excel, Outlook, and Word 2003, 2007, or 2010
- Outlook Sync supported in Exchange 2000 SP2, 2003, 2007 and 2010
- Printers supported by Microsoft Windows XP/Vista/7
- In-product demos require Macromedia® Flash™ Player
- Adobe® Reader® 9.0 required
- Crystal Report® 2008 SP1. Requires an additional 300 MB of available disk space

Multi-User

- Multi-user environments are supported in Sage 50 Complete Accounting and higher
- Multi-user mode is optimized for Windows Server 2003 or Windows Server 2008 client-server networks, and Windows XP/Vista/7 peer-to-peer networks
- A maximum of five licensed named users are allowed. A named user account is granted a license when selected in the user maintenance screen. For classroom installations, if you network Sage 50 2013-Educational Version, you will fall under the 5-seat license rule which will be an issue in a classroom where students may be working on the same data. For classroom installation, it is best to create a lab image. (Refer to page xviii, Computer Lab Installation.)

**IMPORTANT: Read Me—ACADEMIC SITE LICENSE**

For classroom installation, complete the Sage 50 academic site license application online at www.mhhe.com/yacht2013; link to Academic Site License.

Computer Lab installation is shown on p. xviii.

Terminal Services

- Terminal Services are supported in Sage 50 Complete Accounting and higher
- Windows 2003 or 2008 Server along with Remote Desktop Connection or Remote Desktop Web Connection client is required to run in a Windows Terminal Services environment. No more than 5 named users.
- Terminal Server requires additional memory when more than one user is running under Windows Terminal Services. An additional 21 MB RAM is recommended for each additional user

Other

- Customer registration and acceptance of License Agreement for Sage 50 Accounting Software Products

SOFTWARE INSTALLATION

This section gives you instructions for installing Sage 50 Complete Accounting 2013 (SCA) software. *Check with your instructor to see if Sage 50 has already been installed in the classroom or computer lab.*

Sage 50 Academic Site License

To install Sage 50 Complete Accounting 2013 on classroom computers, complete the site license application at www.mhhe.com/yacht2013; Academic Site License link. Sage emails schools a serial number for installation of the Educational Version software. The Education Version does not include a time limit for software access. For more information, refer to page xviii, Computer Lab Installation.

Sage 50 and Firewalls

Sage 50 and its database, Pervasive, can be mistakenly identified as an intrusion threat by many firewall and anti-virus programs. If not addressed properly, this may cause installation to fail or Sage 50 may not start or run properly.

To read information about Firewalls & Sage 50 Accounting go online to <http://na.sage.com/sage-50-accounting-us/support/firewall/?isnow=sage50us>. The textbook's website at www.mhhe.com/yacht2013 includes more information at the Frequently Asked Questions link to [How do I check my Firewall and Antivirus software](#).

Sage 50 Complete Accounting 2013 Installation

Follow these steps to install Sage 50 Complete Accounting 2013. The installation steps that follow are consistent with the Windows 7 operating system. If you are using Windows Vista or XP, your steps, and some of the screen illustrations, will differ slightly. For more information, refer to File Management, pages xviii-xx

Student Version software installation requires that you complete Sage 50's registration process online at www.Sage50Accounting.com/student/download. Before you insert the Sage 50 Complete Accounting 2013 DVD, complete Step 1. (Instructors, see the Note with Step 9, p. ix.)

- Step 1: To obtain a serial number for software installation, go online to www.Sage50Accounting.com/student/download. To complete Step 9, page ix, you must use the serial number provided and complete any additional online registration and activation steps.
- Step 2: Insert the Sage 50 Complete Accounting 2013 DVD. If an AutoPlay window appears, click Run autorun.exe. (Or, select Browse the DVD. Select autorun.exe.)

When the User Account Control window prompts "Do you want to allow the following program to make changes to this computer?", click <Yes>. (Or, Continue.)

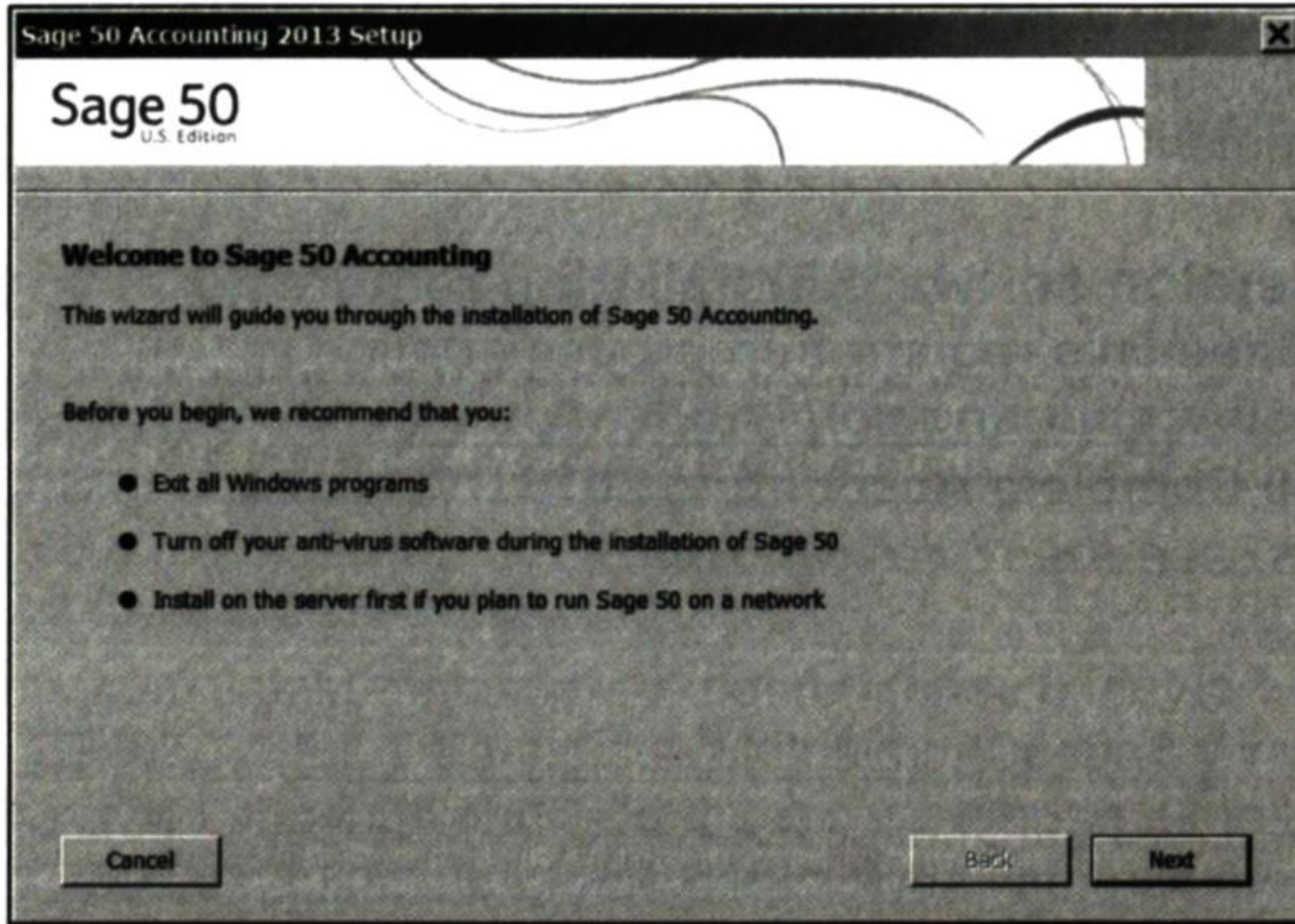
How to Fix? – My PC or laptop does not have a DVD drive

Use Internet Explorer to download the software. Sage 50 2013 can be downloaded from www.Sage50Accounting.com/student/download. Refer to page xxii, My PC or Laptop Does Not Have a DVD Drive.

- Step 3: At the Welcome to Sage 50 Accounting window, select Install Sage 50 Accounting. If a User Account Control window appears, click <Yes> with Windows 7; <Continue> with Vista.

viii Software Installation

Step 4: A Preparing to Install window appears. When the scale is complete, the Welcome to Sage 50 Accounting window appears.



Step 5: Click .

Step 6: When the License Agreement window appears, click on the box next to I agree to the terms of the license agreement to place a checkmark.

