USING SAGE 300 2021

CHRISTINE A. HEANEY

IMPORTANT Instructions to download the Limited Edition of Sage 300 2021 included

Christine A. Heaney

Using Sage 300 2021

(Formerly Sage ERP Accpac)

Pearson

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*Lesson 23 and Appendix C are available on MyLab Accounting.

Preface A: To Instructors

This text has been written for students who want to become familiar with the Sage 300 2021 software (System Manager, General Ledger, Tax Services, Bank Services, Accounts Payable, and Accounts Receivable).

Many students want to learn Sage 300 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 limited edition of the software, which can be downloaded from its Web site (downloading instructions are included in Appendix B of this text). The Sage 300 2021 Limited Edition includes all modules of Sage 300 that are required for working with this text 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 text? Note the following features:

❶ **Sage 300 2021 Limited Edition Included**	Instructions on how to download and install the Sage 300 2021 Limited Edition are included in the text, and the software can be used for 400 days after installation. Sage has made the installation of Sage 300 2021 seamless. Microsoft SQL Server 2017 Express and Sage 300 2021 are available through a download from Sage. Microsoft SQL Server Management Studio must be downloaded and installed separately in order for students to create the databases required in the text. They must follow the instructions in Appendix B showing how to download and install the software. **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. Most importantly, students must download and install Microsoft SQL Server Management Studio and they are asked to remove the National Accounts option, which is selected by default, during the installation of Sage 300 2021.**
❷ **Step-by-step instruction**	This text uses simple step-by-step instructions to take the confusion out of the learning process.
❸ **Easy to understand**	This text is easy for students to understand; it is a "how-to" text, with each topic and its related fields described in full.
❹ **Logical organization**	The information in this text 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.
❺ **Complete course or separate modules**	This course can be taught as a complete course in Sage 300, or each module can be taught on its own. Preface C lists the steps required before completing either the Accounts Payable or Accounts Receivable module on its own, as well as instructions for completing the entire course.
❻ **Common mistakes made by students**	The material in this text has been taught by the author using earlier versions of Sage 300 at Mohawk College, Continuing Education. Comments throughout the text relate to common mistakes made by students.

❼ Students' needs

This text 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.

❽ Case study

While using the text, 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 text are in the Instructor's Manual, available only to instructors who adopt this text from Pearson Canada.

❾ 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.

❿ 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 text. 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.

⓫ Updates

If you have been teaching this text 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

The Instructor's Manual is available to instructors who are using this text in their classroom. In it you will find the following:

- detailed information on changes that have been made in each lesson in this text 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
- 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 text, including a separate document on tips for troubleshooting the installation of Microsoft SQL Server 2017 Express, Microsoft SQL Server Management Studio, and Sage 300 2021

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 as 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 2017 Express, Microsoft SQL Server Management Studio, and Sage 300 2021.

MyLab Accounting

Data and other files are available on MyLab Accounting. Please see the Access Code Card packaged with this text for instructions.

MyLab is the teaching and learning platform that empowers you to reach every student. By combining trusted author content with digital tools and a flexible platform, MyLab personalizes the learning experience and improves results for each student. Learn more about MyLab Accounting at https://mlm.pearson.com/northamerica/myaccountinglab.

On MyLab Accounting you will find the following:

- Setup Instructions (in Word format)
- Dumped Data for OMNDAT and OMNSYS for use as starter files for the A/R and A/P modules. Instructions on how to use these datasets are included in the Setup Instructions document.
- Dumped Data for YRNDAT and YRNSYS (the Challenge Exercise) for use as starter files for the A/R and A/P modules. Instructions on how to use these datasets are included in the Setup Instructions document.
- 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 (as part of the eText)
- Appendix C: Statement Designer (as part of the eText)

This text assumes that students have a basic knowledge of accounting and are familiar with Windows 10.

The author has taught how to use the Sage 300 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 text. This structure allows me to explain various points as we work our way through the text. 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 text together as a group, but generally I find that most students are eager to start working on their own once they have been shown what to do.

- Environment: Distance learning

  This is an excellent text 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. 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 text.

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

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

It is my hope that you will find this text to be an invaluable tool in the teaching process of Sage 300, 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 text.

This text has been designed to enable you to learn Sage 300 2021 as easily as possible. The text 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 text 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 limited edition of the software, which is available as a download from Sage's Web site and includes all modules of the Sage 300 2021 program required to work through the exercises in this text. The limited edition is available for 400 days after installation.

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

Microsoft SQL Server 2017 Express and Sage 300 are available through a download from Sage. Microsoft SQL Server Management Studio must be downloaded and installed separately in order for you to create the databases required in the text. You must follow the instructions in Appendix B showing you how to download and install Microsoft SQL Server 2017 Express, Microsoft SQL Server Management Studio, and Sage 300 2021.

Once you have completed this text, you will have an understanding of the Sage 300 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 operations.

This text assumes you have a basic knowledge of accounting and are familiar with Windows 10.

IMPORTANT Throughout the text, various paths are displayed where you can access information in the Sage 300 program, such as finding financial statement formats. The paths indicate that your Sage 300 program files will be found in x:\Sage\Sage300.

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 Database Dump tool) at the end of each work session. You are not prompted to do this throughout the text because it is assumed that you are aware of the importance of backups.

It is important for you to perform a database dump rather than just copy your data because your school may have a different version of Microsoft SQL than the one that is provided with the Sage 300 2021 Limited 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 text to be an invaluable tool in learning Sage 300, as my students have.

Regards,

Chris Heaney

NEED HELP? The best source for relevant help when using the student version of Sage 300 2021 is always your teacher or professor.

Preface C: Using the Text in Modules

As this text 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 text in the correct order.

For Students Who Are:

Completing Only the General Ledger Unit of the Text

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 Appendix C: Statement Designer found in the eText on MyLab Accounting
3. Read the General Ledger Year End Procedures found in Lesson 23 in the eText on MyLab Accounting and complete Exercise 23-3

Completing Only the Accounts Payable Unit of the Text

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 text, you can start by using your own dataset and proceed to step 5. If you have not completed the General Ledger lessons in this text, you will need to use the OMNDAT and OMNSYS datasets found in the Dumped_Data folder on MyLab Accounting that accompanies this text and follow steps 1–6 below. Read the Setup Instructions file for further instructions on how to use the datasets.

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 Management Studio. 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 Management Studio.

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2. Create the OMNDAT and OMNSYS databases in the Sage 300 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 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 714 in Appendix B for instructions.

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3. Load the OMNSYS dataset found in the Dumped_Data folder on MyLab Accounting that accompanies this text 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 on the previous page 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 MyLab Accounting that accompanies this text 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 on the previous page 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 in Lesson 23 and complete Exercise 23-1.

Completing Only the Accounts Receivable Unit of the Text

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 text, you can start by using your own dataset and proceed to step 5. If you have not completed the General Ledger lessons in this text, you will need to use the OMNDAT and OMNSYS datasets found in the Dumped_Data folder on MyLab Accounting that accompanies this text. Read the Setup Instructions file on MyLab Accounting for further instructions on how to use the datasets.

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 Management Studio. 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 Management Studio.

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2. Create the OMNDAT and OMNSYS databases in the Sage 300 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 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 714 in Appendix B for instructions.

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3. Load the OMNSYS dataset found in the Dumped_Data folder on MyLab Accounting that accompanies this text 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 MyLab Accounting 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 in Lesson 23 and complete Exercise 23-2.

Completing the Entire Text

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 A/R and A/P 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:	02/28/2023
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 21–32 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. Continue with Exercise 15-9, step 33. After printing the Withdrawals Status report, print the Deposit Status report.
16. Complete Exercise 15-9 to the end of step 38
17. Complete Lesson 22, Exercise 22-10, to make the Dummy bank account inactive
18. Complete Lesson 8 beginning with step 2, "Perform a data integrity check," on page 221

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.

---

19. Optional: Complete Appendix C: Statement Designer found in the eText on MyLab Accounting
20. Complete Lesson 23 (optional)

Dedication

To John, Jamie, Mandy, Cameron, Owen, Teddy, and Lucy 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 text what it is today.

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

Thanks to the people at Pearson Canada. I would like to express my appreciation to Keara Emmett, Söğüt Güleç, Susan Johnson, Darcey Pepper, and Susan Bindernagel, who have helped me throughout all stages of creating this new edition. A special thanks to Leanne Rancourt for making the process go so smoothly. She makes my job so much easier!

A special thanks to Debbie Badgley for sharing her knowledge and experience. She was kind enough to teach from my original texts, share her classroom experiences with me, and take my late-night phone calls, allowing me to make this a better text.

Chris Heaney

In Memoriam

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

Introduction

Using This Text

To use this text, you must have access to Sage 300 2021, Microsoft SQL Server 2017 Express, and Microsoft SQL Server Management Studio. Please refer to Appendix B to learn how to install Microsoft SQL Server 2017 Express, Microsoft SQL Server Management Studio, and the Limited Edition of Sage 300 2021.

Backup

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

It is important for you to perform a database dump rather than just copy your data because your school may have a different version of Microsoft SQL than the one that is provided with the Sage 300 2021 Limited 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 text 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 text you will be entering transactions in January and February 2023, so you will be using 01/31/2023 and 02/28/2023 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 01/31/2023 as the session date and change it to 02/28/2023 part way through the lesson. The session date you enter will be the default batch date on all batches you enter.

Student Data Available on MyLab Accounting

This text includes data files that can be found on MyLab Accounting (in the Chapter Resources section). MyLab Accounting contains OMNSYS and OMNDAT datasets found in the OMNI_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 MyLab Accounting 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.

MyLab Accounting 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 MyLab Accounting 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, MyLab Accounting 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 (also in the Chapter Resources section). Refer to the Setup Instructions file for information on how to use the data on MyLab Accounting.

Important

Setting the Computer's Date Format

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

If you are using a different computer each time you are working in Sage 300 (for example, in a lab 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 text in the same format as your computer. Remember to change each date in the text to your computer's date format or your data will not be accurate. For example, 01/12/2023 is January 12, 2023, in the text. If your computer's date format is set to day/month/year, you would have to enter the date as 12/01/2023 to enter accurate transaction dates.
2. You can change your computer's date format. To change the format, do the following:

Exercise: Changing the Computer's Date Format

Windows 10

1. *Click* on the **Search button** in the taskbar
2. *Type* **Control Panel** in the field and *press* **[ENTER]** on the keyboard
3. *Click* on **Clock 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* **M/d/yyyy** (or any option where the month is the first choice)
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 Icons

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

1. Finder

The finder is a tool that allows you to look up records in key fields in all Sage 300 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:

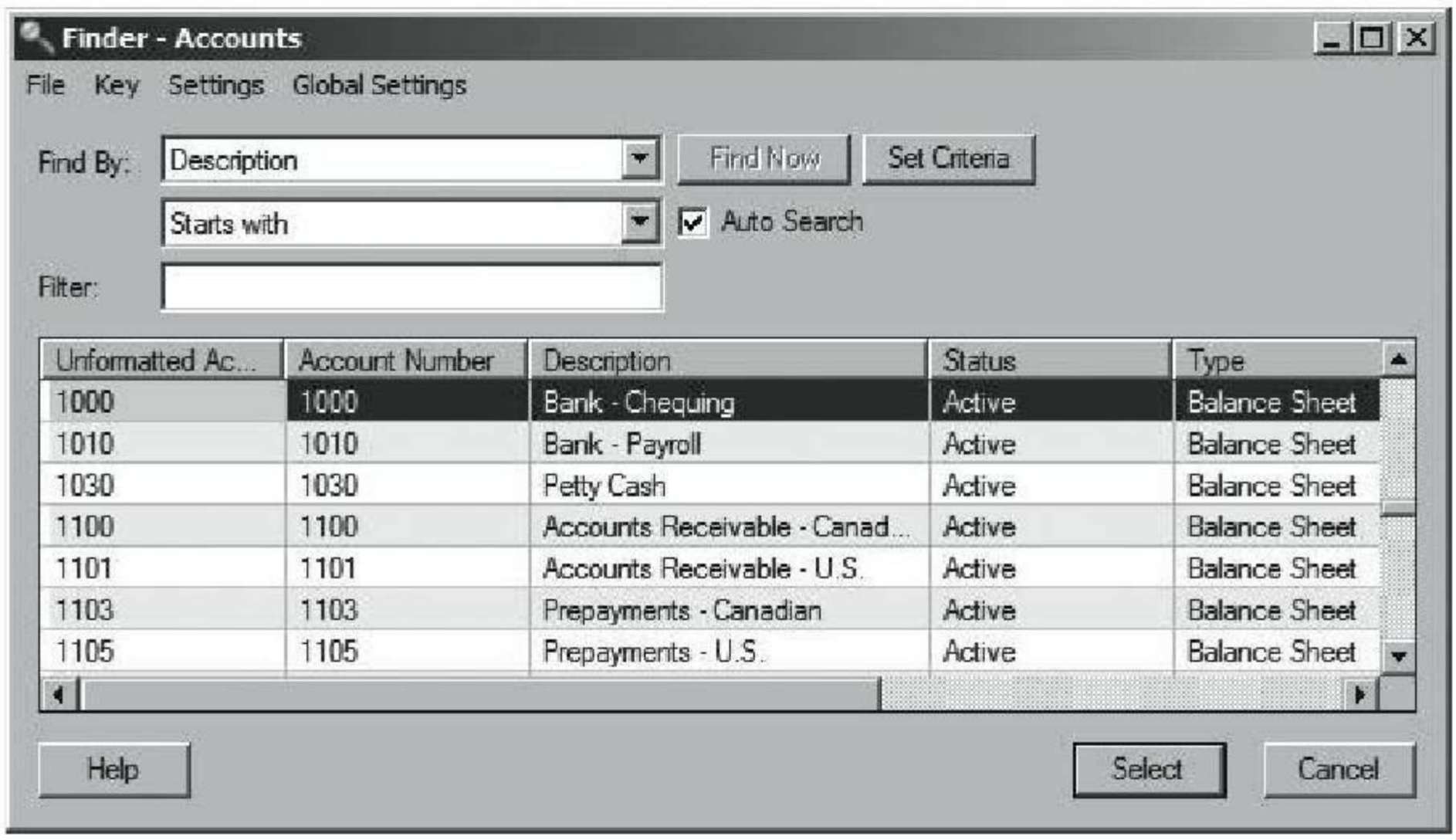


Figure I-1

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:

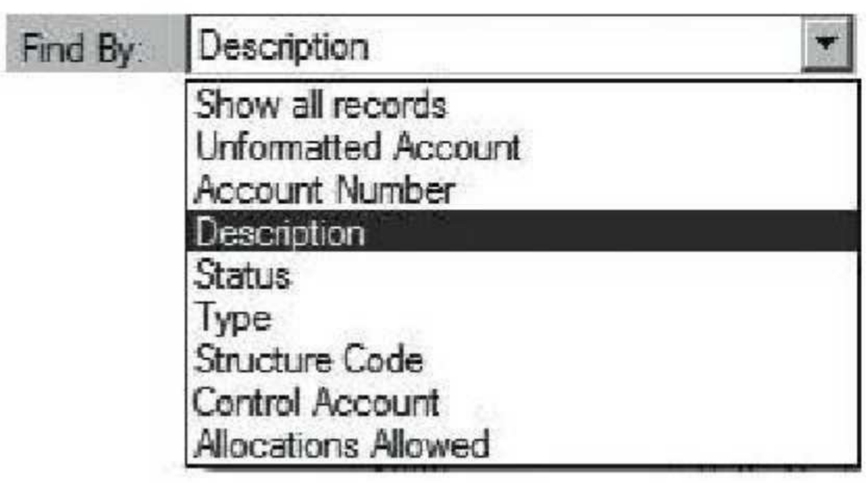


Figure I-2

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 Finder - Accounts window, you have requested to find all accounts that start with the number 5:

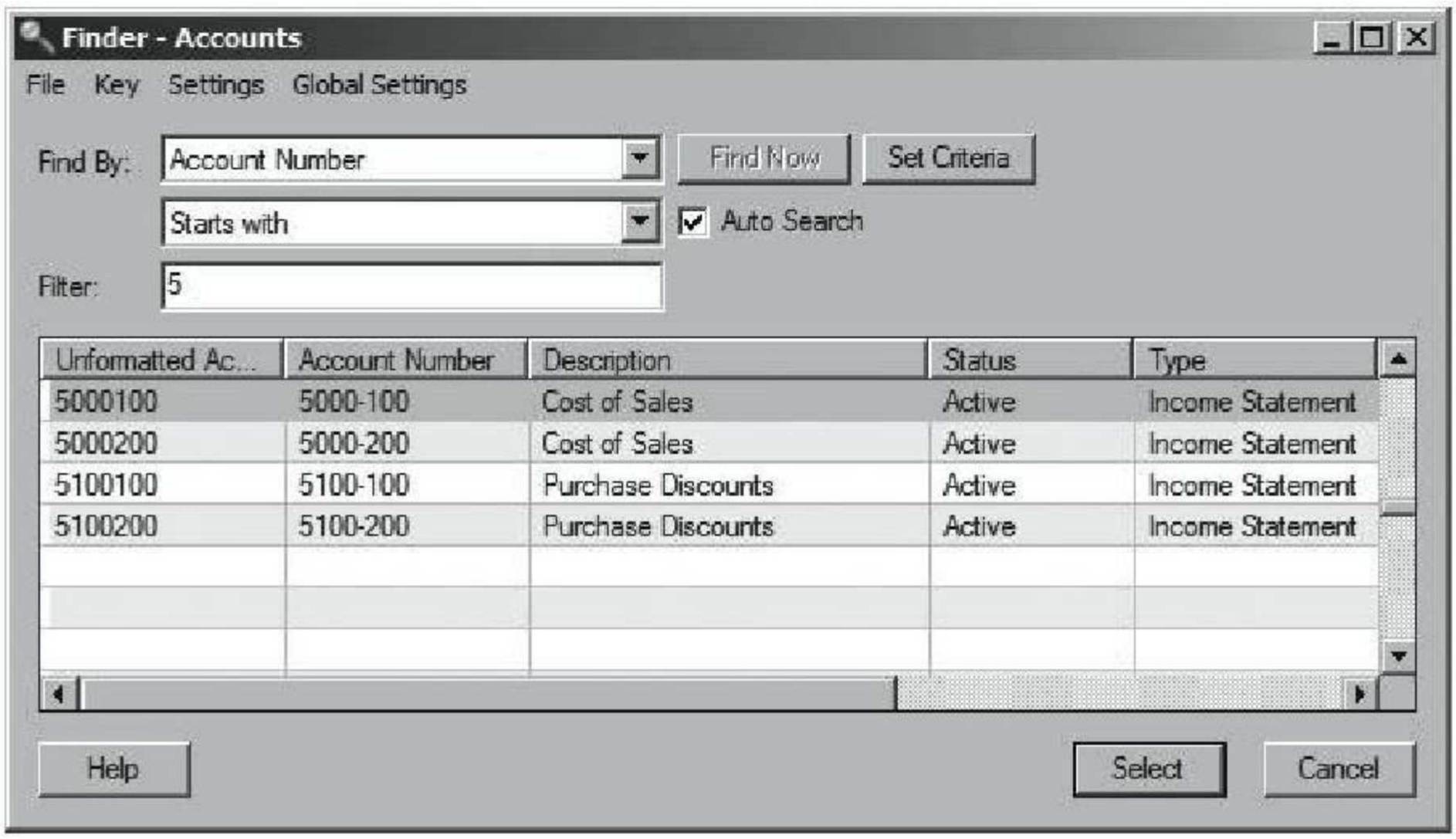
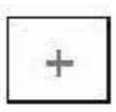


Figure I-4

2. Previous/Next

The Previous/Next icons 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 icon will clear the current record and reset all values back to the default, allowing you to enter a new record. You can also use the New icon when entering new batches and new entries within a batch.

4. Drill Down

Click the Drill Down icon 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 icon beside the entry number to view the originating invoice, adjustment, or payment.

5. Go/[F7]

The Go icon 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 icon or press [F7] to display the rest of the record information.

6. Zoom icon/[F9]

The Zoom icon 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 text 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 into the Sage 300 Premium Edition and have hired you to help them with this task. (Please note that the Limited Edition software that you can download for free from Sage's Web site is the same as the Premium Edition but with a 400-day access limit.) 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 2023. You have told them that Sage 300 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 2022 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.

PART ONE

General Ledger

LESSON 1
System Manager

Learning Objectives

In this lesson you will:

1. learn to create a system database
2. learn to create a company database
3. learn to activate a new company database
4. view the Common Services options
5. view the Administrative Services options

Simulation

The company you are about to create is Omni Electrical Supplies Ltd., an electrical manufacturer. The owners, Sarah and Jerry Williams, bought the company in 1982, but the business has been in operation since 1958.

When Sarah and Jerry bought the company, there were six employees. Now there are 11 full-time employees. Sarah and Jerry recently set up a machinery division to buy and sell used equipment. Their primary source of income is from the manufacturing of electrical items such as staples and cable straps. They recently divided the two areas of their business into electrical and machinery divisions.

They are going to put their accounting records onto the Sage 300 program, beginning with the General Ledger module, and they have hired you to help them with this task.

Their current fiscal year is January–December 2023. They realize that Sage 300 can keep up to 99 years of history; however, they only want to enter the ending balances for the general ledger accounts for the year 2022. You will help them by setting up the General Ledger, entering the opening balances, and entering the first month of data to be sure they are on the right track.

Once they feel confident using the General Ledger module, they will add Bank Services, Tax Services, Accounts Payable, and Accounts Receivable.

System Manager

The System Manager is an integral component of Sage 300. It controls and maintains the company information used in the accounting applications, which are set up for each company you keep accounting records for. The company information includes the company address and options entered in the company profile, the fiscal calendar, schedules, bank and tax information, and optional tables.

The System Manager:

- allows you to set up multiple system and company databases
- maintains the security information that allows or disallows user access to specific tasks in your accounting data
- allows customizing of the company desktop by creating folders and letting you add icons into these folders and combining common icons used for particular tasks

- warns if tasks were not completed due to errors
- includes Common Services (described later in this lesson)
- includes Administrative Services (described later in this lesson)
- includes common objects available to all accounting applications, such as:
  - calculator, available in all numeric fields
  - finder, allowing you to look up records in database fields
  - macro editor, allowing you to automate tasks
  - scheduler, allowing you to process recurring transactions created within modules

Setting Up Your Company in Sage 300

Before you can set up your company in Sage 300, you must first install the System Manager and all the accounting applications you will be using. This text includes access to the Sage 300 2021 Limited Edition and Microsoft SQL Server 2017 Express. You must also download and install the latest version of Microsoft SQL Server Management Studio. At the time of writing, version 18 of Microsoft SQL Server Management Studio was available for download. Refer to Appendix B for information on installing Microsoft SQL Server 2017 Express, Microsoft SQL Server Management Studio, and the Sage 300 2021 Limited Edition.

Please note there are additional steps that must be followed to install Microsoft SQL Server Management Studio after downloading and installing Microsoft SQL Server 2017 Express from the link on the Sage 300 student installation screen. These additional steps are found in Appendix B and must be completed before you can create the necessary databases to work in Sage 300 2021.

Database Setup

Sage 300 works with the following database engines: Pervasive.SQL, Microsoft SQL Server, and Oracle. Before creating a company in Sage 300, you need to know which database has been installed to work with the program. Sage, the company that makes Sage 300, has supplied schools with the Microsoft SQL database, so the instructions that follow assume that you are using Microsoft SQL.

The Limited Edition that is supplied with this text also runs on Microsoft SQL, so you can use the same instructions below for creating databases in the Sage 300 2021 Limited Edition.

If you are working at school and want to take your data files home and use the Sage 300 2021 Limited Edition, you must perform a database dump on both the system and company database at school, copy the files onto a backup medium, and then perform a database load on both databases at home. When you are ready to bring your data files back to school, you must perform a database dump at home on both the system and company databases, copy the files onto a medium, and then perform a database load on both databases at school. While the database dump and database load features enable you to work with the same data files using different database engines, it is also the easiest way to perform a backup of your Sage 300 data files. Information about database dump and database load can be found at the end of this lesson; however, complete written instructions on performing a database dump and database load on the OMNSYS and OMNDAT databases can be found in Appendix A, Exercises A-1 and A-2.

Microsoft SQL Server

Before you can create a company in Sage 300, you must create the system and company databases that you will be using in Microsoft SQL Server Management Studio. Before you can create the databases, you must create the folders that will hold the Sage 300 databases in File Explorer in Windows 10.

Once you have installed the System Manager and the accounting modules and set up the system and company database in Microsoft SQL Server Management Studio, you must create the Sage 300 databases required for the company for which you are going to be keeping accounting records. A database is a collection of information. In Sage 300 there are two types of databases:

System Database Stores information on users, passwords, security groups, security settings, and currency for the companies that are linked to it. A system database must be created before any company database is created, as company databases must be linked to a system database. A system database may be linked to many different company databases.

Company Database Contains information that is used by all the accounting applications for a single company (e.g., the company profile, a fiscal calendar, schedules, and optional tables). All information entered in the modules is stored in the company database. A company database must be created for each new company for which you will be keeping accounting records, and it must be linked to a system database.

Accessing Microsoft SQL Server Management Studio

In order for Sage 300 to work, you must install the various Microsoft SQL components as outlined in Appendix B: Download and Installation of the Sage 300 2021 Limited Edition, Microsoft SQL Server 2017 Express, and Microsoft SQL Server Management Studio. All system and company databases that you will be using in Sage 300 must be created first in Microsoft SQL Server Management Studio before they can be created in the Sage 300 Database Setup utility. You access Microsoft SQL Server Management Studio in Windows 10 by selecting the Windows Start button, scrolling down the All Apps List, selecting Microsoft SQL Server Tools 18 (note that 18 was the current download version at the time of writing), and then Microsoft SQL Server Management Studio 18.

Exercise 1-1

Creating System and Company Databases in Microsoft SQL Server Management Studio

NOTE Depending on how Microsoft SQL is set up in your school lab, you may not be able to create your own system and company databases. The system administrator may have to create them for you. Ask your instructor before you begin. You will have to follow these steps to create the system and company databases while working in the Sage 300 2021 Limited Edition.

1. *Create* the **folders** in File Explorer in Windows 10 that will contain your Sage 300 system and company databases

   For example, the text assumes that the databases will be stored in c:\data\omnsys and c:\data\omndat, so these folders must be created in File Explorer in Windows 10. Refer to Figure 1-7 on page 7 to view the folders that have been created in File Explorer and used throughout this text.

   Ask your instructor where you will be storing your Sage 300 databases, and create the appropriate folders.

2. The Windows desktop should be visible on the screen
3. *Click* the **Windows Start button** in Windows 10
4. *Scroll down* the **All Apps list**
5. *Select* **Microsoft SQL Server Tools 18**
6. *Select* **Microsoft SQL Server Management Studio 18**

NOTE Your version of Microsoft SQL Server Management Studio may be higher than version 18 depending on when you download the software. Click Yes if you receive a message asking if you want to allow SQL Server Management Studio to make changes to your computer.

Exercise 1-1, *continued*

7. The following window will be displayed (with your Server name and User name displayed):

Figure 1-1

NOTE You will need to know the server name displayed on this screen. In Figure 1-1, you can see that the name of the server is CBH-PC followed by \SQLEXPRESS. Please write down the name of your server, or you can copy it and then paste it when you need it later. Please note that each machine will be different and your server name will not be the same as the one in this example.

---

8. *Click* **Connect**
9. The Microsoft SQL Server Management Studio window will be displayed (with your server name displayed):

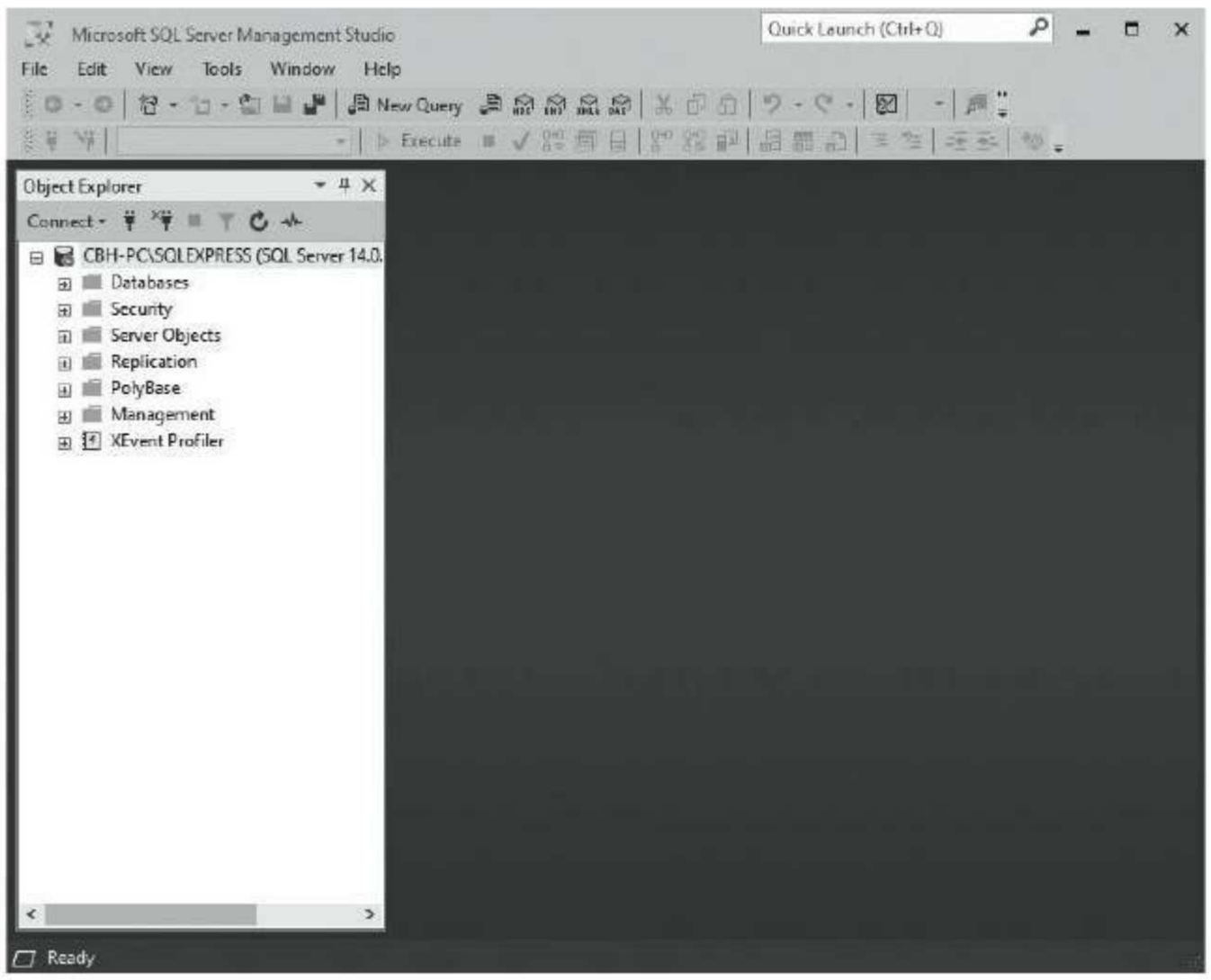


Figure 1-2

Exercise 1-1, *continued*

10. *Click* on the **plus sign** beside Databases on the left-hand side of the screen to display the current databases that have been created in Microsoft SQL Server Management Studio
11. *Right click* on **Databases**
12. *Select* **New Database**
13. The New Database window will be displayed:

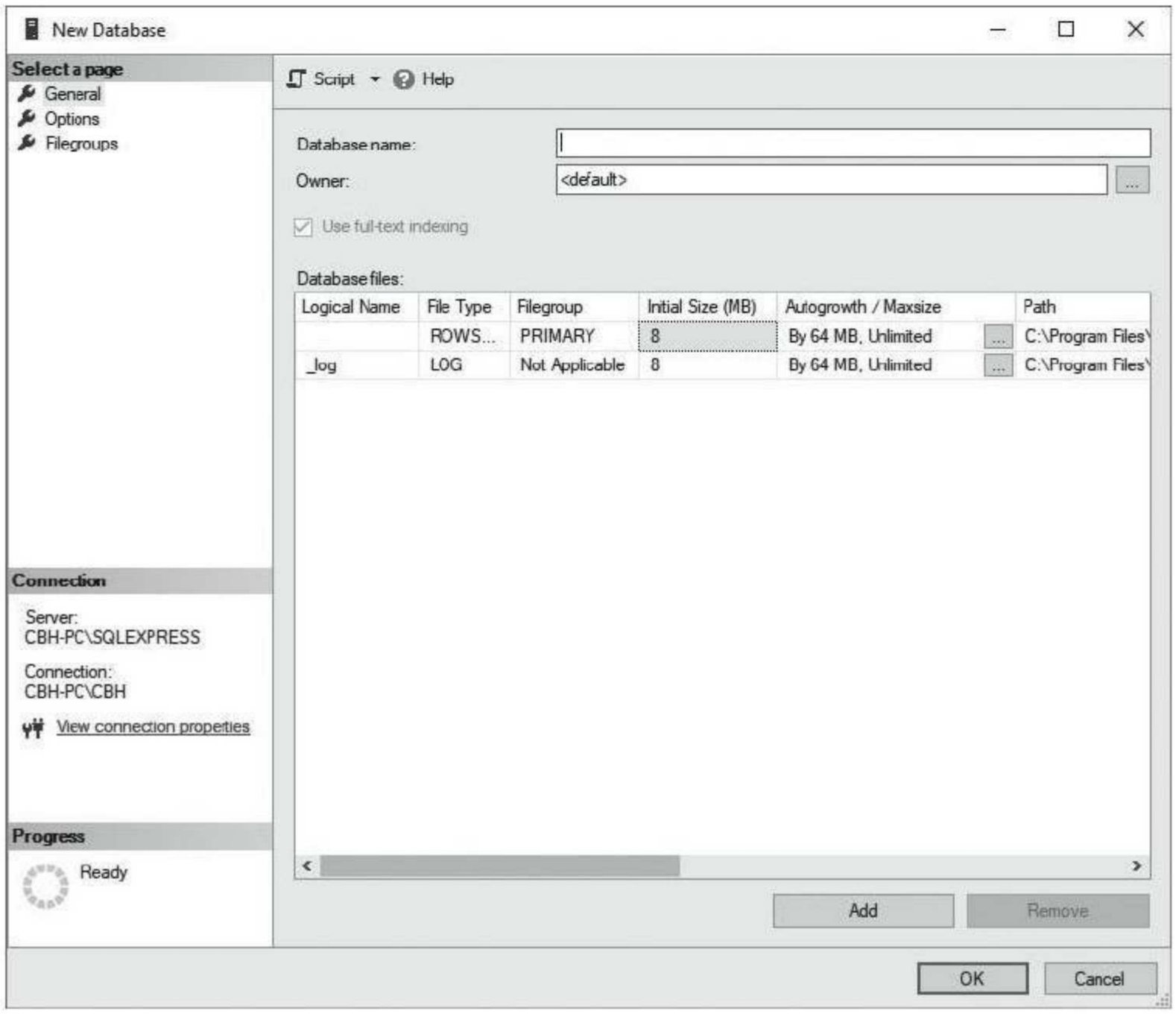


Figure 1-3

14. *Enter* **OMNSYS** in the Database name field at the top of the screen (enter the six-character system database, in capital letters, that you will be creating in Sage 300)

TIP When entering database names, limit your database name to six or fewer characters, use uppercase, and omit spaces and special characters.

Exercise 1-1, *continued*

15. After entering the database name, the New Database window will be updated as shown:

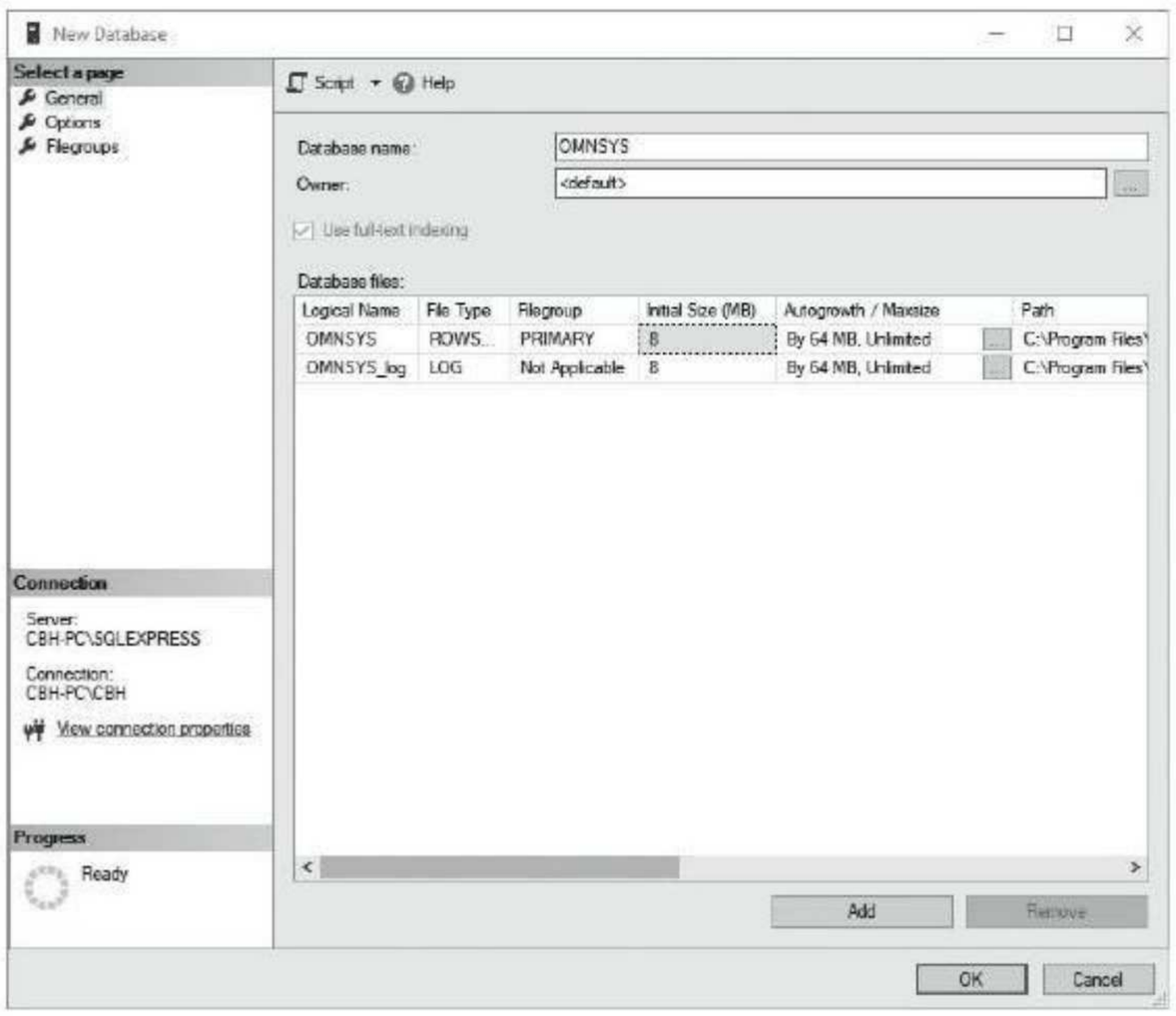


Figure 1-4

NOTE Notice that OMNSYS is now displayed under the Logical Name column in the Database files section of the screen for both the OMNSYS database and the OMNSYS_log file.

16. *Use* the **scroll bar** at the bottom of the screen to scroll across to find the path of the database as shown here:

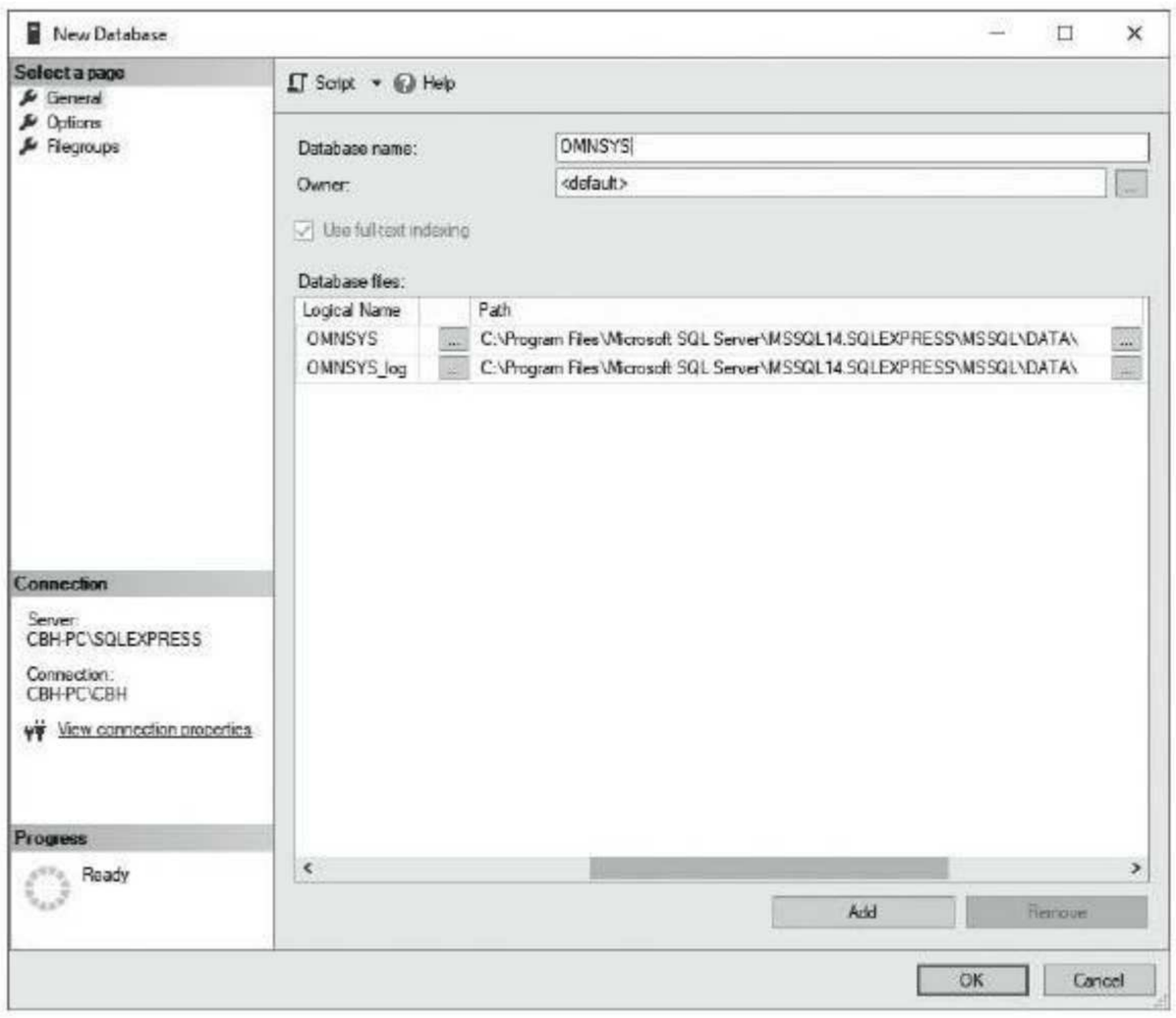


Figure 1-5

Exercise 1-1, *continued*

NOTE The database path is assigned by default. You will select the path to the folder you created in step 1 of this exercise.

17. *Click* on the **Browse button** found at the end of the current path of the OMNSYS database file

Figure 1-6

18. *Use* the **Locate Folder screen** to navigate to the destination folder (This is the folder you created for the OMNSYS database in step 1 on page 3. The text assumes that the folder is \data\omnsys, although yours may be different.)

TIP If you receive an error message, you may not be running Microsoft SQL Server Management Studio 18 as the administrator and must set it to run as the administrator before continuing. You should review the information in Appendix B about setting the Microsoft SQL Server Management Studio and Sage 300 software to always run as the administrator.

19. *Click* **OK** after you have highlighted the correct folder
20. Perform **steps 17, 18,** and **19** for the OMNSYS_log file (select the same folder that you selected for the OMNSYS database file)
21. *Click* **OK** to create the database

NOTE OMNSYS should now be displayed under the Databases folder in Microsoft SQL Server Management Studio.

22. *Complete* **steps 11–20** for the OMNDAT database and the OMNDAT_log file. In step 14, *enter* **OMNDAT** as the database name and in step 18, *navigate* to the **OMNDAT folder** you created in step 1 on page 3 (the text assumes the folder is \data\omndat, but yours may be different)
23. *Click* **OK** to create the database

NOTE OMNDAT should now be displayed under the Databases folder in Microsoft SQL Server Management Studio.

24. *Close* the **Microsoft SQL Server Management Studio window**

The destination path that you selected for the database file and the log file for both the system and company databases in Microsoft SQL Server Management Studio indicates the location of your database files on your computer, including the drive, folders, and subfolders. If you look in File Explorer in Windows 10 for your system and company database files, you will find them on the drive and folder you stored them in. For the purposes of this text, we used Drive C and made the folder names consistent with the database names shown here:

Figure 1-7

Starting the Sage 300 Database Setup Utility Program

System and company databases are created through the Sage 300 Database Setup Utility program, which is installed during the Sage 300 System Manager installation.

The file that runs the Database Setup Utility program is a4wsetup.exe, which is found in the x:\Sage\Sage300\runtime folder, assuming you installed the software in the default folder.

The system administrator is the only user who can access the Sage 300 Database Setup Utility program. This utility allows the administrator to add, edit, and delete system and company databases. It is in the Database Setup Utility program that the administrator can turn on security for a system database and select advanced security options that define how user passwords are set up within Sage 300. The administrator can also lock out a user after a specified number of attempts.

Note that the following steps, indicating how to access the Sage 300 Database Setup Utility program, vary from computer to computer. When you install Sage 300, you have the option of installing your program in the default folder or in a folder of your choice; if you did not select the default installation settings, the following steps will be slightly different. Or you may have created a shortcut to Sage 300 on your desktop. Ask your instructor how to access the Sage 300 Database Setup Utility program.

Exercise 1-2

Creating System and Company Databases Using the Sage 300 Database Setup Utility Program

1. The Windows desktop should be visible on the screen
2. *Select* the **Windows Start button** in Windows 10
3. *Scroll down* the **Apps list**
4. *Select* **Sage**

Figure 1-8

5. *Select* **Database Setup**

Figure 1-9

NOTE Click Yes if you receive a message asking if you want to allow Sage 300 Database Setup to make changes to your computer.

Exercise 1-2, *continued*

6. The following Sign-on dialogue box will be displayed:

Figure 1-10

Passwords

The default password supplied with Sage 300 is "**admin**"; this password is the system administrator's password, which you require to first access the system. The password is not case sensitive.

While you are using Sage 300 in a classroom, the system administrator's password must not be changed since that would prevent other students from accessing their work. If the admin password does not work on your computer, ask your system administrator for the password required to access the program.

At a place of employment, the system administrator's password should be changed to maintain security of the accounting data, as it is the only password that can manage the system and company databases. Each person using the program should be given an individual password and level of access. The administrator's password will not be changed during this course.