CHAPTER 2
VENDORS

Chapter 2 introduces students to the basic way that SCA works with vendor transactions. The first thing the students do is select

[Vendors & Purchases] from the Navigation Bar to go to the Vendors & Purchases Navigation Center. After recording a purchase order, students record a vendor invoice using the Purchases/Receive Inventory window. The Purchases/Receive Inventory window is also the Purchase Journal. The Apply to Purchases tab is the default. The lower half of the window shows fields for Quantity, Item (inventory items), Description, GL Account, Unit Price, Amount, and Job. The default for the A/P Account is 20000, Accounts Payable. The Purchases/Receive Inventory window looks like a purchase order. Similar to other SCA windows, the icon bar appears at the top of the window.

When Bellwether Garden Supply orders and receives inventory from vendors, Account No. 12000, Inventory, is debited. Accounts Payable and the vendor account are credited. Vendors offer Bellwether a purchase discount for invoices paid within the discount period. The program defaults to 2% 10, Net 30 Days for purchase discounts.

Sage 50 is a double-entry accounting system. There is a selection in Options; Global that allows general ledger accounts to be hidden. This is called Accounting Behind the Screens. The SCA windows in the textbook show the general ledger accounts. To check the Accounting Behind the Screens settings, do the following:

1. From the menu bar, click Options, then Global. The Accounting tab should be selected. If necessary, click on the radio button next to Manual to select it. The Number of decimal places should be 2.

The McGraw-Hill Companies, Inc., *Computer Accounting with Sage 50 Complete Accounting 2013, 17e*

35 - IMK

Visit TestBankDeal.com to get complete for all chapters

2. The boxes in the section Hide General Ledger Accounts *must* be unchecked. (If necessary, click on the boxes to uncheck them.)

Hide General Ledger Accounts

☐ Accounts Receivable (Quotes, Sales Orders, Invoicing, Credit Memos, Receipts)
☐ Accounts Payable (Purchase Orders, Purchases, Credit Memos, Payments)
☐ Payroll Entry

3. Observe that two boxes need to be checked in the Other Options section: Warn if a record was changed but not saved and

Other Options

☑ Warn if a record was changed but not saved
☐ Hide inactive records
☑ Recalculate cash balance automatically in Receipts, Payments, and Payroll Entry
☐ Use Timeslips Accounting Link

Recalculate cash balance automatically in Receipts, Payments, and Payroll Entry. Make sure *both* of these Other Options boxes are checked.

4. Click on the <u>G</u>eneral tab. Make sure the Line Item Entry Display has 2 Line selected; and that the Smart Data Entry area has three boxes checked.

Line Item Entry Display

○ 1 Line   ● 2 Line

Smart Data Entry

☑ Automatic field completion   ☑ Automatically create IDs on maintenance windows
☑ Drop-down list displays automatically

5. Click [OK] .

LEARNING OBJECTIVES

1. Restore data from Exercise 1-2. This backup was made on textbook page 52. (Refer to the Read me box on page 37 - IMK.)

2. Enter a purchase order.

3. Apply receipt of inventory to existing purchase order.

4.   Enter and post a vendor invoice in the Purchases\Receive Inventory window.

5.   Go to the Payments window to pay a vendor.

6.   Print a check in payment of the vendor invoice.

7.   Add a Terms column to the Vendor Ledgers report.

8.   Analyze payments and vendor credit memos.

9.   Export the Vendor List and Vendor Ledgers to Excel.

10.   Save the Vendor List and Vendor Ledgers as PDF files.

11.   Make two backups, save two Excel files, and save four PDF files.[1]

Read Me: Do your students need to restore?

If your students are completing their Sage 50 work in the computer lab or classroom, they should restore backup files from their USB drive (or other location). In order for the student to start where they left off the last time data was backed up, use the restore feature.

If students are working on their own computer or laptop, they probably can skip restore. For example, in Chapter 2 students added the vendors, Armenta's Landscaping and Office Supplies & More. The Vendor Ledgers report should show a zero balance for both Armenta's Landscaping and Office Supplies & More, Students should display the Vendor Ledgers to make sure they are starting in the correct place in the data. If the two vendors were added, and their balances are zero, students could continue work without restoring.

If students are taking this course online, they probably do *not* have to restore each time it is shown in the textbook. Their PCs or laptops will accumulate Sage 50 data as they work through the book. The author suggests that students restore periodically.

What should the instructor do? You may want to include in your syllabus whether or not you want students to restore backup files each time it is shown in the textbook. It may depend on whether students are working onground in the classroom or online on their own computers.

Backing up data is important. The author suggests students back up their data as shown in the textbook. Having a backup file insures that students could start at an earlier point in the data, if needed.

---

[1]Refer to the chart on page 2 - IMK for the size of backups and saved Excel and PDF files.

The McGraw-Hill Companies, Inc., *Computer Accounting with Sage 50 Complete Accounting 2013, 17e*

SCA TIPS, CHAPTER 2

➢ If the Purchase Orders, Purchases/Receive Inventory, Payments, or Sales/Invoicing windows do not show the general ledger accounts for the accounts payable, accounts receivable, and GL account fields, your students need to check their global settings. To show general ledger accounts on the Payments window and Purchases/Receive Inventory window, see textbook pages 18–19 (Chapter 1, Setting Global Options) *and* textbook pages 60-61 (Chapter 2). The Vendor windows (Purchase Orders, Purchases/Receive Inventory, and Payments) and Customer windows (Sales Orders, Sales/Invoicing and Receipts) in *Computer Accounting with Sage 50 Complete Accounting 2013, 17ᵗʰ Edition*, show the accounts payable, accounts receivable, and G/L account fields.

➢ Sage 50 includes the special journals; for example, the Payments window is the Cash Disbursements Journal; the Purchases/Receive Inventory window is the Purchase Journal.

➢ Once global options are set for one company, they are in effect for all Sage 50 companies. In Chapter 3, Customer Transactions, if the Receipts or Sales/Invoicing window does *not* show a G/L account field, students should check that the global options are set correctly.

➢ In Windows 7 and Vista, the computer owner is identified when files are backed up or saved. To see which user saved the file, right-click on the Start button, left-click Open Windows Explorer*, or* Explore (Vista). Go to the location of the backup file; right-click on the filename, left-click Properties. The Security tab shows the Group or user names; the Details tab shows the Owner and Computer name. The time and date is also shown. The same steps can be used to check .ptb files (extension used for Sage 50 backups); Excel files (.xlsx and .xls extensions); and Adobe files (.pdf extensions), and Word files (.docx and .doc extensions). To verify student files, you may want to look at the file properties.

LECTURE OUTLINE FOR CHAPTER 2: VENDOR TRANSACTIONS

A. Learning Objectives, page 55 (page numbers refer to the student textbook).

B. Getting Started, page 56

C. Restoring Data from Exercise 1-2, pages 56-57

D. Accounts Payable System, pages 57-60

  1.   The Purchase Order Window, page 60
  2.   Changing Global Settings for Accounting Behind the Screens
        (and recording a purchase order), pages 60-64
  3.   Printing Purchase Orders, pages 64-66
  4.   Receive Inventory from a Purchase Order, pages 66-68
  5.   Apply to Purchase Order, pages 68-69
  6.   The Purchases\Receive Inventory Window, pages 69-70
  7.   Adding a New Vendor, pages 71-73
  8.   Entering a Vendor Invoice, pages 73-74
  9.   Editing a Journal Entry, page 74
  10. Posting a Purchase Transaction, page 75

E. Vendor Payments, pages 76-78

F. Printing Checks, pages 78-81

G. Displaying the Vendor Ledgers, pages 81-82

H. Vendor Credit Memos, pages 82-84

I. Backing Up Chapter 2 Data, page 85

J. Export Two Sage 50 Reports to Excel, pages 85-87

K. Save Vendor List and Vendor Ledgers as PDF Files, pages 87-88

L. Online Learning Center, page 88

    Complete the following end-of-chapter activities online at
    www.mhhe.com/yacht2013; select the Student Edition, Chapter 2.

    1. Interactive Multiple-Choice and True/False questions.
    2. Going to the Net exercise: Internet Corporation for Assigned
        Names and Numbers.
    3. Feature Quiz: review user interface and accounting principles.
    4. QA Templates: 10 multiple-choice questions and one analysis
        question.

5. Assessment Rubric: review journals, navigation centers, modules, and task windows.
6. Listen to narrated PowerPoint slides.

The OLC also includes links to the Appendixes:

•   Appendix A: Troubleshooting
•   Appendix B: Accounting Information Systems
•   Appendix C: Review of Accounting Principles
•   Appendix D: Glossary of Terms (words that are boldfaced and italicized in chapter)

M. Exercise 2-1, page 89

N. Exercise 2-2, pages 89-90

O. Chapter 2 Index, page 91

SOLUTION TO EXERCISE 2-1 (3)[2]

---

[2]The number in parentheses refers to the instruction number in the textbook.

The McGraw-Hill Companies, Inc., *Computer Accounting with Sage 50 Complete Accounting 2013, 17e*

SOLUTION TO EXERCISE 2-1 (4)

SOLUTION TO EXERCISE 2-2 (1)

SOLUTION TO EXERCISE 2-2 (3)

H788		3/15/13	54.75	1.10	53.65
					0.00

3/18/13	10216	Office Supplies & More		1.10	$53.65

Check Number: 10216   Mar 18, 2013

Memo:
                                                          53.65

Fifty-Three and 65/100 Dollars

Office Supplies & More

SOLUTION TO EXERCISE 2-2 (4)

Page: 1

Bellwether Garden Supply - Student Name
Vendor Ledgers
For the Period From Mar 1, 2013 to Mar 31, 2013

Filter Criteria includes: Report order is by ID.

Vendor ID / Vendor	Date	Trans No	Type	Paid	Debit Amt	Credit Amt	Balance	Terms
ABNEY / Abney and Son	3/1/13	B1000	PJ			75.00	75.00	2% 10, Net 30 Days
	3/9/13	B1015	PJ	*		195.65	270.65	
	3/12/13	VCM30001	PJ	*	195.65		75.00	
	3/15/13	CDJ	CDJ		50.00	50.00	75.00	
AKERSON / Akerson Distrib	3/1/13	Balance Fwd					9,398.75	2% 10, Net 30 Days
	3/7/13	VCM30002	PJ	*	27.20		9,371.55	
	3/8/13	4	PJ			5,179.20	14,550.75	
	3/13/13		CDJ		1,000.00	1,000.00	14,550.75	
	3/14/13	B1016	PJ	*		27.20	14,577.95	
ARMENTA / Armenta's Land	3/15/13	ARM107	PJ	*		45.00	45.00	2% 10, Net 30 Days
	3/18/13	10215	CDJ		0.90	0.90	45.00	
	3/18/13	10215	CDJ		45.00		0.00	
CALDWELL / Caldwell Tools	3/1/13	Balance Fwd					21,214.10	2% 10, Net 30 Days
	3/4/13	B1004	PJ			90.00	21,304.10	
	3/6/13	B1017	PJ	*		45.90	21,350.00	
	3/9/13	VCM30003	PJ	*	45.90		21,304.10	
CLINE / Cline Constructi	3/6/13	B1023	PJ			55.65	55.65	2% 10, Net 30 Days
	3/15/13	B1006	PJ			400.00	455.65	
	3/15/13	10213	CDJ		100.00		355.65	
CLOONEY / Clooney Chemi	3/1/13	Balance Fwd					124.68	2% 10, Net 30 Days
	3/2/13	B1021	PJ			23.85	148.53	
	3/12/13	116655	PJ			297.60	446.13	
	3/12/13	10201	CDJ		124.68		321.45	
CLOUDET / Cloudet Propert							0.00	2% 10, Net 30 Days
DANIEL / Daniel Lawn Pr	3/7/13	45541	PJ			75.00	75.00	2% 10, Net 30 Days
	3/12/13	10204	CDJ		335.50	335.50	75.00	
DEJULIA / DeJulia Wholes	3/1/13	Balance Fwd					2,663.00	2% 10, Net 30 Days
	3/5/13	B1020	PJ			13.50	2,676.50	
	3/7/13	SS-00001	PJ			754.95	3,431.45	
	3/10/13	22113	PJ			64.80	3,496.25	
	3/13/13	AR1303	PJ			1,192.50	4,688.75	
	3/15/13	2224	PJ			592.50	5,281.25	
GAREVENUE / Georgia Depart							0.00	Net 30 Days
GARY / Gary, Wilson, J	3/1/13	Balance Fwd					1,010.00	2% 10, Net 30 Days
	3/5/13	B1019	PJ	*		4.50	1,014.50	
	3/7/13	VCM30004	PJ	*	4.50		1,010.00	
	3/12/13	10202	CDJ		360.00		650.00	
	3/15/13	10045	PJ			150.00	800.00	
GWINLICENSE / Gwinnett Count	3/4/13	3445574	PJ	*		150.00	150.00	Net 30 Days
	3/14/13	10205	CDJ		3.00	3.00	150.00	
	3/14/13	10205	CDJ		150.00		0.00	
GWINWATER / Gwinnett Count	3/5/13	B1005	PJ			26.58	26.58	Net 30 Days
	3/7/13		CDJ		73.42	73.42	26.58	
HAWKINS / DPH Web Desi	3/3/13	B1003	PJ			76.50	76.50	2% 10, Net 30 Days
	3/15/13	10214	CDJ		100.00	100.00	76.50	
HUBBARD / Hubbard Whole	3/1/13	Balance Fwd					55.60	2% 10, Net 30 Days
	3/9/13		CDJ		1,500.00	1,500.00	55.60	

SOLUTION TO EXERCISE 2-2 (4) (Concluded)

Page: 2

Bellwether Garden Supply - Student Name
Vendor Ledgers
For the Period From Mar 1, 2013 to Mar 31, 2013

Filter Criteria includes: Report order is by ID.

| Vendor ID / Vendor	Date	Trans No	Type	Paid	Debit Amt	Credit Amt	Balance	Terms
	3/14/13	HU1025	PJ			750.00	805.60	
JACKSON	3/4/13	2456-D22	PJ			650.00	650.00	2% 10, Net 30 Days
Jackson Adverti	3/14/13	10209	CDJ		500.00		150.00	
	3/15/13	10046	PJ			50.00	200.00	
JUAN	3/1/13	Balance Fwd					4,259.25	2% 10, Net 30 Days
Juan Motor Too	3/3/13	26171	PJ	*		274.56	4,533.81	
	3/14/13	10206	CDJ		274.56		4,259.25	
KIDD	3/7/13	54452	PJ			459.90	459.90	2% 10, Net 30 Days
Kidd Computers								
MILES	3/4/13	VCM30006	PJ		69.93		-69.93	2% 10, Net 30 Days
Miles Maintena	3/7/13	B1007	PJ			65.00	-4.93	
MILLS	3/1/13	Balance Fwd					550.00	2% 10, Net 30 Days
Mills Leasing C	3/3/13	LS-6341	PJ	*		550.00	1,100.00	
	3/6/13	VCM30007	PJ		53.50		1,046.50	
	3/12/13	10203	CDJ		550.00		496.50	
	3/14/13	10207	CDJ		550.00		-53.50	
NATLBANK	3/8/13	B1008	PJ			18.00	18.00	2% 10, Net 30 Days
National Trust								
NEIGHBORS	3/10/13	B1010	PJ			49.99	49.99	2% 10, Net 30 Days
Neighbors Tele	3/15/13	VCM30008	PJ		31.80		18.19	
OFCSUPPL	3/15/13	H788	PJ	*		54.75	54.75	2% 10, Net 30 Days
Office Supplies	3/18/13	10216	CDJ		1.10	1.10	54.75	
	3/18/13	10216	CDJ		54.75		0.00	
PARIS	3/12/13	10211V	CDJ		450.00	450.00	0.00	2% 10, Net 30 Days
Paris Brothers	3/13/13	10211	CDJ		450.00	450.00	0.00	
PAYNE	3/9/13	10212V	CDJ		50.00	50.00	0.00	2% 10, Net 30 Days
Payne Enterpris	3/15/13	10212	CDJ		50.00	50.00	0.00	
SAFESTATE	3/15/13	10210	CDJ		530.64	530.64	0.00	2% 10, Net 30 Days
Safe State Insur								
SOGARDEN	3/1/13	Balance Fwd					31,079.25	2% 10, Net 30 Days
Southern Garde	3/4/13	11544	PJ	*		255.65	31,334.90	
	3/14/13	SG-11657	PJ			50.90	31,385.80	
	3/14/13	SG-11658	PJ			239.85	31,625.65	
	3/14/13	10208	CDJ		5.11	5.11	31,625.65	
	3/14/13	10208	CDJ		255.65		31,370.00	
SOPOWER	3/11/13	B1011	PJ			226.88	226.88	2% 10, Net 30 Days
Southern Power								
STANLEY	3/1/13	VCM30009	PJ		103.60		-103.60	2% 10, Net 30 Days
Stanley Shippin	3/12/13	B1012	PJ			19.99	-83.61	
SULLEY	3/5/13	14223	PJ			675.00	675.00	2% 10, Net 30 Days
Sulley Printing	3/9/13	B1024	PJ			17.10	692.10	
WATKINS	3/2/13	B1013	PJ			60.00	60.00	2% 10, Net 30 Days
Watkins Financi	3/5/13	VCM30010	PJ		35.35		24.65	
Report Total					8,131.74	18,603.12	80,826.01	

SOLUTION TO EXERCISE 2-2 (5)

*****EDUCATIONAL VERSION ONLY*****

Bellwether Garden Supply - Student Name
Purchase Order Register
For the Period From Mar 1, 2013 to Mar 31, 2013

Filter Criteria includes: Report order is by Date.

PO No	Date	Good Thru	Vendor ID	Amount
	3/1/13	3/31/13	ABNEY	120.75
	3/1/13	3/31/13	ABNEY	258.75
10300	3/1/13	3/31/13	DEJULIA	140.40
10301	3/3/13	4/2/13	CLOONEY	297.60
10302	3/3/13	4/14/13	SOGARDEN	622.80
10303	3/5/13	4/4/13	DEJULIA	1,192.50
	3/7/13	4/6/13	ABNEY	172.50
	3/8/13	4/7/13	ABNEY	258.75
	3/9/13	4/8/13	ABNEY	258.75
	3/10/13	4/9/13	ABNEY	690.00
	3/13/13	4/12/13	SOGARDEN	178.80
	3/13/13	4/12/13	SULLEY	3,117.00
	3/13/13	4/12/13	DEJULIA	739.75
	3/13/13	4/12/13	ABNEY	187.50
	3/13/13	4/12/13	ABNEY	225.00
	3/14/13	4/13/13	ABNEY	250.00
	3/14/13	4/13/13	ABNEY	275.00
	3/14/13	4/13/13	ABNEY	258.75
	3/15/13	4/14/13	SOGARDEN	727.50
	3/15/13	4/14/13	HAWKINS	150.00
e2	3/15/13	4/14/13	CALDWELL	167.20
101	3/28/13	4/27/13	ABNEY	3,834.00
				14,123.30

NOTE: The Check Your Figures on textbook page 90 shows the amounts for the two purchase orders shown in Chapter 2, page 65 (Purchase Order No. 101) and page 67 (Purchase Orders window, PO No. 10300).

EXPORT TWO SAGE 50 REPORTS TO EXCEL

Textbook pages 85-87 shows detailed steps for exporting two Sage 50 reports to one Excel file. When exporting more than one report to Excel, select Add a new worksheet to an existing Microsoft Excel workbook on Sage 50's Copy Report to Excel window. Then, browse to the location of the appropriate file. The Copy Report to Excel window is shown at the top of textbook page 87 (below step 8, textbook page 86).
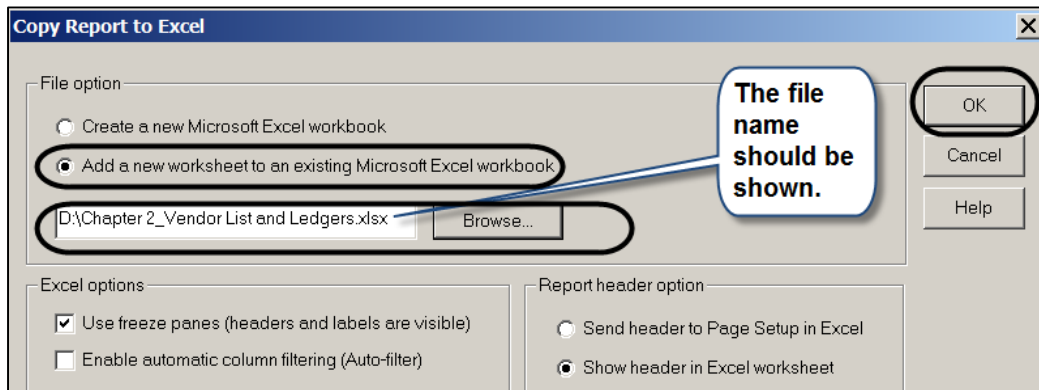
In Chapter 2, the two Sage 50 reports, The Vendor List and Vendors Ledgers, are exported to one Excel file. The file name is **Exercise 2-2_Vendor List and Ledgers.xlsx**. (Excel 2003 files end in the extension, .xls.)

VENDOR LEDGERS AND PURCHASE ORDER REGISTER SAVED AS A PDF FILES

In Exercise 2-2, students save the Vendor Ledgers and Purchase Order Register as PDF files.

The McGraw-Hill Companies, Inc., *Computer Accounting with Sage 50 Complete Accounting 2013, 17e*

ANSWERS TO GOING TO THE NET[3]

Access information about the Internet Corporation for Assigned Names and Numbers (ICANN) at http://www.icann.org/en/resources/registries/about.

1. What is a TLD and gTLD?

    The right-most label in a domain name (for example, www.icann.org) is referred to as its "top-level domain" (TLD). TLDs with two letters have been established for over 240 countries and external territories and are referred to as "country-code" TLDs or "ccTLDs."

    TLDs with three or more characters are referred to as "generic" TLDs, or "gTLDs."

    The responsibility for operating each gTLD (including maintaining a registry of the domain names within the gTLD) is delegated to a particular organization. These organizations are referred to as "registry operators" or "sponsors."

2. What gTLDs are operated under contract with ICANN?

    .aero, .biz, .cat, .com, .coop, .info, .jobs, .mobi, .museum, .name, .net, .org, .pro, and .travel; .gov and .edu are also available.

3. What types of gTLDs are there? Briefly explain sponsored and unsponsored gTLDs.

    Generally speaking, an unsponsored gTLD Registry operates under policies established by the global Internet community directly through the ICANN process. Unsponsored gTLDs include .biz, .com, .info, .name, .net, .org, and .pro.

    A sponsored gTLD (sometimes called an sTLD) is a specialized gTLD that has a sponsor representing a specific community that is served by the gTLD. The sponsor carries out delegated policy-formulation

---

[3]The textbook website is http://www.mhhe.com/yacht2013; link to Textbook Updates. Check this link for updated Going to the Net exercises.

responsibilities over many matters concerning the gTLD. Sponsored gTLDs include .aero, .cat, .coop, .jobs, .mobi, .museum, and .travel. Entities wishing to register domain names in a sponsored gTLD are required to meet certain eligibility requirements.

ANSWERS TO MULTIPLE-CHOICE QUESTIONS, CHAPTER 2

1. a (The place specified for the USB drive)
2. c (Purchase discounts)
3. c (a or b)
4. b (So that others working in your company can determine a vendor code from the company name.)
5. d (To request items from a vendor)
6. d (Is case sensitive)
7. a (Maintain Vendors)
8. a (Drill down)
9. d (debit, Materials Cost; credit, Accounts Payable/Armenta's Landscaping)
10. b (Credits & Returns; New Vendor Credit Memo)

ANSWER TO THE ANALYSIS QUESTION

With the Vendors & Payables Navigation Center serving as the starting point to perform tasks related to Accounts Payable, list five Vendors & Purchases Tasks.
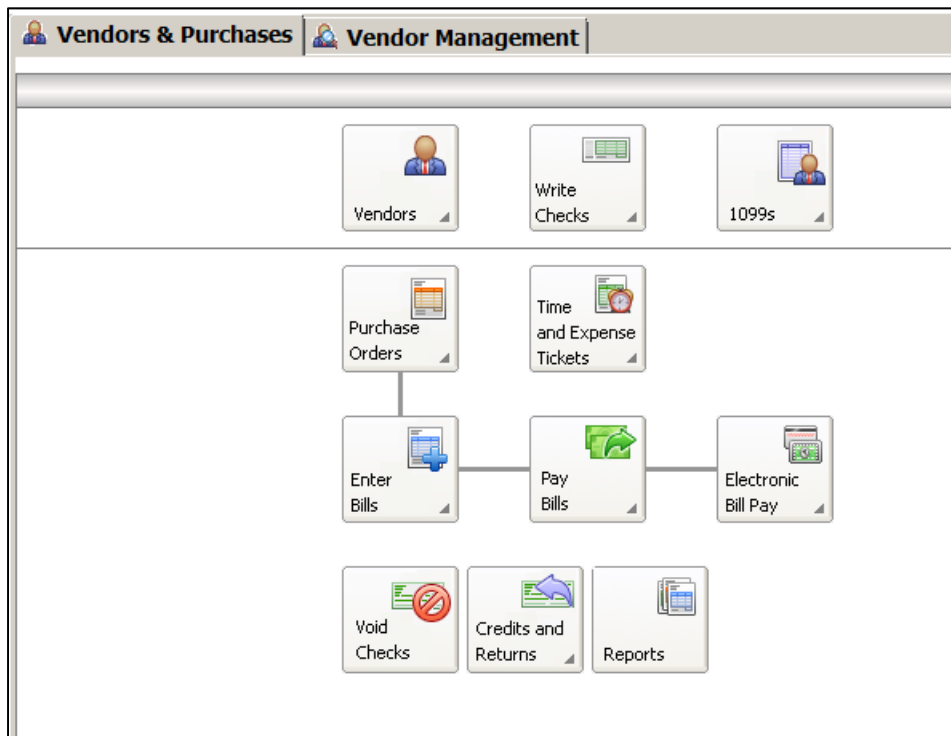
Briefly describe the Vendor Management tab.

ANSWER:

The Vendors & Purchases Navigation Center displays information and access points related to the company's vendors and purchases.

1) The Vendors & Purchases Tasks provides a graphic representation of the flow of vendor-related tasks, as well as access to those tasks. It also provides access to windows where you enter/maintain vendor information.

   The Vendors & Purchases workflow diagram is shown on the next page.

The McGraw-Hill Companies, Inc., *Computer Accounting with Sage 50 Complete Accounting 2013, 17e*

2) A summary of vendor information; for example, link to View Detailed List.
3) Access to vendor reports. For example, a link to View All Vendor & Purchases Reports.
4) An overview of the company's aged payables. You can also link or drill down to various areas.
5) Sage 50 solutions include drill down to Checks & Forms and Online Bill Pay.
6) On the Vendor Management tab, you can see lists of information regarding transactions and history for a particular vendor, including purchase orders, purchases, and payments. This is where you want to go to see information about a particular vendor.

ANSWER TO THE ASSESSMENT RUBRIC

Date	Transaction	Navigation Center/Module	Task window	Journal Dr./Cr.
3/15/13	Invoice No. H788 was received from Office Supplies & More for the purchase of five boxes of letter-size file folders, $10.95 each.	Vendors & Purchases; Enter Bill, New Bill Accounts Payable	Purchases/Receive Inventory	Purchase Journal Dr. 71000, Office Expense, $54.75 Cr. 20000, A/P, Office Supplies & More, $54.75
3/18/13	Pay Office Supplies & More for Invoice H788, $53.65	Vendors & Purchases; Pay Bills, Pay Bill Accounts Payable	Payments	Cash Disbursements Journal Dr. 20000, A/P, Office Supplies & More, $54.75 Cr. 89500 Discounts Taken, $1.10 Cr. 10200, Regular Checking Account, $53.65

SOLUTION FILES: .ptb, .xlsx, .pdf

The password-protected Instructor Edition website at
http://www.mhhe.com/yacht2013 includes solutions saved in these
formats:

1. Solution Files_Sage 50 backups. Chapter and exercise backups
   end in the extension .ptb.
2. Adobe PDF Files: Files saved as PDFs.
3. Excel Reports – Files saved as Excel, .xlsx extensions.

The McGraw-Hill Companies, Inc., *Computer Accounting with Sage 50 Complete Accounting 2013, 17e*

52 - IMK   Chapter 2

The solution files, in .ptb, .pdf, and .xlsx formats, are also included on the Instructor's Resource CD (ISBN No. 007763201X). The chart below shows the Chapter 2 solution files.

Chapter	Sage 50 Backup (.ptb) Excel (.xlsx) and Adobe (.pdf)	Kilobytes[4]	Page Nos.
2	Chapter 2.ptb	3,715 KB	85
	Chapter 2_Vendor List and Vendor Ledgers.xlsx	21 KB	85-87
	Chapter 2_Vendor List.pdf	53 KB	87
	Chapter 2_Vendor Ledgers.pdf	82 KB	88
	Exercise 2-2.ptb	3,703 KB	90
	Exercise 2-2_Vendor List and Vendor Ledgers.xlsx	21 KB	90
	Exercise 2-2_Vendor Ledgers.pdf	68 KB	90
	Exercise 2-2_Purchase Order Register.pdf	51 KB	90

ONLINE LEARNING CENTER: www.mhhe.com/yacht2013, Instructor Edition

To obtain a username and password for the Instructor Edition, contact your McGraw-Hill sales representative. To find your sales representative, go online to http://catalogs.mhhe.com/mhhe/findRep.do.

The Instructor Edition link includes answers to the following OLC student activities:

- QA Templates answers (includes answers to a link to the chapter questions and analysis questions.
- Assessment rubric answers.
- Suggested syllabi for online and onground classes.
- Test bank for each chapter.
- Instructor's Manual
- Bellwether Garden Supply Project (to be completed *after* Chapter 7)
- Practice Set (after Chapter 15; source documents, merchandising business)
- Email author link
- Links to email author, academic site license, solution files (.ptb, xlsx, and pdf)

---

[4]Backup sizes may differ.

Visit TestBankDeal.com to get complete for all chapters