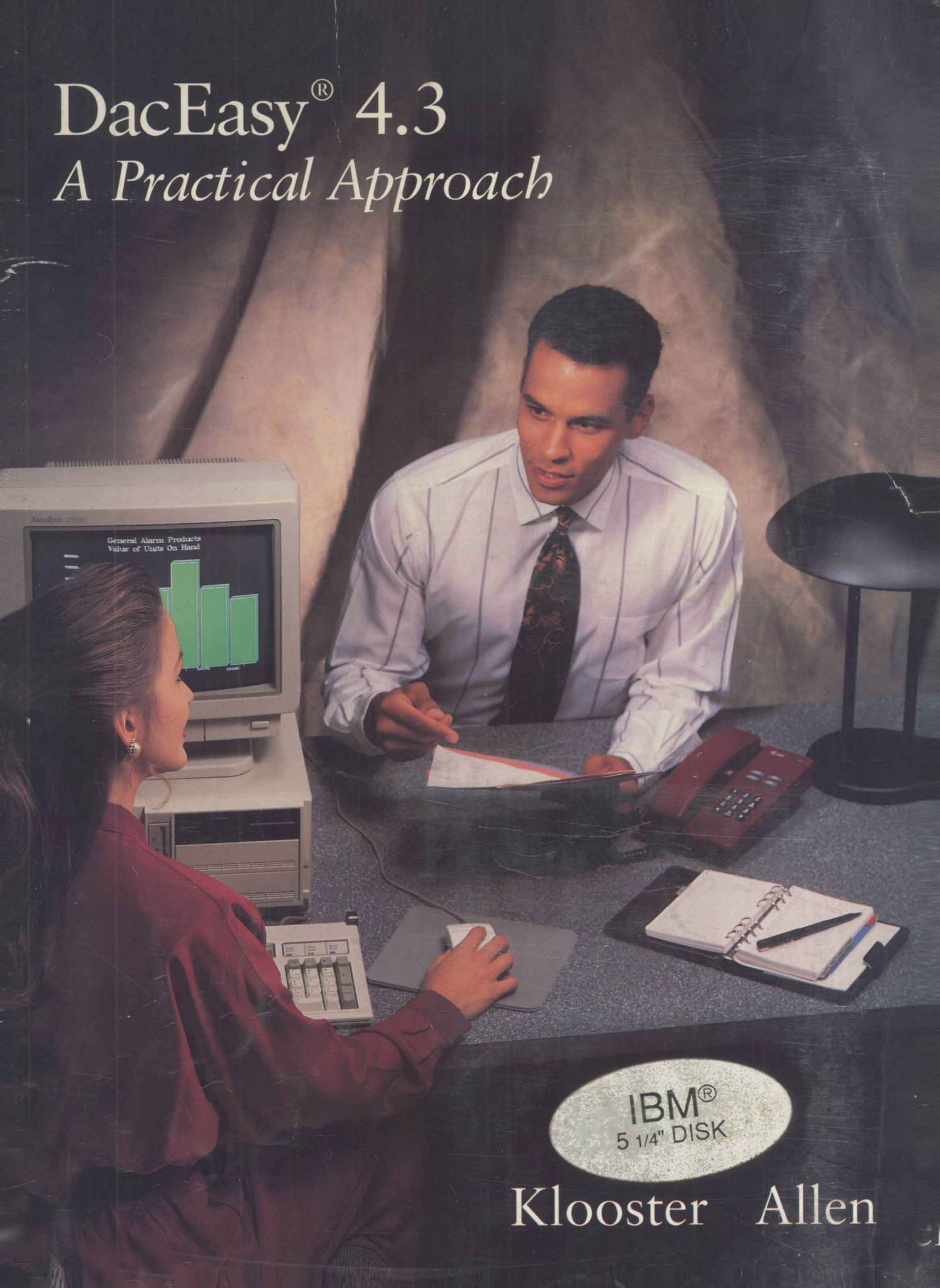
# DacEasy® 4.3

## *A Practical Approach*

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# DacEasy® 4.3
## *A Practical Approach*

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# PREFACE

The decade of the 1980's was truly the decade of the personal computer. It is during this period that personal computers were transformed from the small capacities and high prices of the 1970's into extraordinarily powerful, low-cost computer systems capable of providing solutions to business record keeping and accounting needs. The trend continues in the 1990's with more powerful, low cost computer systems that offer better solutions to the computing needs of businesses. The **DacEasy**[1] software that accompanies this text illustrates how modern businesses use computers for today's accounting applications.

## FEATURES OF DACEASY: A PRACTICAL APPROACH

The **DacEasy: A Practical Approach** package is composed of a text-workbook, two DacEasy 4.3 (educational version) program disks, a template disk, and an instructor's manual.

### Text-workbook

1. The text-workbook is not intended to be a comprehensive manual covering all the technical features of the DacEasy software. Rather, it is designed to provide the accounting and operational knowledge required to successfuly utilize the DacEasy software to perform a wide array of accounting tasks.
2. Software operational procedures are presented gradually as hands-on tutorial activities. In this way, students can gain experience with each of the individual system modules prior to working with the integrated system. Tutorial activities, computer applications, student exercises, and audit sheets have been provided in each chapter to ensure comprehension of the subject matter. This approach permits students to work independently at their own rates. In addition, students spend less time learning how to operate the software and more time using the software for the purpose for which it was designed.
3. Data on the template disk that accompanies this text-workbook takes up approximately 800,000 bytes of disk space. If each student in a class or lab of 20 students had to store this much data, approximately 16,000,000 bytes of hard disk space would be needed. Potentially, additional copies of the file could completely consume all remaining disk space and complicate disk management. In order to conserve disk storage space, the tutorial activities and problems in this text-workbook will use the FILES subdirectory as a **work space**. Instead of creating several different company files, or versions of a company's data files, for each student the template data will be restored onto the computer's hard disk each time a task must be completed.
4. The text includes the following icons that are used for easy identification of important activities and information.

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1 DacEasy is a registered trademark of DacEasy, Incorporated. Any reference to DacEasy refers to this footnote.

This icon identifies hands-on tutorial activities, which are very brief step-by-step instructions for performing operational procedures.

This icon identifies tips, techniques, and useful operational information.

This icon indicates special situations and circumstances where caution should be exercised.

5. Answers to the end-of-chapter audit test questions can be found in the student's data files. Since the answers can be obtained from screen displays, the need to print reports and waste paper is eliminated (thereby conserving one of our precious natural resources—trees).
6. Students will be exposed to the operational aspects of the accounting software while performing practical accounting tasks. Therefore, the students become familiar with the software and its features before being asked to set up a new accounting system in the last chapter.

## DacEasy Software

1. The DacEasy educational software included in this package is the same DacEasy 4.3 software sold commercially except that the company name and address fields are fixed and cannot be changed.
2. The software utilizes a standard user interface involving pull-down menus, mouse support, and windowing.
3. The software fully supports a mouse; however, a mouse is not required to run the software.
4. Efficient methods of using the keyboard to operate the computer and move around the display screen have been provided.
5. Quick keys can be activated during software execution to make the computer operation easier and more efficient.
6. During data entry, students can access lookup lists and utilize find features of the software to locate data stored by the computer and to make corrections.
7. File maintenance activities may be performed during data entry without exiting the data entry window.
8. Data stored by the computer (such as account numbers and account titles) can be selected from lookup list windows. This saves keying time and potential keying errors.
9. An extensive help system is available that provides information on the operational features of the software.
10. Reports may be directed to the display screen, an attached printer, or a disk. Reports that are directed to the display screen are displayed in a scrollable window.
11. Capabilities have been built into the software that allow it to process a wide array of accounting tasks (i.e. general ledger, receivables ledger, payables ledger, cash management, billing, purchasing, inventory, bank reconciliation, graphing, reporting, etc.).

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## Template Disk

1. The template disk included in this package contains the chart of accounts, customers, vendors, inventory products, and beginning balances that are used throughout the text-workbook.
2. The template disk eliminates the time-consuming task of setting up accounts, opening balances, etc. for every problem. Making this data available enables the students to concentrate on learning the new topics as they are presented.
3. Data from the template disk are restored to the DacEasy data files each time a computer task must be completed. Therefore, long, time-consuming problems can be avoided. Also, this approach eliminates the need for continuation problems, thereby reducing the problems students often experience when errors are discovered after hours of work.

## Instructor's Manual

The instructor's manual contains four major parts that assist the instructor while using this package. Part 1 contains teaching suggestions which emphasize the key points in each chapter. Part 2 contains transparency masters to be used as visual aids to enhance student understanding of the text-workbook. Part 3 contains solutions to all of the end-of-chapter student exercises, audit sheets, and student problems. Part 4 contains the solution to the OnGuard Security Systems comprehensive problem presented at the end of the text-workbook.

## HARDWARE REQUIREMENTS

The DacEasy software is available for the IBM PC, XT, AT, System/2[2], and 100% compatible computers. The minimum configuration to run the software is: 640K of random access memory using MS-DOS or PC-DOS version 3.1 or higher, one monitor, a hard disk and one high density floppy drive (1.2M 5 1/4-inch or 1.44M 3 1/2-inch). An 80-column printer capable of printing 132 columns in compressed mode or a Hewlett Packard LaserJet3[3] (or compatible) laser printer is optional but highly recommended.

## AUTHORS

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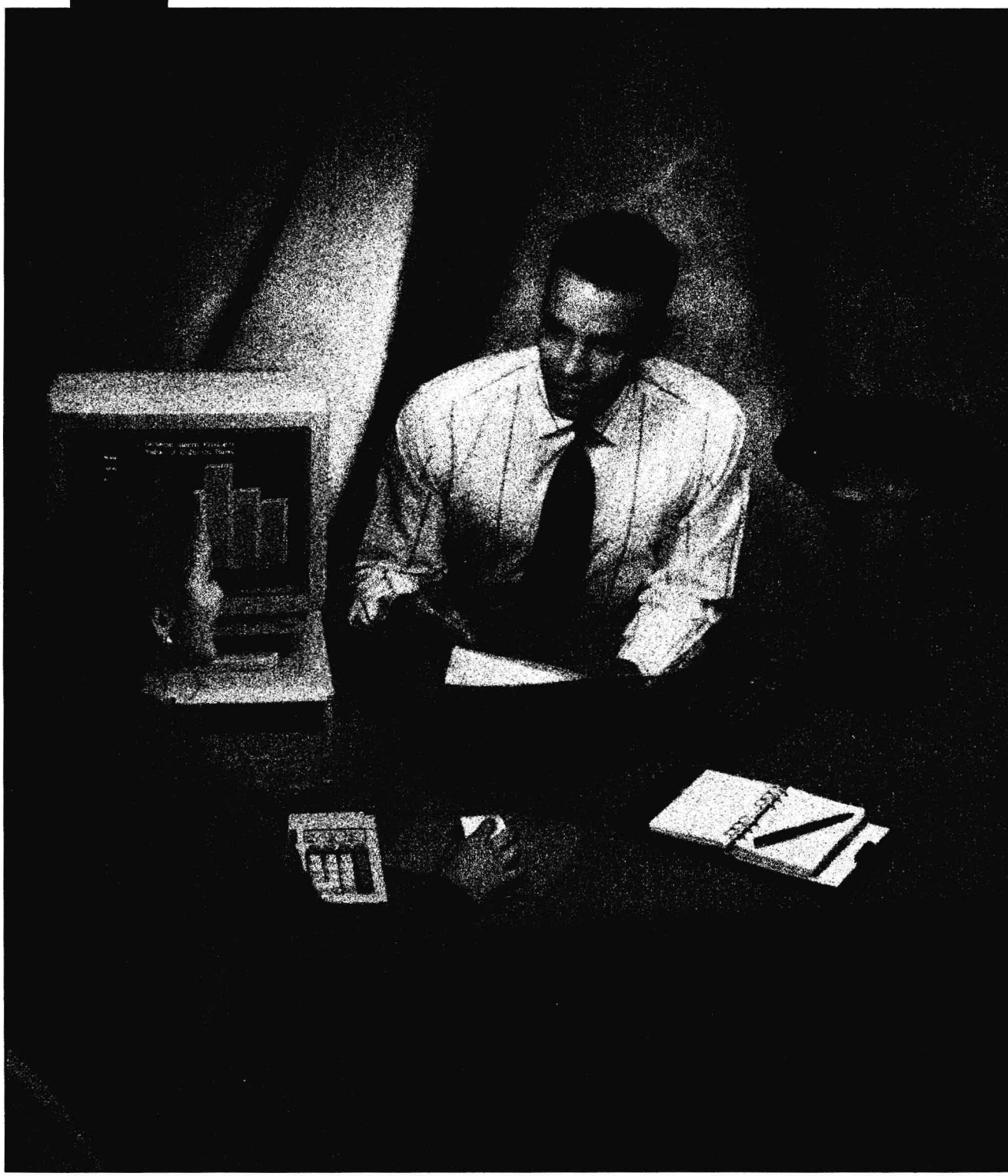
# 1 INTRODUCTION



## LEARNING OBJECTIVES

Upon completion of this chapter, you will be able to:

1. Identify and define the key terms associated with computerized accounting systems.
2. Install the DacEasy software.
3. Perform system start-up procedures.
4. Operate the DacEasy software using a keyboard or a mouse.
5. Make menu selections.
6. Describe the various types of windows.
7. Access Help information.
8. Load beginning balance data from disk.
9. Exit the DacEasy software.
10. Define terms associated with computerized accounting.

## INTRODUCTION

This text will teach you about computerized accounting using a hands-on approach. You will learn to operate the software by entering a variety of realistic accounting transactions, generate financial statements, and create other management information reports.

The software makes use of a user interface that utilizes pull-down menus, windows, and mouse support. This interface is similar to the interface used in many other popular software applications. Most of the operational techniques learned in this book can be applied to many other software packages. This makes the transition to other applications much easier. The **DacEasy: A Practical Approach** package contains the following: (1) the DacEasy software, (2) this text-workbook, and (3) a template disk.

## The DacEasy Software

The DacEasy software contains the following major modules: General Ledger, Receivables Ledger, Payables Ledger, Cash Management, Billing, Purchasing, and Inventory Control. Features such as forecasting, bank reconciliation, graphing, and report generation are also included within the software.

## This Text-Workbook

Each chapter begins with an introduction which describes the topics to be covered. The introduction is followed by hands-on tutorial activities. A sample problem and a student problem are provided after the tutorial activities to provide more comprehensive coverage of accounting transactions and use of the software. An Audit Test is provided at the end-of-each chapter which contains questions related to the student problem.

This text-workbook uses features that will make learning the DacEasy software easy, and will allow you to quickly and easily locate reference information. These features are listed below:

1. Each pull-down menu is shown in the chapter.
2. Each data entry window is pictured with an explanation of each of the data fields.

3. Useful illustrations and notes are provided in the margins throughout the text.
4. Brief step-by-step, hands-on tutorial activities are provided for each computer activity (such as menus, data entry, and report generation). These tutorial activities make the operation of the software easier to learn, and serves as a reference when you are working the end-of-chapter problems.
5. The following icons are used for easy identification of important activities and information.

This icon identifies hands-on tutorial activities which are very brief step-by-step instructions for performing operational procedures.

This icon identifies tips, techniques, and useful operational information.

This icon indicates special situations where caution is necessary.

## The Template Disk

The data file on the template disk that accompanies this text-workbook contains the chart of accounts, customers, vendors, inventory products, beginning balances, etc., for OnGuard Security Systems. OnGuard Security Systems is a merchandising business, organized as a corporation, that sells burglar alarms, and detection and security devices wholesale. Before starting tutorial activities or solving end-of-chapter problems, the beginning data must be loaded (or restored) onto your computer's hard disk.

## Operational Procedures

The operating procedures in this chapter include DacEasy software installation, initial start-up, accessing pull-down menus, and use of windows (data entry windows, lookup windows, dialog windows, and report windows). In addition, help features, Restore and Exit commands will also be covered.

# DACEASY SOFTWARE INSTALLATION: Tutorial Activity 1-A

Included with this text-workbook are two high density DacEasy 4.3 educational software disks. The program files are stored on the disks in a compressed format (to conserve space). Therefore, they cannot simply be copied directly to your computer's hard disk with the standard operating system's Copy command. An Install program has been provided on Program Disk #1 that decompresses the files as they are copied to the hard disk.

Before proceeding with the installation process, make sure your hard disk has at least 2.2 megabytes of free space. This is the minimum amount of space required to store the software, template files, and data you will enter while completing the problems in this text-workbook.

## Software Installation

- Check if the computer you are using already has the DacEasy 4.3 (educational version) software installed. If it does, it is not necessary to install your program disks (skip this tutorial activity).

- Insert the disk labeled **Program Disk #1** in your disk drive.

- Enter the disk drive letter (i.e. **A:** or **B:**) followed by **INSTALL** to access the Installation program. (For example, if you have inserted Program Disk #1 in disk drive A, enter: A:INSTALL at the DOS prompt (>).

  If the error message "General Failure Error Reading Drive A" appears after entering the INSTALL command, it means that the computer you are using is unable to read the high density program disk provided in this package. If this error displays, check with your instructor.

- Follow the instructions displayed on the screen to supply installation data and perform disk handling.

  When instructed to enter the Program Drive and Path, supply the drive letter for your hard disk and the subdirectory where you want the DacEasy software. Use the default subdirectory **\DEA4**, as this will keep your configuration consistent with references contained in this text-workbook.

  For example, if your hard disk drive letter is C, you should accept the default value C:\DEA4. During the installation process, the computer will prompt you when to replace Program Disk #1 with Program Disk #2.

- Near the end of the installation process, when the message asking if you want DacEasy to check, and modify if necessary, your CONFIG.SYS file for accurate FILE and BUFFERS statements appears, enter **Yes**.

  This version of the software requires the FILES statement set to at least 40–55 and the BUFFERS statement set to at least 16–20. By answering Yes, the installation program automatically updates these statements.

- After installation is complete, shut-down, then restart your computer system.

If the INSTALL program modified the FILES and BUFFERS statements, it is necessary to restart your computer so that the operating system will recognize the changes.

If you are using a Tandy 1000 SL, TL, or HX computer, run the setup program provided by Tandy (SETUPSL, SETUPTL or SETUPHX) to change the primary start-up device to DISK. After completing this task, run the DacEasy INSTALL program again (using the same subdirectory names as you did the first time).

# INITIAL START-UP: Tutorial Activity 1-B

To bring up the DacEasy software you must load a program named DEA4. The start-up procedure varies considerably depending on the type of computer system. The procedure is different for: (1) an individual hard disk based system, (2) a workstation on a network, or (3) a hard disk system with a graphical environment such as Microsoft® Windows™[1] or IBM's OS/2[2]. Whatever the configuration, the start-up is quite simple.

## Hard Disk Based System Start-Up

- From the C> (or C:\>) prompt (if your hard disk is Drive C), set the default drive and directory to the drive and directory containing the DacEasy software.

  For example, if the software is stored on drive C in a subdirectory called DEA4, you would:

  (a) Key "C:" (without quotes) to set the default drive to Drive C.
  (b) Key "CD \DEA4" (without quotes) to set the default directory to DEA4.

- Key: **DEA4**, then press the **Enter** key to load the DacEasy software into memory.

  If you are using a computer with a monochrome monitor and are having trouble reading some screens, key: DEA4 /BW to force true monochrome mode.

- The screen display shown in Figure 1.1 will appear, and the DacEasy software will be ready to run.

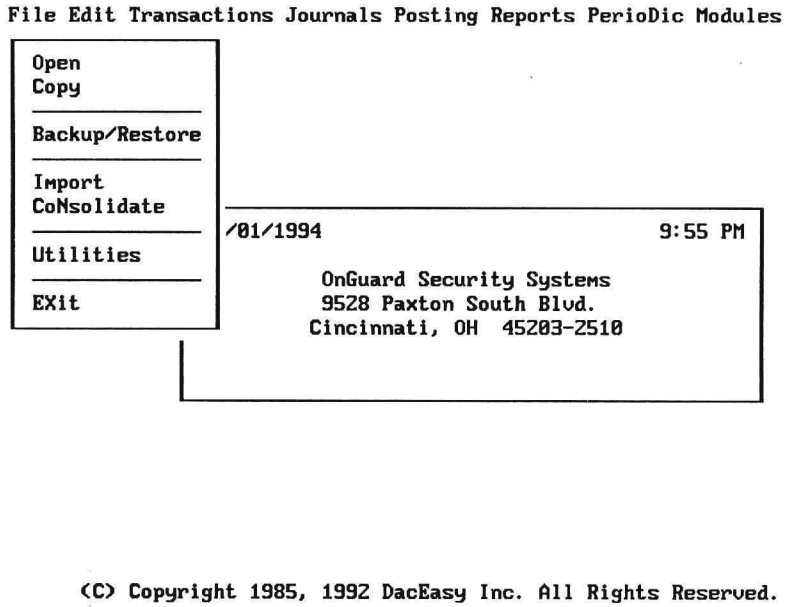



**Figure 1.1 Initial Start-Up Display Screen**

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