

## Exercises and Procedures for Chapter #1 Getting Started and COMPANY Module

**Instructions:** Please check each checkbox when you have completed the exercise or procedure. Space for answering the short answer questions is provided on the back of this sheet. Check all your exercise solutions as detailed in the **Checking and Correcting Your Work** handout. Hand in the indicated reports with this cover sheet so your grades can be recorded.

Exercise or Procedure	Marks
<input type="checkbox"/> Complete <b>Chapter #1</b> procedures and Photos Company information (pages 1-1 to 1-64) and print out the following for <b>Photos</b> :	____/30
<input type="checkbox"/> All Journal Entries (including corrections)	____/2
<input type="checkbox"/> All Journal Entries (no corrections)	____/2
<input type="checkbox"/> Balance sheet as of April 30	____/2
<input type="checkbox"/> Income Statement YTD (year to date)	____/2
<input type="checkbox"/> Trial Balance as of April 30	____/2
<input type="checkbox"/> <b>Short Answer Questions</b> – Answers are found in Chapter 1 of your textbook. Please answer the following questions on the reverse of this sheet after finishing Photos.	____/2.5
1. What important information should the <b>Source field</b> in a General Journal contain?	
2. The firm's year-end (fiscal year) is on Dec 31, 2025. You receive on Jan 22, 2025 a bank debit memo dated Jan 20, 2025, for charges on the bank account. Your <b>Session Date</b> is: _____ and <b>Transaction date</b> is: _____.	____/2.5
3. In Sage 50 how do you check what the <b>resulting journal</b> entry will look like <b>before posting a transaction</b> ?	____/2.5
4. What are two reasons for creating and using <b>Recurring Transactions</b> ?	____/2.5
<input type="checkbox"/> Complete challenge exercise: <b>01 C1-3 Movers</b> (pages 1-69) for <b>Movers</b> . <i>Hint:</i> View the Teachable Moments: <b>Regarding Comments in Moodle</b> before trying this exercise!) When you are done create the following reports and check them:	____/21
<input type="checkbox"/> All Journal Entries (no corrections)	____/3
<input type="checkbox"/> Income Statement for the month	____/3
<input type="checkbox"/> Balance Sheet as of Jan 31	____/3
<input type="checkbox"/> Read Appendix 1 – Taxes (HST, GST and PST) (Page 1-70 to 1-78) – This material should be all review following your course in Manual Bookkeeping.	____10
Read 2019 Appendix A: <b>Basics of Accounting-Perpetual Inventory System</b> . Read 2019 Appendix 0 – <b>Security – Passwords</b> . Read 2019 Appendix Z – <b>Restoring a Data File from a Backup Data file</b> .	
<input type="checkbox"/> Take the End of Chapter 1 <b>Quiz in Moodle</b> . You have three chances at this quiz.	____10
Total Marks for Chapter	____/100

Student Completion Date: Instructor's Initials:

Please write your answers to these short answer questions here.

**Short Answer Questions:**

1. What important information should the **Source field** in a General Journal contain? \_\_\_\_\_

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2. The firm's year-end (fiscal year) is on Dec 31, 2025. You receive on Jan 22, 2025 a bank debit memo dated Jan 20, 2025, for charges on the bank account.

Your **Session Date** is: \_\_\_\_\_ and **Transaction date** is: \_\_\_\_\_.

3. In Sage 50 how do you check what the **resulting journal** entry will look like **before posting a transaction**?

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4. What are two reasons for creating and using **Recurring Transactions**?

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