Sage 50® Accounting (U.S. Version)

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Getting Acquainted with Sage 50

Using the Navigation Bar & Centers
The Navigation Bar appears at the left side of the Sage 50 main window and offers access to "pages" called Navigation Centers, which provide information about, and access to, Sage 50. Within each Navigation Center, related tasks are performed by clicking the buttons shown and then choosing a command from the drop-down menu. These commands replicate the functionality of the commands in the Menu Bar. The Navigation Center Toolbar appears above the open Navigation Center window, just below the Menu Bar.
1. **To open a Navigation Center**, click the name of the Navigation Center in the Navigation Bar.
2. **To make changes to the Navigation Center**, click an available button in the Navigation Center Toolbar.

Button	Function
"Show/Hide"	Toggles display of Navigation Center "On" or "Off."
"Refresh"	Refreshes Navigation Center.
"Default"	Sets currently-displayed Center as default when company file is opened.
"Customize"	Customizes the Navigation Center.
"Print"	Prints Navigation Center.

Using the Menu Bar
The Menu Bar provides access to the windows that perform business-related tasks, such as invoicing customers, writing checks, and entering bills.
1. Click one of the commands in the Menu Bar ("File," "Edit," "Lists," etc.) to view the subcommands.
2. **To execute a subcommand**, click it. Subcommands followed by an ellipses mark (...) open new windows into which additional information must be entered. Subcommands followed by a right-pointing arrow indicate that you must select from another side-menu of choices that appears.

Customizing Shortcuts
The "Shortcuts" section appears in the bottom section of the Navigation Bar and provides one-click access to the features and tools most often used in Sage 50. **To customize the Shortcuts:**
1. Click the "Customize" button to the right of the "Shortcuts" label.
2. Make the desired changes, and click "OK."

Setting Up a Company

Creating a Sage 50 Company
1. Select "File| New Company..." from the Menu Bar.
2. Click the "Next" button.
3. Enter company information in each screen of the wizard, clicking "Next" to advance to each screen.
4. Click "Finish" on the final screen of the wizard.

Setting Company Defaults
1. Select "Maintain| Default Information" from the Menu Bar and select a category to which to apply defaults ("Customers," "Vendors," etc.)
2. Make selections and click "OK."

Setting Up Payroll
1. Select "Maintain| Payroll| Payroll Setup Wizard..." from the Menu Bar.
2. Enter payroll information in each screen of the wizard, clicking "Next" to advance to each screen.
3. Click "Finish" on the final screen of the wizard.

Making a Local Backup
1. Select "File| Back Up..." from the Menu Bar.
2. Make selections. Click the "Back Up" button.
3. Select a location, enter a name, and click "Save."

Making a Cloud Backup
To create cloud backups, you must have a Sage 50 Accounting product and subscription to Microsoft 365 Business Premium or higher. **To enable Microsoft 365 integration**, the sign-in account used must also be a global administrator of the Microsoft 365 account.
1. Select "File| Back Up..." from the Menu Bar.
2. Click the "Back Up Online" button.
3. **To allow the app to make changes**, click "Yes," if prompted.
4. **To sign in to your Microsoft 365 account (if not already)**, click the "Sign In" button, enter credentials, and click "Sign In." The account appears in the "Cloud Backup" window.
5. Click "Allow" to allow permissions, if prompted.
6. Click the "Back Up" button.
7. Click "OK" after ensuring all users are logged out.
8. Click "Close" once the backup is complete.

Restoring from a Backup File
1. **To restore from a local backup**, select "File| Restore..." from the Menu Bar. **To restore from a cloud backup**, select "File| Cloud Backup| Restore from the Cloud..." from the Menu Bar.
2. If restoring from the cloud and not signed in, click the "Sign In" link and sign into Office 365.
3. **To select a backup file**, click the "Browse" button, navigate to it, select it, and click "Open." **Or**, select it from the list shown, if available.
4. Click the "Next" button.
5. Select "Overwrite existing company data," click the "Browse" button, navigate to the file, select it, and click "OK." **Or**, select "Create a new company using the restored data."
6. Click the "Next" button.
7. Make selections on the "Restore Options" screen.
8. Click "Next" button and then the "Finish" button.

Setting Up Users and Security
1. **To create the Administrator account for the first time**, select "Maintain| Users| Set Up Security..." from the Menu Bar.
2. Click the "New User" button on the "User List" tab, enter the User Name and password. Click "Save."
3. **To create other user accounts**, click the "New User" button again, enter the User Name and password, and select user's access level. For "Selected access," click the "Next" button and make selections.
4. Click "Save."
5. **To modify a user**, select the user and use the buttons at the right ("Delete User," "Reset Password," etc.) to make changes.
6. Click the "Save and Close" button when finished.

The General Ledger

Adding Accounts
1. Select "Maintain| Chart of Accounts..." from the Menu Bar.
2. Click the "New" button in the toolbar.
3. Enter the account information and click "Save."

Adding Beginning Account Balances
1. Select "Maintain| Chart of Accounts..." from the Menu Bar.
2. Click the "Account Beginning Balances" button.
3. Select the appropriate time period.
4. Make any necessary corrections, ensuring that the "Trial Balance" is zero. Click "OK" when done.

Deleting or Inactivating an Account
1. Select "Maintain| Chart of Accounts..." from the Menu Bar.
2. Select the account in the "Account ID" drop-down.
3. Click "Delete," then "Yes." **Or to inactivate**, click the "Inactive" checkbox, then "Save."

Using Lists
Use lists in Sage 50 to view records entered into many of the "Maintain" and "Task" windows.
1. Open a "Maintain" or "Task" window (E.g. select "Maintain| Vendors..." from the Menu Bar) and click the "List" button in the window's toolbar. **Or**, select "Lists| (Category)" from the Menu Bar.
2. **To open an item in the list window**, double-click it. **Or**, select the item and click the "Open" button in the window's toolbar.
3. Make any desired changes and click the "Save" button and then the "Close" button.

Adding General Journal Entries
1. Select "Tasks| General Journal Entry..." from the Menu Bar.
2. Select a "Date," enter a "Reference" code, and enter the credit and debit amounts.
3. Click the "Save" button in the toolbar.

Sales Tax

Using the Sales Tax Wizard
1. Select "Maintain| Sales Taxes..." from the Menu Bar.
2. Make a selection under "What would you like to do?" ("Set up a new sales tax," "Edit an existing sales tax or sales tax agency," etc.)
3. Click the "Next" button.
4. **To delete an item**, select it in the wizard and click the "Delete" button. **To edit an item**, select it in the wizard and click the "Next" button.
5. Make selections or changes, using the "Next" and "Back" buttons to navigate the steps in the wizard.
6. Click the "Finish" button when done.

Collecting Sales Tax
Sage 50 automatically collects sales tax within the "Sales/Invoicing" window.
1. Select "Tasks| Sales/Invoicing..." from the Menu Bar.
2. Click the drop-down at the right of the "Customer ID" field. Select a customer from the drop-down.
3. **To check the taxable/non-taxable status of line items within the "Sales/Invoicing" window**, click into the "Tax" column and click the drop-down.
4. **To check the tax code for the selected customer**, click the "Tax Code" drop-down by the "Sales Tax" field in the lower-right corner of the window.

Paying Sales Tax
To view the amount owed to the tax authorities:
1. Select "Reports & Forms| Accounts Receivable..." from the Menu Bar.
2. On the "Reports" tab, scroll through the window on the right and double-click "Taxable/Exempt Sales."
3. Click the "Close" button in the window's toolbar.

To write a check to pay sales taxes:
1. Select "Tasks| Write Checks..." from the Menu Bar.
2. Select the tax authority from the "Vendor ID" drop-down.
3. If printing the check, leave the "Check Number" field blank. Otherwise, fill-in the check number of the check written to the vendor.
4. Make selections for the date, amount, payment account, and sales tax liability account.
5. **To save**, click the "Save" button in the toolbar.
6. **To print**, click the "Print" button in the toolbar, make selections, and click "Print."

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Sage 50 Accounts For Dummies Jane E. Kelly,2015-06-15 Sage 50 Accounts is one of the most popular small business accounting software packages available With this comprehensive and friendly guide in hand you ll discover how to set up and install this software create a chart of accounts invoice customers run VAT returns and produce monthly accounts **Sage 50 Accounts For Dummies** Jane E. Kelly,2016-08-12 Make bookkeeping a breeze with Sage Sage 50 Accounts is a tremendously popular resource among accounting professionals and exciting upgrades in version 22 make it even more useful This book helps you use get started with installation as well as customisation and in a short time you ll be running VAT returns and producing reports Newer features help you store copies on the cloud access data from anywhere and much more Inside Fully updated screenshots How to use Sage Drive A guide to key buttons New ways to access tasks Toolbar configuration tips Valuable window shortcuts How to process paperwork Project management help Tips on using mobile apps

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Prof. Dr. Prakash Divakaran,2025-09-25 It s with great happiness that I would like to acknowledge a great deal of people that get helped me extremely through the entire difficult challenging but a rewarding and interesting path towards some sort of Edited Book without having their help and support none of this work could have been possible **Sage 50 2018 Quick Reference Training Guide Laminated Cheat Sheet** TeachUcomp Inc.,2017-11-13 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Sage 50 2018 U S Edition When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 75 topics covered this guide is perfect for someone new to Sage 50 or upgrading from a previous version Topics Include Getting Acquainted with Sage 50 Setting up a Company The General Ledger Sales Tax Entering Records Accounts Receivable Inventory Payroll Account Management Job Tracking Time and Billing Reporting Settings and Options Sage Instant Accounts For Dummies Jane E. Kelly,2014-06-03 Get to grips with Sage Instant Accounts in simple steps This comprehensive guide walks you through every aspect of setting up and using Sage Instant Accounts from downloading and installing the software to customizing it to your needs Packed with handy step by step instructions and fully illustrated with screenshots this book is the easiest way to get the most from Sage Instant Accounts and take control of your business finances Learn to Keep track of money in and out and easily view your cash position Produce reports on your business performance and profitability Store customer information and easily generate quotes invoices and remittances Record and accurately manage your VAT and submit your VAT return to HMRC online Prepare for business audits and your financial year end *Sage 50 Accounts For Dummies* Jane Kelly,2010-11-11 NOW UPDATED FOR THE 2011 VERSION OF SAGE 50 This step by step guide offers the latest guidance on using Sage 50 Accounts the UK s most popular small business accounting solution From setting up and installing the software and creating your chart of accounts to invoicing customers running VAT returns and producing monthly accounts Sage 50 Accounts For Dummies will have you handling your own accounts efficiently an profitably in no time Sage 50 Accounts For Dummies includes information on Setting Up and Installing Sage Line 50 Introducing Sage Line 50 Creating your Chart of Accounts Setting Up Records Opening Balances Day to Day Functions Preparing your Customers paperwork Invoicing your Customers Dealing with paperwork from your Suppliers Recording your Bank entries Maintaining and correcting entries More Day to Day Functions Sales Order Processing Purchase Order Processing Keeping track of your Products Setting up Projects Using Foreign Currency Monthly Quarterly Annual Routines Reconciling your Bank account Working with the Company module Running VAT Returns Using Reports to manage your business Producing Monthly Accounts More Complicated Stuff Ten Useful Reports Quick Tips for Speedy Processing Wizards **When Boys Become Parents** Mark S. Kiselica,2011 Kiselica dispels many of the myths surrounding teenage fatherhood and shows that contrary to popular belief these young men are often emotionally and physically involved in relationships with their partner and their child But without support and guidance

from adults these relationships often deteriorate in the first year of the child s life Kiselica offers advice for professionals and policy makers that calls for support groups led by caring male role models bonding through sport before counseling begins and peer based recruitment From publisher description <u>Handbook for Conducting Research on Human Sexuality</u> Michael W. Wiederman,Bernard E. Whitley, Jr.,2012-12-06 Human sexuality researchers often find themselves faced with questions that entail conceptual methodological or ethical issues for which their professional training or prior experience may not have prepared them The goal of this handbook is to provide that guidance to students and professionals interested in the empirical study of human sexuality from behavioral and social scientific perspectives It provides practical and concrete advice about conducting human sexuality research and addresses issues inherent to both general social scientific and specific human sexuality research This comprehensive resource offers a unique multidisciplinary examination of the specific methodological issues inherent in conducting human sexuality research The methodological techniques and advances that are familiar to researchers trained in one discipline are often unfamiliar to researchers from other disciplines This book is intended to help enrich the communication between the various disciplines involved in human sexuality research Each of the 21 self standing chapters provides an expert overview of a particular area of research methodology from a variety of academic disciplines It addresses those issues unique to human sexuality research such as how to measure sexuality variables how to design studies recruit participants and collect data how to consider cultural and ethical issues and how to perform and interpret statistical analyses This book is intended as a reference tool for researchers and students interested in human sexuality from a variety of disciplines including psychology sociology family science health communication nursing medicine and anthropology

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