

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.

- Click one of the commands in the Menu Bar ("File," "Edit," "Lists," etc.) to view the subcommands.
- To execute a subcommand, click it. Subcommands followed by an ellipsis 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:

- Click the "Customize" button to the right of the "Shortcuts" label.
- Make the desired changes, and click "OK."

Setting Up a Company

Creating a Sage 50 Company

- Select "File\New Company..." from the Menu Bar.
- Click the "Next" button.
- Enter company information in each screen of the wizard, clicking "Next" to advance to each screen.
- Click "Finish" on the final screen of the wizard.

Setting Company Defaults

- Select "Maintain\Default Information" from the Menu Bar and select a category to which to apply defaults ("Customers," "Vendors," etc.)
- Make selections, and click "OK."

Setting Up Payroll

- Select "Maintain\Payroll\Payroll Setup Wizard..." from the Menu Bar.
- Enter payroll information in each screen of the wizard, clicking "Next" to advance to each screen.
- Click "Finish" on the final screen of the wizard.

Making a Local Backup

- Select "File\Back Up..." from the Menu Bar.
- Make selections. Click the "Back Up" button.
- 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.

- Select "File\Back Up..." from the Menu Bar.
- Click the "Back Up Online" button.
- To allow the app to make changes, click "Yes," if prompted.
- 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.
- Click "Allow" to allow permissions, if prompted.
- Click the "Back Up" button.
- Click "OK" after ensuring all users are logged out.
- Click "Close" once the backup is complete.

Restoring from a Backup File

- 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.
- If restoring from the cloud and not signed in, click the "Sign In" link and sign into Office 365.
- 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.
- Click the "Next" button.
- 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."
- Click the "Next" button.
- Make selections on the "Restore Options" screen.
- Click "Next" button and then the "Finish" button.

Setting Up Users and Security

- To create the Administrator account for the first time, select "Maintain\Users\Set Up Security..." from the Menu Bar.
- Click the "New User" button on the "User List" tab, enter the User Name and password. Click "Save."
- 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.
- Click "Save."
- To modify a user, select the user and use the buttons at the right ("Delete User," "Reset Password," etc.) to make changes.
- Click the "Save and Close" button when finished.

The General Ledger

Adding Accounts

- Select "Maintain\Chart of Accounts..." from the Menu Bar.
- Click the "New" button in the toolbar.
- Enter the account information and click "Save."

Adding Beginning Account Balances

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

Deleting or Inactivating an Account

- Select "Maintain\Chart of Accounts..." from the Menu Bar.
- Select the account in the "Account ID" drop-down.
- 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.

- 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\Categories" from the Menu Bar.
- 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.
- Make any desired changes and click the "Save" button and then the "Close" button.

Adding General Journal Entries

- Select "Tasks\General Journal Entry..." from the Menu Bar.
- Select a "Date," enter a "Reference" code, and enter the credit and debit amounts.
- Click the "Save" button in the toolbar.

Sales Tax

Using the Sales Tax Wizard

- Select "Maintain\Sales Taxes..." from the Menu Bar.
- 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.).
- Click the "Next" button.
- 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.
- Make selections or changes, using the "Next" and "Back" buttons to navigate the steps in the wizard.
- Click the "Finish" button when done.

Collecting Sales Tax

Sage 50 automatically collects sales tax within the "Sales/Invoicing" window.

- Select "Tasks\Sales/Invoicing..." from the Menu Bar.
- Click the drop-down at the right of the "Customer ID" field. Select a customer from the drop-down.
- 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.
- 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:

- Select "Reports & Forms\Accounts Receivable..." from the Menu Bar.
- On the "Reports" tab, scroll through the window on the right and double-click "Taxable/Exempt Sales."
- Click the "Close" button in the window's toolbar.

To write a check to pay sales taxes:

- Select "Tasks\Write Checks..." from the Menu Bar.
- Select the tax authority from the "Vendor ID" drop-down.
- If printing the check, leave the "Check Number" field blank. Otherwise, fill in the check number of the check written to the vendor.
- Make selections for the date, amount, payment account, and sales tax liability account.
- To save, click the "Save" button in the toolbar.
- To print, click the "Print" button in the toolbar, make selections, and click "Print."

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Structural Equation Modeling With Lisrel, Prelis, and Simplis Barbara M. Byrne, 2013-05-13 This book illustrates the ease with which various features of LISREL 8 and PRELIS 2 can be implemented in addressing research questions that lend themselves to SEM Its purpose is threefold a to present a nonmathematical introduction to basic concepts associated with SEM b to demonstrate basic applications of SEM using both the DOS and Windows versions of LISREL 8 as well as both the LISREL and SIMPLIS lexicons and c to highlight particular features of the LISREL 8 and PRELIS 2 programs that address important caveats related to SEM analyses This book is intended neither as a text on the topic of SEM nor as a comprehensive review of the many statistical functions available in the LISREL 8 and PRELIS 2 programs Rather the intent is to provide a practical guide to SEM using the LISREL approach As such the reader is walked through a diversity of SEM applications that include both factor analytic and full latent variable models as well as a variety of data management procedures

The Oxford Handbook of Leadership and Organizations David V. Day, 2014 The Oxford Handbook of Leadership and Organizations brings together a collection of comprehensive state of the science reviews and perspectives on the most pressing historical and contemporary leadership issues with a particular focus on theory and research and looks to the future of the field

Research Methodology in the Health Sciences: A Quick Reference Guide Prasanta Kumar Bhattacharya, 2021-05-06 Concise readable and easy to navigate a practical and thorough guide to conducting efficient and effective medical research A Doody's Core Title for 2023 Whether you're a student scholar faculty member or practicing healthcare professional Research Methodology in the Health Sciences helps you improve your research skills and critically appraise original research and apply it in evidence based patient care This peerless guide describes the principles of biostatistics and provides detailed examples to build your comprehension of the utility and applicability of bio statistical tests without going into the mathematical details of such tests You'll find accessible coverage of the principles of biomedical ethics in research and publication review of the medical literature how to write a dissertation how to prepare and submit a research manuscript for publication in a journal how to

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Social Work Research and Evaluation Richard M. Grinnell Jr, Yvonne A. Unrau, 2018-03-14 Since the first edition in 1981 *Social Work Research and Evaluation* has provided graduate level social work students with basic research and evaluation concepts to help them become successful evidence based practitioners evidence informed practitioners and practitioners who are implementing evidence based programs Students will gain a thorough understanding and appreciation for how the three dominant research methodologies quantitative qualitative and mixed methods will help them achieve their professional goals regardless of their area of specialization Written in clear everyday language this edition also includes the pedagogical features that will make it easy and effective for classroom use

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Foundations of Evidence-Based Medicine Milos Jenicek,2019-09-19 This comprehensive text focuses on reasoning critical thinking and pragmatic decision making in medicine Based on the author s extensive experience and filled with definitions formulae flowcharts and checklists this fully revised second edition continues to provide invaluable guidance to the crucial role that clinical epidemiology plays in the expanding field of evidence based medicine Key Features Considers evidence based medicine as a universal initiative common to all health sciences and professions and all specialties within those disciplines Demonstrates how effective practice is reliant on proper foundations such as clinical and fundamental epidemiology and biostatistics Introduces the reader to basic epidemiological methods meta analysis and decision analysis Shows that structured modern argumentative reasoning is required to build the best possible evidence and use it in practice and research Outlines how to make the most appropriate decisions in clinical care disease prevention and health promotion Presenting a range of topics seldom seen in a single resource the innovative blend of informal logic and structured evidence based reasoning makes this book invaluable for anyone seeking broad in depth and readable coverage of this complex and sometimes controversial field

Reflective

Theory and Practice in Teacher Education Robyn Brandenburg, Kathryn Glasswell, Mellita Jones, Josephine Ryan, 2017-03-30 This book offers a detailed examination of reflective practice in teacher education In the current educational context where reflective practice has been mandated in professional standards for teachers in many countries it analyses research based evidence for the power of reflective practice to shape better educational outcomes The book presents multiple theoretical and practical views of this often taken for granted practice so that readers are challenged to consider how factors such as gender and race shape understandings of reflective practice Documenting approaches that enhance learning the contributions discuss reflective practice across the globe with a focus on pre service in service and university teachers At a time when there is pressure to measure teachers work through standardised tests the book highlights the professional thinking that is integral to teaching and demonstrates ways it can be encouraged in beginning teachers Aimed at the international community of teacher educators in schools and universities it also includes a critical examination of methodological issues in analysing and evaluating reflective practice and showcases the kind of reflective practice that empowers teachers and pre service teachers to make a difference to students Principles of Research in Behavioral Science Mary E. Kite, Bernard E. Whitley, Jr, 2025-07-24 Now in its fifth edition this invaluable textbook provides a comprehensive overview of research methods in the behavioral sciences emphasizing the conceptual challenges inherent in scientific inquiry Organized to mirror each stage of the research process this text guides readers through the process from formulating questions to collecting data to interpreting results Engaging and accessible the book includes essential topics like measurement issues correlational research evaluation research and integrative literature reviews often overlooked in other textbooks Key features include Balanced coverage of both qualitative and quantitative research methods Structured chapter features including an outline key terms a summary suggested readings and reflective questions to facilitate discussion and application of theory Extensively updated chapters reflecting recent advancements with new discussions on the implications of open science and the challenges of effective online data collection Expanded resources for instructors and students to support teaching and learning Streamlined for an optimal balance of breadth and depth Principles of Research in Behavioral Science is an indispensable resource for any researcher s bookshelf Ideal for advanced undergraduate graduate and post graduate students seeking a strong foundation in research methods it also serves as a valuable reference for seasoned researchers looking to refresh their knowledge **Addressing Corruption in The Police Service** Brendan Brookshaw, 2024-11-12 This book offers an autoethnographic examination of the author s last three years as a serving police officer and as Head of the Professional Standards Department recorded in personal journals It analyses the emotional and philosophical impact arising from day to day interactions with police officers and reflects on corruption and how it is perceived both inside and outside the service This book posits a model of the kakistocratic police milieu as a theoretical framework for analysis of the police in contemporary neoliberal liquid modernity which could be used to explore other police

phenomenological research data This autoethnographic insider research provides a rare addition to the knowledge on police corruption It speaks in particular to those doing professional policing degrees and police practitioners *Handbook of Qualitative Research in Education* Michael R.M. Ward,Sara Delamont,2020-08-28 This updated second edition unpacks the discussions surrounding the finest qualitative methods used in contemporary educational research Bringing together scholars from around the world this Handbook offers sophisticated insights into the theories and disciplinary approaches to qualitative study and the processes of data collection analysis and representation offering fresh ideas to inspire and re invigorate researchers in educational research **Measurement and Evaluation for Health Educators** Manoj

Sharma,Rick Lingyak Petosa,2014 Measurement and Evaluation for Health Educators prepares health educators for the responsibilities of conducting evaluations within their field It includes psychometric statistical political managerial and public health perspectives to measurement and evaluation Written for the undergraduate or beginning graduate student as well as practicing professions this text will help readers choose and develop instruments for evaluation and discusses the basics for carrying out evaluations to gauge the effectiveness of health education and health promotion programs Measurement and Evaluation for Health Educators also delves into the basics of measurement steps in instrument development reliability assessment validity assessment measurement errors process evaluation designs for quantitative evaluation and much more Key Features Student friendly accessible writing style Each chapter closes with review questions and web references Chapter objectives and key learning objectives are clearly defined Includes skill building activities in every chapter Boxed articles throughout the text highlight important issues in the field **Assistive Technologies and Environmental**

Interventions in Healthcare Lynn Gitlow,Kathleen Flecky,2019-08-08 Providing a holistic and client centered approach Assistive Technologies and Environmental Interventions in Healthcare explores the individual s needs within the environment examines the relationship between disability and a variety of traditional and cutting edge technologies and presents a humanistic discussion of Technology Environment Intervention TEI Written by a multidisciplinary team of authors this text introduces readers to a variety of conceptual practice models and the clinical reasoning perspectives It also provides insight into how designers go about solving human tech problems discusses best practices for both face to face and virtual teams and looks at the psychological sociocultural and cognitive factors behind the development and provision of assistive technologies Examines a wide range of technologies and environmental interventions Demonstrates how a better understanding of the complexity of human interaction with both the physical and social environment can lead to better use of technology Explores the future of technology and research in TEI Complete with a range of learning features such as keywords case studies and review questions this book is ideal for undergraduate and graduate students in occupational therapy and other related health professions as well as those undertaking certification and board examinations *Preparing for the Occupational Therapy National Board Exam: 45 Days and Counting* Rosanne DiZazzo-Miller,Fredrick D. Pociask,Tia

Hughes, 2016-10-14 Preparing for the Occupational Therapy National Board Exam 45 Days and Counting Second Edition is a comprehensive overview for occupational therapist students preparing to take the National Board for Certification in Occupational Therapy NBCOT OTR exam. It utilizes a well-received health and wellness focus and includes tips and self-assessment forms to develop effective study habits. Unlike other OTR examination review guides, this text chooses to provide a more structured and holistic approach, including a detailed calendar and plan of study for the 45 days leading up to the exam.

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Table of Contents Sage 52user Guide

1. Understanding the eBook Sage 52user Guide
 - The Rise of Digital Reading Sage 52user Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Sage 52user Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sage 52user Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sage 52user Guide
 - Personalized Recommendations
 - Sage 52user Guide User Reviews and Ratings
 - Sage 52user Guide and Bestseller Lists
5. Accessing Sage 52user Guide Free and Paid eBooks
 - Sage 52user Guide Public Domain eBooks
 - Sage 52user Guide eBook Subscription Services
 - Sage 52user Guide Budget-Friendly Options

6. Navigating Sage 52user Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Sage 52user Guide Compatibility with Devices
 - Sage 52user Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sage 52user Guide
 - Highlighting and Note-Taking Sage 52user Guide
 - Interactive Elements Sage 52user Guide
8. Staying Engaged with Sage 52user Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sage 52user Guide
9. Balancing eBooks and Physical Books Sage 52user Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sage 52user Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Sage 52user Guide
 - Setting Reading Goals Sage 52user Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sage 52user Guide
 - Fact-Checking eBook Content of Sage 52user Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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