

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 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:

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\Categories" 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 Guide

Steve Mariotti

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Sage 50 Guide:

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**

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Methodology: A Handbook for Beginners” 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

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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

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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 *Handbook for Conducting Research on Human Sexuality* 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 Garden Guide John Harrison Dick, 1918 The Oxford Handbook of Qualitative Research in American Music Education Colleen M. Conway, 2014-04-01 Qualitative research has become increasingly popular in music education over the last decade yet there is no source that explains the terms approaches and issues associated with this approach In *The Oxford Handbook of Qualitative Research in American Music Education* editor Colleen Conway and the contributing music educators provide that clarification as well as models of qualitative studies within various music education disciplines The handbook outlines the history of qualitative research in American music education and explores the contemporary use of qualitative approaches in examining issues related to music teaching and learning It includes 32 chapters that address a range of topics from ways of approaching qualitative research and ways of collecting and analyzing data to the various music teaching and learning contexts that have been studied using qualitative approaches The final section of the book tackles permission to conduct research teaching qualitative research publishing qualitative research and provides direction for the future An ambitious and much needed volume this handbook will stand as a key resource for drawing meaning from the experiences of students and teachers in music classrooms and communities both in America and in other countries **The Good Research Guide: For Small-Scale Social Research**

Projects Denscombe, Martyn, 2014-08-01 The Good Research Guide is a best selling introductory book on the basics of social research

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Handbook on Inequality and Social Capital Steve McDonald, Rochelle Côté, Jing Shen, 2024-10-03 Building upon the extensive and expansive tradition of research on social capital and inequality this Handbook summarizes current social capital research and showcases cutting edge applications It highlights the major theoretical and methodological advancements in the field and provides a comprehensive review of the diversity of research on social capital and its relationship with the creation and maintenance of different forms of inequality

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Table of Contents Sage 50 Guide

1. Understanding the eBook Sage 50 Guide
 - The Rise of Digital Reading Sage 50 Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Sage 50 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 50 Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sage 50 Guide
 - Personalized Recommendations
 - Sage 50 Guide User Reviews and Ratings
 - Sage 50 Guide and Bestseller Lists
5. Accessing Sage 50 Guide Free and Paid eBooks

- Sage 50 Guide Public Domain eBooks
- Sage 50 Guide eBook Subscription Services
- Sage 50 Guide Budget-Friendly Options
- 6. Navigating Sage 50 Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Sage 50 Guide Compatibility with Devices
 - Sage 50 Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sage 50 Guide
 - Highlighting and Note-Taking Sage 50 Guide
 - Interactive Elements Sage 50 Guide
- 8. Staying Engaged with Sage 50 Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sage 50 Guide
- 9. Balancing eBooks and Physical Books Sage 50 Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sage 50 Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Sage 50 Guide
 - Setting Reading Goals Sage 50 Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sage 50 Guide
 - Fact-Checking eBook Content of Sage 50 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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