

# Sage 50® Accounting (U.S. Version)

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## Quick Reference Guide

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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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