

# 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.

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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**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

*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

*Handbook of*

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*Nursing Research - E-Book* Geri LoBiondo-Wood, Judith Haber, 2013-10-01 NEW Streamlined steps of the research process focus on how to appraise and apply research findings for evidence based practice NEW Theory chapter features an up to date exploration of the most important theories behind nursing research NEW Systematic Reviews and Clinical Practice Guidelines chapter addresses this important area of nursing research NEW Quality Improvement chapter discusses the trending topic of quality improvement as it relates to nursing research NEW Updated research articles including a Cochrane Collection study reflect the most current high quality studies particularly those that are accessible and relevant to readers with minimal clinical experience NEW All new Research Vignettes illustrate the dynamic nature of nursing research

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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

Academic Research in Business and the Social Sciences George P. Moschis, 2024-06-06 This book provides doctoral students junior faculty and early career researchers with guidelines resources and strategies for performing and publishing academic research successfully It helps increase the productivity of researchers by showing efficient and effective ways to increase research output and publication probability ranging from manuscript preparation and positioning to working with co authors and journal reviewers The author uses research findings anecdotal evidence and illustrations from his academic career to support his views on strategies and tactics that are required of scholars in order to succeed

**Research Methods in the Study of Substance Abuse** Jonathan B. VanGeest, Timothy P. Johnson, Sonia A. Alemagno, 2017-06-19 This

authoritative handbook reviews the most widely used methods for studying the use and abuse of alcohol and illegal drugs Its thorough coverage spans the range of quantitative qualitative and mixed method approaches to documenting and measuring the complex psychological behavioral and physical experience of substance misuse and dependence to ensure valid useful results Experts discuss special issues and considerations for conducting ethical research with specialized populations including youth inmates and the LGBT community Throughout these chapters contributors demonstrate the multidisciplinary nature of substance abuse research with emphasis on professional ethics and the critical role of research in developing best practices and effective policy for prevention and treatment Among the topics covered Transdisciplinary research perspective a theoretical framework for substance abuse research Longitudinal methods in substance use research Considerations in blending qualitative and quantitative components in substance abuse research The use of biological measures in social research on drug misuse Using surveys to study substance use behavior Applications of GIS to inform substance abuse research and interventions Evaluating substance use prevention and treatment programs Research Methods in the Study of Substance Abuse is an essential resource for health services and public health professionals policymakers and researchers working and training in the field of addiction It encourages the rigor and understanding necessary to address widespread social and public health concerns *Twenty-first Century Curriculum Policy* Zahira Kunhi, Lesley Vidovich, Tom

O'Donoghue, 2021-02-02 This book focuses on the phenomenon of a 21st century curriculum and its role in preparing students for work and life in a rapidly changing global knowledge society Its context is the global and diverse national influences on education policy agendas The central concepts in the academic literature that underpins the phenomenon are globalisation curriculum and policy The analysis spans global influences on the development of 21st century curriculum policy the construction of such policy at the national and State levels in Australia and the enactment of such policy in three select case study schools and in relation to which both similarities and differences are identified The global to local span and the international relevance of the exposition are both revisited to highlight major findings to discuss them in relation to recent literature and to offer propositions about 21st century curriculum development that are of wide interest and relevance Recommendations for policy and practice as well as possible future directions for research in the field follow **Handbook**

**of Multilevel Analysis** Jan Deleeuw, Erik Meijer, 2007-12-26 Multilevel analysis is the statistical analysis of hierarchically and non hierarchically nested data The simplest example is clustered data such as a sample of students clustered within schools Multilevel data are especially prevalent in the social and behavioral sciences and in the bio medical sciences The models used for this type of data are linear and nonlinear regression models that account for observed and unobserved heterogeneity at the various levels in the data This book presents the state of the art in multilevel analysis with an emphasis on more advanced topics These topics are discussed conceptually analyzed mathematically and illustrated by empirical examples The authors of the chapters are the leading experts in the field Given the omnipresence of multilevel data in the

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**Handbook of Psychology, Research Methods in Psychology** John A. Schinka,Wayne F. Velicer,2003-03-19 Includes established theories and cutting edge developments Presents the work of an international group of experts Presents the nature origin implications an future course of major unresolved issues in the area      **ECEI2011- 6th European Conference on Innovation and Entrepreneurship** Heather Fulford,2011-09-15



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