

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 Accounting The Ultimate Step-By-Step Guide Gerardus Blokdyk, 2018 Sage 50 Accounting The Ultimate Step By Step Guide *Sage 50 Accounts For Dummies* Jane Kelly, 2011-03-25 Get to grips with Sage 50 Accounts in simple steps. This comprehensive guide walks you through every aspect of setting up and using Sage 50 Accounts, from installing the software to running VAT returns and producing monthly and yearly accounts. Packed with step-by-step instructions and fully illustrated with screenshots, this book is the easiest way to get the most from Sage 50 Accounts and take control of your business finances. Install and set up Sage 50 Accounts, understand the Sage 50 Accounts product range, get your software up and running quickly and efficiently, and navigate your way around the system. Manage day-to-day functions, prepare and deal with customers and suppliers, paperwork, produce invoices, and record, maintain, and correct data entries. Perform monthly, quarterly, and annual accounting routines, including reconciling bank accounts, preparing management information, and running VAT returns. Generate reports to monitor the performance of your business, produce monthly accounts, and reports to assist with the day-to-day decision making in your business. Open the book and find up-to-date information on the 2011 Sage 50 Accounts release. Quick tips for speedy processing. Guidance on creating accurate management reports. Simple screenshots to guide you step-by-step through each process. Options for tailoring Sage 50 Accounts to the needs of your business. Learn to install and set up Sage 50 Accounts quickly and confidently. Manage day-to-day finances. Deal with VAT returns and year-end accounts. Create a chart of accounts and record transactions accurately. [The Young Entrepreneur's Guide to Starting and Running a Business](#) Steve Mariotti, 2014-04-29 It doesn't matter how old you are or where you're from, you can start a profitable business. The Young Entrepreneur's Guide to Starting and Running a Business will show you how. Through stories of young entrepreneurs who have started businesses, this book illustrates how to turn hobbies, skills, and interests into profit-making ventures. Mariotti describes the characteristics of the successful entrepreneur and covers the nuts and bolts of getting a business up, running, and successful. **"Research Methodology: A Handbook for Beginners"**

Prof. Dr. Prakash Divakaran, 2025-09-25 It is 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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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

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In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Sage 50 Guide**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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