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 drog-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 Mavigation 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

Soolbar # D # # # Button Function

"Show/Hide" Toggles display of Navigation Center "On" or "Off." "Markey and " Befreshes Navigation Center.

Sets currently-displayed Center as "The family" default when company file is opened. "Customize" Customizes the Navigation Center. Prints Navigation Center. "Prince"

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 subcommunds.
- 2. To execute a subcommand, click it. Subcommands followed by an ellipses 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, (O)
- 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 witand, clicking "Next" to advance to each screen.
- 4. Click "Finish" on the final screen of the winard.

Setting Company Defaults

- 1. 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

- 1. Select "Maintain! Payroll Payroll Setup Wizard..." Someon Street Military & Black
- 2. Enter payroll information in each screen of the wittend, 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. Inch winter
- 3. To allow the app to make changes, click "Yes," if Property Company of the Company of t
- 4. To sign in to your Microsoft 365 account (if not already's click the "Sion 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! Restone 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.
- To select a backup file, click the "livowse" button. navigate to it, select it, and click "Open." Or, select it. 3. Click the "Next" button. 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."
- Click the "Next" button.
- Make selections on the "Restone 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.
- 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 Mineral Black
- 2. Click the 'New' button in the toolbur. The 3. Enter the account information and click "Save." Liber.

Adding Beginning Account Balances

- 1. Select "Maintain! Chart of Accounts..." from the Mineral Bair.
- Click the "Account Beginning Balances" button.
- Select the appropriate time period.
- 4. Make any necessary corrections, ensuring that the "Trial Balance" is zero. Click "OK" when done. g

Deleting or Inactivating an Account

- 1. Select "Maintaini Chart of Accounts..." from the Memor Barr.
- Select the account in the "Account ID" drop-down.
- 3. Click "Delete," then "Yes." (John) Or to inactivate. click the "inactive" checkbox, then "Save." [4] inn

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) (Category)" 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. School

 3. Make any desired changes and click the "Save" Library button and then the "Close" button. (2) 1---

Adding General Journal Entries

- 1. Select "lasks! General Journal Entry..." from the Millery Black
- 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 dol" ("Set up a new sales tax," "Edit an existing sales." tax or sales tax agency," etc.).
- 4. To delete an item, select it in the wittend 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.
- 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. To check the tax code for the selected custom 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... Renant She Menus Res

- 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 windows' toolbars. 9

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. To save, click the "Save" button in the toolbar.
- 6. To print, click the "Print" button in the toolbar. make selections, and click "Print." 28

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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 50 Accounts For Dummies Jane E. Kelly,2016-08-12 Make bookkeeping a breeze with Sage Sage 50 Accounts is a tremendously popular resource among accounting professionals and exciting upgrades in version 22 make it even more useful This book helps you use get started with installation as well as customisation and in a short time you ll be running VAT returns and producing reports Newer features help you store copies on the cloud access data from anywhere and much more Inside Fully updated screenshots How to use Sage Drive A guide to key buttons New ways to access tasks Toolbar configuration tips Valuable window shortcuts How to process paperwork Project management help Tips on using mobile apps

Sage 50 Accounting The Ultimate Step-By-Step Guide Gerardus Blokdyk, 2018 Sage 50 Accounting The Ultimate **Sage 50 Accounts For Dummies** Jane Kelly, 2011-03-25 Get to grips with Sage 50 Accounts in Step By Step Guide 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 guickly 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 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 Sage 50 2018 Quick Reference Training Guide Laminated Cheat Sheet TeachUcomp Inc., 2017-11-13 Designed with the busy professional in mind this 4 page laminated guick reference guide provides step by step instructions in Sage 50 2018 U S Edition When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 75 topics covered this guide is perfect for someone new to Sage 50 or upgrading from a previous version Topics Include Getting Acquainted with Sage 50 Setting up a Company The General Ledger Sales Tax Entering Records Accounts Receivable Inventory Payroll Account Management Job Tracking Time and Billing Reporting Settings and Options **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 Sage 50 Accounts For Dummies Jane Kelly, 2010-11-11 NOW UPDATED FOR THE 2011 VERSION OF SAGE 50 This step by step guide offers the latest guidance on using Sage 50 Accounts the UK's most popular small business accounting solution From setting up and installing the software and creating your chart of accounts to invoicing customers running VAT returns and producing monthly accounts Sage 50 Accounts For Dummies will have you handling your own accounts efficiently an profitably in no time Sage 50 Accounts For Dummies includes information on Setting Up and Installing Sage Line 50 Introducing Sage Line 50 Creating your Chart of Accounts Setting Up Records Opening Balances Day to Day Functions Preparing your Customers paperwork Invoicing your Customers Dealing with paperwork from your Suppliers Recording your Bank entries Maintaining and correcting entries More Day to Day Functions Sales Order Processing Purchase Order Processing Keeping track of your Products Setting up Projects Using Foreign Currency Monthly Quarterly Annual Routines Reconciling your Bank account Working with the Company module Running VAT Returns Using Reports to manage your business Producing Monthly Accounts More Complicated Stuff Ten Useful Reports Quick Tips for Speedy Processing Wizards 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 quidance 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 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 Diablo II: Resurrected - Mini Guide GamerGuides.com, 2021-10-12 Return to fight for Sanctuary and research discover the fate of the mysterious Dark Wanderer rebuilt in all new 3D graphics brand new cinematics remastered audio and the same classic Diablo II gameplay you remember The guide for Diablo II Resurrected seeks to help new players find their footing in Sanctuary by providing build advice and information on gear and how to farm it Information on builds both beginner builds and endgame builds like the Blizzard Sorceress Hammerdin Summon Necromancer and Wind Druid Description of Skill Points Stat Points EXP Resistances and other vital build information Details about the game s three difficulty levels Information on how Item Drops and Magic Find works and a list of some of the best Magic Find items in the game Details on runes and runewords including a list of some of the best beginner runewords in the game How to obtain the Horadric Cube and how to use it Information on bosses and super uniques how to farm them with what characters and and what gear you should expect from each How to reach the Secret Cow Level The Oxford Handbook of Child Psychological Assessment Donald H. Saklofske, Vicki L. Schwean, Cecil R. Reynolds, 2013-03-20 Psychological assessment has always paralleled the growth of psychology and its specialties and it is not an overstatement to say that measurement and assessment are the cornerstones of psychology providing the tools and techniques for gathering information to inform our understanding of human behavior However the continued growth and new developments in the assessment literature requires an ongoing examination of the principles and practices of central importance to psychological assessment The Oxford Handbook of Child Psychological Assessment covers all areas of child and adolescent assessment Leaders in the field summarize and synthesize state of the science assessment theories techniques and applications Placing an emphasis on clinical and psychoeducational assessment issues chapters explore issues related to the foundations models special topics and practice of psychological assessment Appropriate as a desk reference or a cover to cover read this comprehensive volume surveys fundamental principles of child assessment including ability achievement behavior and personality covers the role of theory and measurement in psychological assessment and presents new methods and data 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 <u>Handbook of Emergent Methods</u> Sharlene Nagy Hesse-Biber, Patricia Leavy, 2008-02-22 Social researchers increasingly find themselves looking beyond conventional methods to address complex research questions The Handbook of Emergent Methods is the first book to comprehensively examine emergent qualitative and quantitative theories and methods across the social and behavioral sciences Providing scholars and students with a way

to retool their research choices the volume presents cutting edge approaches to data collection analysis and representation Leading researchers describe alternative uses of traditional quantitative and qualitative tools innovative hybrid or mixed methods and new techniques facilitated by technological advances Consistently formatted chapters explore the strengths and limitations of each method for studying different types of research questions and offer practical in depth examples CIPP Evaluation Model Daniel L. Stufflebeam, Guili Zhang, 2017-03-07 The book s chapters provide background on how and why the CIPP Context Input Process Product Model was developed a detailed presentation of the model an explanation of the key role of an evaluation oriented leader who can decide what and when to evaluate detailed presentations on evaluation design budgeting and contracting procedures and tools for collecting analyzing and reporting evaluation information and procedures for conducting standards based meta evaluations evaluations of evaluations. These topics are interspersed with illustrative evaluation cases in such areas as education housing and military personnel evaluation Research Handbook of Expatriates Yvonne McNulty, Jan Selmer, 2017-05-26 In the Research Handbook of Expatriates Yvonne McNulty and Jan Selmer have created a seminal work that should be on the bookshelf of all social scientists who work in the field of expatriation More senior scholars will appreciate the deep dive each chapter takes into the literature each one acting as a reservoir they can draw from to powerfully inform their future research efforts Doctoral students and newly minted PhDs will find this book to be especially valuable the final chapter of the book alone provides inestimable career and how to publish guidance for them in the field of expatriation The coverage of the history construct milieu research methodologies and issues is the best I have come across in a single volume in over 30 years of working in the field In short this is a monumental contribution to the study of expatriates and global mobility Mark E Mendenhall University of Tennessee McNulty and Selmer s edited volume does a wonderful job of consolidating and integrating everything we know about expatriates and their different types This long overdue Handbook featuring chapters by top researchers lays a trail for scholars to further advance the study of expatriates Joyce Osland San Jose State University McNulty and Selmer's edited book of readings on virtually all aspects of expatriates deserves a prominent place in the library of researchers and practitioners interested in this subject The Handbook provides a historical overview as well as the latest trends in expatriate studies and concludes with useful guidelines on how to conduct as well as improve the quality of research in this field Rosalie L Tung Simon Fraser University Canada Constituting a comprehensive and carefully designed collection of contributions the Research Handbook of Expatriates provides a nuanced and up to date discussion of expatriates Theoretically broad and groundbreaking it offers important and contemporary insights into emerging areas of research warranting future consideration Drawing upon a range of perspectives from the field's most distinguished academics contributions review the history of the literature in relation to expatriates from the development of the expatriate construct through to the current state of research on business expatriates Subsequent chapters progress into detailed examinations of the various types of business expatriates including LGBT self

initiated expatriates female assignees inpatriates international business travellers and commuters and millennials Other themes include expatriate performance adjustment expatriates to and from developing countries global talent management and expatriates safety and security The Research Handbook also covers expatriates in diverse communities such as education military missionary sports and Aidland and provides additional commentaries relating to methodological issues research with practitioners case studies biculturals and ATCKs and global families The Research Handbook concludes with publishing advice for PhD and early career researchers Stimulating insightful new areas of study this collection is a must read for academics and scholars in the field of expatriate research international management global human resource management and business administration It also offers a wealth of guidance for executives and recruiters along with expatriates and professionals who may expatriate Contributors M Andresen C Brewster L Care J L Cerdin L Clarke D G Collings M Collins A Corbin M Crowley Henry M Dickmann H Dolles R Donohue C Doss B Egilsson A Fee K L Fisher K J Hanek A Haslberger T Hippler K Hutchings M Isichei J Lauring L M kel R McPhail S Michailova M Moeller B Oberholster

Sage 50 Guide: Bestsellers in 2023 The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the engaging narratives that have charmed audiences this year. Sage 50 Guide: Colleen Hoovers "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Sage 50 Guide: Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Sage 50 Guide: Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and thrilling novel that will keep you wondering until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

https://crm.avenza.com/About/Resources/fetch.php/Secrets In Stockbridge A Sydney Brennan Novella Volume 1.pdf

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Sage 50 Guide Introduction

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