

Sage 50® Accounting (U.S. Version)

TEACHUComp, INC.
...it's all about you

Quick Reference Guide

Comprehensive video training & instruction manuals available at www.teachucomp.com

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."

TEACHUComp, Inc.
Computer Software Training & Continuing Education



www.teachucomp.com

info@teachucomp.com

877.925.8080

Sage 50 Reference Manual

JS Bruner



Sage 50 Reference Manual:

Embark on a transformative journey with is captivating work, Grab Your Copy of **Sage 50 Reference Manual** . This enlightening ebook, available for download in a convenient PDF format PDF Size: , invites you to explore a world of boundless knowledge. Unleash your intellectual curiosity and discover the power of words as you dive into this riveting creation. Download now and elevate your reading experience to new heights .

<https://crm.avenza.com/results/Resources/index.jsp/Sample%20Introduction%20Speech%20For%20A%20Pastor.pdf>

Table of Contents Sage 50 Reference Manual

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

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

Sage 50 Reference Manual Introduction

Free PDF Books and Manuals for Download: Unlocking Knowledge at Your Fingertips In today's fast-paced digital age, obtaining valuable knowledge has become easier than ever. Thanks to the internet, a vast array of books and manuals are now available for free download in PDF format. Whether you are a student, professional, or simply an avid reader, this treasure trove of downloadable resources offers a wealth of information, conveniently accessible anytime, anywhere. The advent of online libraries and platforms dedicated to sharing knowledge has revolutionized the way we consume information. No longer confined to physical libraries or bookstores, readers can now access an extensive collection of digital books and manuals with just a few clicks. These resources, available in PDF, Microsoft Word, and PowerPoint formats, cater to a wide range of interests, including literature, technology, science, history, and much more. One notable platform where you can explore and download free Sage 50 Reference Manual PDF books and manuals is the internet's largest free library. Hosted online, this catalog compiles a vast assortment of documents, making it a veritable goldmine of knowledge. With its easy-to-use website interface and customizable PDF generator, this platform offers a user-friendly experience, allowing individuals to effortlessly navigate and access the information they seek. The availability of free PDF books and manuals on this platform demonstrates its commitment to democratizing education and empowering individuals with the tools needed to succeed in their chosen fields. It allows anyone, regardless of their background or financial limitations, to expand their horizons and gain insights from experts in various disciplines. One of the most significant advantages of downloading PDF books and manuals lies in their portability. Unlike physical copies, digital books can be stored and carried on a single device, such as a tablet or smartphone, saving valuable space and weight. This convenience makes it possible for readers to have their entire library at their fingertips, whether they are commuting, traveling, or simply enjoying a lazy afternoon at home. Additionally, digital files are easily searchable, enabling readers to locate specific information within seconds. With a few keystrokes, users can search for keywords, topics, or phrases, making research and finding relevant information a breeze. This efficiency saves time and effort, streamlining the learning process and allowing individuals to focus on extracting the information they need. Furthermore, the availability of free PDF books and manuals fosters a culture of continuous learning. By removing financial barriers, more people can access educational resources and pursue lifelong learning, contributing to personal growth and professional development. This democratization of knowledge promotes intellectual curiosity and empowers individuals to become lifelong learners, promoting progress and innovation in various fields. It is worth noting that while accessing free Sage 50 Reference Manual PDF books and manuals is convenient and cost-effective, it is vital to respect copyright laws and intellectual property rights. Platforms offering free downloads often operate within legal boundaries,

ensuring that the materials they provide are either in the public domain or authorized for distribution. By adhering to copyright laws, users can enjoy the benefits of free access to knowledge while supporting the authors and publishers who make these resources available. In conclusion, the availability of Sage 50 Reference Manual free PDF books and manuals for download has revolutionized the way we access and consume knowledge. With just a few clicks, individuals can explore a vast collection of resources across different disciplines, all free of charge. This accessibility empowers individuals to become lifelong learners, contributing to personal growth, professional development, and the advancement of society as a whole. So why not unlock a world of knowledge today? Start exploring the vast sea of free PDF books and manuals waiting to be discovered right at your fingertips.

FAQs About Sage 50 Reference Manual Books

How do I know which eBook platform is the best for me? Finding the best eBook platform depends on your reading preferences and device compatibility. Research different platforms, read user reviews, and explore their features before making a choice. Are free eBooks of good quality? Yes, many reputable platforms offer high-quality free eBooks, including classics and public domain works. However, make sure to verify the source to ensure the eBook credibility. Can I read eBooks without an eReader? Absolutely! Most eBook platforms offer web-based readers or mobile apps that allow you to read eBooks on your computer, tablet, or smartphone. How do I avoid digital eye strain while reading eBooks? To prevent digital eye strain, take regular breaks, adjust the font size and background color, and ensure proper lighting while reading eBooks. What the advantage of interactive eBooks? Interactive eBooks incorporate multimedia elements, quizzes, and activities, enhancing the reader engagement and providing a more immersive learning experience. Sage 50 Reference Manual is one of the best book in our library for free trial. We provide copy of Sage 50 Reference Manual in digital format, so the resources that you find are reliable. There are also many Ebooks of related with Sage 50 Reference Manual. Where to download Sage 50 Reference Manual online for free? Are you looking for Sage 50 Reference Manual PDF? This is definitely going to save you time and cash in something you should think about.

Find Sage 50 Reference Manual :

[sample introduction speech for a pastor](#)

[sample science questions in bece 2014](#)

[sample job application essays](#)

sample urgent care superbill

sample maintenance technician resume

sample expository essay hspa

sample exam questions on computer hardware

sample nomination letter for merchant marines

sample inspirational speech

sample papers for class english

sample of opening ceremony program

sample skip level meeting invitation letter

sample letter accepting partnership

sample outline for research paper com 425

sample treatment plans

Sage 50 Reference Manual :

Kenmore Washing Machine Repair - iFixit Repair guides and support for Kenmore washing machines. Kenmore Washer troubleshooting, repair, and service manuals. Washer repair guides and videos - Sears Parts Direct Find free washer repair guides online at Sears PartsDirect. Get step-by-step help to diagnose your problem and fix your washer fast. Kenmore Washing Machine Troubleshooting & Repair Find the most common problems that can cause a Kenmore Washing Machine not to work - and the parts & instructions to fix them. Free repair advice! Free Online Kenmore ® Washing Machine Repair Manual Get Kenmore washer repair manuals and guides to help you diagnose and fix common issues on 500 series, 600 series, Elite Oasis and other popular models. WASHING MACHINE SERVICE MANUAL Check with the troubleshooting guide. Plan your service method by referring to ... Is the washing machine installed at an angle? Adjust the height of washing. Kenmore Service Manual | Get the Immediate PDF Download ... Kenmore Service Manual for ANY Kenmore model. We offer PDF and Booklet service and repair manuals for all brands and models. Kenmore 110 Series Washing Machine Repair - iFixit Kenmore 110 Series Washing Machine troubleshooting, repair, and service manuals ... Create a Guide. I Have This. Guides. Replacement Guides. Drive Belt. Kenmore Manuals Download kitchen, laundry, and outdoor cooking appliance manuals from Kenmore. Can't find your appliance's use and care guide? Enter your model number above ... Standard Operating Procedure for Sales Optimize your sales success with our meticulously crafted Standard Operating Procedure (SOP) for Sales. Elevate your business processes with expert guidance ... 7 SOP Examples to Steal for Your Team Jul 13, 2023 — We share seven SOP examples across business units. Use these standard operating procedure examples to build your own SOPs. 8 Standard

Operating Procedure (SOP) Examples Jul 23, 2023 — Example 5: Sales SOP for acquiring new clients ... Complete the phone conversation and send any interested clients' information to the sales ... Sales Department SOP Template The Sales Department SOP Template is a game-changer for any sales team. Here are ... Sales Rep," to provide visibility and better manage your sales pipeline. Template: SOP Sales Jan 19, 2023 — The Sales team compiles a customised offer / contract that must be approved by Management and the QMO. Approval must be documented. The offer / ... Sales Standard Operating Procedure- Best Practices and ... Apr 20, 2023 — Keep a clear, concise and simple language ... When it comes to writing Standard Operating Procedures (SOPs), it's important to keep a clear, ... 20 SOP Examples You Can Steal From Today May 18, 2022 — Step 2: A sales rep analyzes performance from the previous quarter's sales prospecting. Step 3: With the help of Sales Navigator, the sales ... How to Write the Best SOPs for Your Company Aug 19, 2021 — Standard Operating Procedures Format · Title: SOPs should always begin with a title that briefly but fully encapsulates the purpose of the ... Sales SOP (Standard Operating Procedure) Feb 25, 2016 — Part of my job is to sell the products that I have developed. "Sell me a pen. Longman Preparation Course for the TOEFL® iBT Test Providing both a comprehensive language-skills course and a wealth of practice for all sections of the test, the Longman Preparation Course for the TOEFL iBT® ... Longman Preparation Course for the TOEFL iBT Test with ... Excellent book for TOEFL iBT test. Cover all the skills you need for the test (reading, writing, speaking, listening). It comes with a english lab access that ... Longman Preparation Course for the TOEFL Test ... Book overview · Complete language skills instruction for skills tested on both the TOEFL® paper test and the Test of Written English. · Longer reading passages ... Longman Introduction and Preparation for TOEFL The Longman Preparation Course for TOEFL prepares students for the test with guidelines, strategies, tips and hints. If you would like to explore alternative ... Longman Preparation Course for the TOEFL iBT Test Combining a comprehensive language skills course with a wealth of practice for all sections of the TOEFL iBT: what more do you need? The Longman Preparation ... Longman Preparation for the TOEFL iBT No information is available for this page. Longman Complete Course for the TOEFL® Test Longman Preparation Course for the TOEFL® Test: Volume A- Skills and Strategies, Second. Edition provides comprehensive coverage of the language skills and test ... Longman Preparation Course for the TOEFL Test: Ibt The Student Book features diagnostic pre-tests and post-tests, plus eight mini-tests and two complete TOEFL tests. The CD-ROM includes an additional eight mini- ... Longman Preparation Course for the TOEFL® Test Next ... It is based on the most up-to-date information available on the iBT. Longman Preparation Course for the TOEFL Test: Next Generation iBT can be used in a ... Longman Preparation Course for the Toefl Test With an ... Longman Preparation Course for the Toefl Test With an Answer Key - Softcover ... From United Kingdom to U.S.A. ... From Spain to U.S.A.. Destination, rates & speeds.