

# 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](http://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](http://www.teachucomp.com)

[info@teachucomp.com](mailto:info@teachucomp.com)

877.925.8080

# Sage 52user Guide

**L Towne**



**Sage 52user Guide:**

## Decoding **Sage 52user Guide**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Sage 52user Guide**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

[https://crm.avenza.com/public/detail/default.aspx/Proofs\\_And\\_Fundamentals\\_Solution\\_Manual.pdf](https://crm.avenza.com/public/detail/default.aspx/Proofs_And_Fundamentals_Solution_Manual.pdf)

### **Table of Contents Sage 52user Guide**

1. Understanding the eBook Sage 52user Guide
  - The Rise of Digital Reading Sage 52user Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Sage 52user Guide
  - 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 52user Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Sage 52user Guide
  - Personalized Recommendations
  - Sage 52user Guide User Reviews and Ratings
  - Sage 52user Guide and Bestseller Lists

5. Accessing Sage 52user Guide Free and Paid eBooks
  - Sage 52user Guide Public Domain eBooks
  - Sage 52user Guide eBook Subscription Services
  - Sage 52user Guide Budget-Friendly Options
6. Navigating Sage 52user Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Sage 52user Guide Compatibility with Devices
  - Sage 52user Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Sage 52user Guide
  - Highlighting and Note-Taking Sage 52user Guide
  - Interactive Elements Sage 52user Guide
8. Staying Engaged with Sage 52user Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Sage 52user Guide
9. Balancing eBooks and Physical Books Sage 52user Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Sage 52user Guide
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Sage 52user Guide
  - Setting Reading Goals Sage 52user Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sage 52user Guide
  - Fact-Checking eBook Content of Sage 52user Guide
  - 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 52user Guide Introduction**

Sage 52user Guide Offers over 60,000 free eBooks, including many classics that are in the public domain. Open Library: Provides access to over 1 million free eBooks, including classic literature and contemporary works. Sage 52user Guide Offers a vast collection of books, some of which are available for free as PDF downloads, particularly older books in the public domain. Sage 52user Guide : This website hosts a vast collection of scientific articles, books, and textbooks. While it operates in a legal gray area due to copyright issues, its a popular resource for finding various publications. Internet Archive for Sage 52user Guide : Has an extensive collection of digital content, including books, articles, videos, and more. It has a massive library of free downloadable books. Free-eBooks Sage 52user Guide Offers a diverse range of free eBooks across various genres. Sage 52user Guide Focuses mainly on educational books, textbooks, and business books. It offers free PDF downloads for educational purposes. Sage 52user Guide Provides a large selection of free eBooks in different genres, which are available for download in various formats, including PDF. Finding specific Sage 52user Guide, especially related to Sage 52user Guide, might be challenging as theyre often artistic creations rather than practical blueprints. However, you can explore the following steps to search for or create your own Online Searches: Look for websites, forums, or blogs dedicated to Sage 52user Guide, Sometimes enthusiasts share their designs or concepts in PDF format. Books and Magazines Some Sage 52user Guide books or magazines might include. Look for these in online stores or libraries. Remember that while Sage 52user Guide, sharing copyrighted material without permission is not legal. Always ensure youre either creating your own or obtaining them from legitimate sources that allow sharing and downloading. Library Check if your local library offers eBook lending services. Many libraries have digital catalogs where you can borrow Sage 52user Guide eBooks for free, including popular titles. Online Retailers: Websites like Amazon, Google Books, or Apple Books often sell eBooks. Sometimes, authors or publishers offer promotions or free periods for certain books. Authors Website Occasionally, authors provide excerpts or short stories for free on their websites. While this might not be the Sage 52user Guide full book , it can give you a taste of the authors writing style. Subscription Services Platforms like Kindle Unlimited or Scribd offer subscription-based access to a wide range of Sage 52user Guide eBooks, including some popular titles.

## FAQs About Sage 52user Guide 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 52user Guide is one of the best book in our library for free trial. We provide copy of Sage 52user Guide in digital format, so the resources that you find are reliable. There are also many Ebooks of related with Sage 52user Guide. Where to download Sage 52user Guide online for free? Are you looking for Sage 52user Guide PDF? This is definitely going to save you time and cash in something you should think about.

## Find Sage 52user Guide :

**proofs and fundamentals solution manual**

**property manager salary manhattan**

~~proline above ground pool filter manual~~

*property management excel template*

~~project management pmbok 4th edition~~

*property manager salary winnipeg*

*property management jobs ca*

property management in riverside ca

**proper margins for a paper**

**property manager salary dallas texas**

property manager salary fort lauderdale

**promax processing manual**

~~promotion codes for pearson vca vmware~~

pronoun antecedent agreement worksheet with answers  
prompt manual obstetrics

## **Sage 52user Guide :**

Tiddalik the Frog. 1: Tiddalik the Frog was thirsty, thirsty Song: 'Tiddalik the Frog was thirsty, thirsty'. Sing the song with Andy and Rebecca. In addition to the full vocal version and backing track versions of the ... Tiddalik the Frog This offers a karaoke-style video of the song, with the lyrics appearing on screen. Each song is approximately 2 to 3 minutes long. The song - backing track ... TIDDALIK THE FROG Tiddalik was a large frog, the largest frog ever known. SONG: No. 1. ONCE LONG ... MR WOMBAT (Spoken over the music of the verses.) Gather round my friends. I ... Froggy Fun - Music Connections Recommends... Nov 1, 2007 — A little pig makes up a new song, and can't find anyone to share it with, until he meets a frog who likes to sing and make up songs too. Infant Music at Home 17 Learn to sing a song about Tiddalik the Frog with BBC Teach. This is based on a traditional Aboriginal 'dreamtime' story from Australia. ... Tiddalik is so ... Tiddalik the frog Aria from the Notebook for Anna Magdalena by J.S. Bach Arranged for Band - MP3. Created by. Vinci eLearning. Tiddalick the Frog - Dreamtime Oct 29, 2018 — We'll share a dream and sing with one voice "I am, you are, we are Australian". I'm a teller of stories. I'm a singer of songs. I am Albert ... Musical Childhoods: Explorations in the pre-school years ADVANCED ACCOUNTING-W/ACCESS This view equips students to analyze and assess future reporting developments. This book is the product of extensive market research including focus groups, ... Advanced Accounting Hamlen Huefner Largay Second ... A book that does not look new and has been read but is in excellent condition. No obvious damage to the cover, with the dust jacket (if applicable) included ... Advanced Accounting 2nd (second) Edition by Hamlen ... Advanced Accounting 2nd (second) Edition by Hamlen, Huefner, Largay published by Cambridge Business Publishers (2013) on Amazon.com. Advanced Accounting, 5e Professor Hamlen is the author of Advanced Accounting 4e and previously co-authored 12 editions of advanced accounting texts. She has taught courses in ... Susan Hamlen | Get Textbooks (2nd Edition) Advanced Accounting (Second Edition) by Ronald J. Huefner, Susan S. Hamlen, James A. Largay Hardcover, 703 Pages, Published 2014 by Cambridge ... Advanced Accounting - By Susan S. Hamlen Advanced Accounting by By Susan S. Hamlen - ISBN 10: 1618532618 - ISBN 13 ... "synopsis" may belong to another edition of this title. PublisherCambridge ... Hamlen Hamlen | Get Textbooks Title(2nd Edition) Advanced Accounting (Second Edition) by Ronald J. Huefner, Susan S. Hamlen, James A. Largay Hardcover, 703 Pages, Published 2014 by ... Advanced Accounting by Huefner Largay Hamlen Free Shipping - ISBN: 9781618530059 - 2nd Edition - Hardcover - Cambridge Business Publishers - 2013 - Condition: New - New! This book is in the same ... Test Bank For Advanced Accounting 2nd Edition Hamlen What is the entry to record receipt of interest and principal on December 31, 2016, assuming no impairment on the bond throughout its life? a. Cash 104,000 Susan Hamlen



Solutions Advanced Accounting 4th Edition 110 Problems solved, Susan Hamlen. Advanced Accounting 2nd Edition Fundamentals of Nursing: Human Health and Function All-new, richly illustrated concept maps , ideal for visual learners, apply the nursing process and critical thinking to the chapter-opening case scenarios. Fundamentals of Nursing - Wolters Kluwer Jan 22, 2020 — ... nursing process framework that clarifies key capabilities, from promoting health to differentiating between normal function and dysfunction ... Fundamentals of Nursing: Human Health and Function This book cover everything u need to get you through your fundamental course , it is very thorough , an amazing book , it's easy to read and totally helpful , ... Fundamentals of nursing : human health and function What is Culture? Communication in the Nurse-Patient Relationship. Values, Ethics, and Legal Issues. Nursing Research and Evidence-Based ... Nursing Fundamentals Fundamentals of Nursing: The Art and Science of Nursing Care. Text, Study Guide and Video Guide to Clinical Nursing Skills Set on CD-ROM Package. \$150.45. Fundamentals of Nursing: Human Health and Function ... Ruth F. The Fourth Edition of this comprehensive text provides an introduction to the broad range of the discipline of nursing, including theory, the nursing ... Fundamentals of Nursing: Human Health and Function ... Fundamentals of Nursing: Human Health and Function (Enhanced with Media) 7th Edition is written by Ruth Craven and published by Lippincott Williams & Wilkins. Fundamentals of Nursing: Human Health And Function ... Johnson, Joyce Young; Vaughans, Bennita W.; Prather-Hicks, Phyllis ... Synopsis: This study guide includes chapter overviews, critical thinking case studies, and ... Fundamentals of nursing : human health and function ... Spiritual health. Ch. 1. The changing face of nursing -- Ch. 2. Community-based nursing and continuity of care -- Ch. 3. The profession of nursing -- Ch. 4. Fundamentals of nursing: Human health and function Download Citation | Fundamentals of nursing: Human health and function: Seventh edition | This groundbreaking text emphasizes critical thinking by weaving ...