# 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. Yo 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

# Button Function

- "Show/Hide" **Toggles display of Navigation** Center "On" or "Off." "March and " Refreshes Navigation Center.
- "Chefault" Sets corrently-displayed Center as default when company file is opened. "Customizer" Customizes the Navigation Center. Prints Navigation Center. "Western "

#### Using the Menu Bar

The Menu Bar provides access to the windows that perform business related tasks, such as involcing 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 53. To customize the Shortcuts:

- 1. Click the "Customize" button to the right of the "Shortcuts" label, (0)
- 2. Make the desired changes, and click "CK."

#### 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 wiperd.

#### 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..." Borners, Where Schooling Street
- 2. Enter payroll information in each screen of the wisard, clicking "Next" to advance to each screen.
- 3. Click "Finish" on the final screen of the wisard.

#### 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, text is tree
- 3. To allow the app to make changes, click "Ves," if preparagated.
- 4. To sign in to your Microsoft 365 account (if not already's 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.
- To select a backup file, click the "Browse" 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" budteen
- 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.
- 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 Married Black
- 2. Click the 'New' button in the toolbar. Time: R. Enter the account information and click "Save." Lilium

#### Adding Beginning Account Balances

#### 1. Select "Maintain! Chart of Accounts..." from the

- Married Black 2. Click the "Account Beginning Balances" button.
- Select the appropriate time period.
- 4. Make any necessary corrections, ensuring that the "Irial Balance" is zero. Olick "OK" when done. g

#### Deleting or Inactivating an Account

- 1. Select "Maintain! Chart of Accounts..." from the Mercu Bar.
- Select the account in the "Account IO" drop-down.
- 3. Click "Delete," then "Yes." Mine. Or to inactivate. click the "Inactive" checkbox, then "Save." [2] Inn

#### Using Lists.

Use lists in Sage 50 to view records entered into many of the "Maintain" and "Task" windows.

- Open a "Maintain" or "Taok" 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. Nom:
- It. Make any desired changes and click the "Save" (Liber) button and then the "Close" button. @in-

#### Adding General Journal Entries

- 1. Select "Tanks! General Journal Entry..." from the Michigan Bland
- 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.).
- 4. To delete an item, select it in the witard and click the "Delete" button. To edit an item, select it in the wigard 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.
- To check the tax code for the selected custon click the "Tax Code" drop-down by the "Sales Tay" 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... Briggery Whee Scheimer Ray?

- 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

#### 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" disap-diown.
- 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, in.
- 6. To print, click the "Print" button in the toolbar. make selections, and click "Print." #

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# **Guides And Manuals For Sage Fund Accounting**

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# **Guides And Manuals For Sage Fund Accounting:**

The Simplified Guide to Not-for-Profit Accounting, Formation, and Reporting Laurence Scot, 2010-06-01 A complete and easy to understand guide to the fundamentals of how not for profit organizations are formed and run as well as their structure and the unique accounting and reporting issues they face Providing you with a comprehensive understanding of how to maintain the books of a typical nonprofit entity and comply with numerous reporting requirements The Simplified Guide to Not for Profit Accounting Formation Reporting equips you with everything you need to know to form a Not For Profit setup an accounting system record financial transactions and report to donors and regulatory bodies Topics include Step by step guide to forming a Not For Profit and applying for tax exemption Becoming familiar with unique Not For Profit accounting rules such as classifying contributions grants and recording restrictions allocation of expenses to programs and supporting services and investment classification and reporting Budget development payroll processing and accounting for personnel costs Shows how to prepare and understand required Not For Profit financial statement and their components Provides you with a broad understanding of the numerous filing requirement required by donors grantors and government regulatory agencies Practical and comprehensive in scope The Simplified Guide to Not for Profit Accounting Formation Reporting offers a wealth of practical information to accountants and non accountants alike for understanding Not For Profit financial transactions financial statements and the many internal and external reports they must prepare Accounting Guide: Investment Companies AICPA, 2018-10-01 Whether you are a financial statement preparer or auditor it is critical to understand the complexities of the specialized accounting and regulatory requirements for investment companies This 2018 guide provides authoritative how to accounting and auditing advice including implementation guidance and illustrative financial statements and disclosures This quide is the industry standard resource supporting practitioners in a constantly changing industry landscape packed with continuous regulatory developments Updates include References to appropriate AICPA Technical Questions and Answers that address when to apply the liquidation basis of accounting Appendices discussing the new standards for financial instruments leases and revenue recognition Appendices discussing common or collective trusts and business development companies Zondervan Church and Nonprofit Tax and Financial Guide Daniel D. Busby, 2005-12 An outstanding resource for anyone handling the financial affairs of a church Simeon May CPA Executive Director National Association of Church Business Administration The most understandable easy to follow tax guide of its kind explains complex tax concerns in plain language This annual reference guide continues to be one of the few resources offering tax and financial advice to churches and nonprofit organizations Issues of financial accountability receiving and maintaining tax exempt status accounting for charitable gifts and other crucial topics receive careful and full discussion The 2006 edition also contains a thorough description of tax laws affecting churches and other nonprofit organizations including changes made in 2005 ensuring compliance with all regulations This guide is indispensable to church

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range of international researchers principally working in the fields of accounting and finance but also in management economics and other social sciences The authors of the articles in this book address a wide range of issues and obstacles that they have confronted at various stages in their respective research careers In reflecting on their personal experiences they provide practical guidance on how to overcome the types of problems that typically confront researchers in their day to day work Practical tips on how to undertake research and get findings published Research project management skills International and interdisciplinary perspectives Guide to U.S. Elections Deborah Kalb, 2015-12-24 The CO Press Guide to U S Elections is a comprehensive two volume reference providing information on the U S electoral process in depth analysis on specific political eras and issues and everything in between Thoroughly revised and infused with new data analysis and discussion of issues relating to elections through 2014 the Guide will include chapters on Analysis of the campaigns for presidency from the primaries through the general election Data on the candidates winners losers and election returns Details on congressional and gubernatorial contests supplemented with vast historical data Key Features include Tables boxes and figures interspersed throughout each chapter Data on campaigns election methods and results Complete lists of House and Senate leaders Links to election related websites A guide to party abbreviations Guide to Fashion Entrepreneurship Melissa G. Carr, Lisa Hopkins Newell, 2014-07-10 A comprehensive text on how to develop market and sell your own product lines as independent labels or brands **Complete Guide to the CITP Body of Knowledge** Tommie W. Singleton, 2017-05-15 Looking for tools to help you prepare for the CITP Exam The CITP self study guide consists of an in depth and comprehensive review of the fundamental dimensions of the CITP body of knowledge This guide features various and updated concepts applicable to all accounting professionals who leverage Information Technology to effectively manage financial information There are five dimensions covered in the guide Dimension I Risk Assessment Dimension 2 Fraud Considerations Dimension 3 Internal Controls Information Technology General Controls Dimension 4 Evaluate Test and Report Dimension 5 Information Management and Business Intelligence The review guide is designed not only to assist in the candidate s preparation of the CITP examination but will also enhance your knowledge base in today s marketplace Using the complete guide does not guarantee the candidate of successfully passing the CITP exam This guide addresses most of the subjects on the CITP exam's content specification outline and is not meant to teach topics to the candidate for the first time A significant amount of cooperating and independent readings will be necessary to prepare for the exam regardless of whether the candidate completes the review course or not Wiley CPAexcel Exam Review 2015 Study Guide (January) O. Ray Whittington, 2015-01-05 The world's most effective CPA exam prep system Financial Accounting and Reporting module Wiley CPAexcel Exam Review is the world s most trusted study guide for the Certified Public Accountant s exam complete comprehensive and updated to align with the latest exam content With 2 800 practice questions and solutions across four volumes the unique modular format helps you organize your study program zeroing in on areas that need work This volume

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Embracing the Tune of Expression: An Mental Symphony within Guides And Manuals For Sage Fund Accounting

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