

Sage 50® Accounting (U.S. Version)

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Getting Acquainted with Sage 50

Using the Navigation Bar & Centers

The Navigation Bar appears at the left side of the Sage 50 main window and offers access to "pages" called Navigation Centers, which provide information about, and access to, Sage 50. Within each Navigation Center, related tasks are performed by clicking the buttons shown and then choosing a command from the drop-down menu. These commands replicate the functionality of the commands in the Menu Bar. The Navigation Center Toolbar appears above the open Navigation Center window, just below the Menu Bar.

1. **To open a Navigation Center**, click the name of the Navigation Center in the Navigation Bar.

2. **To make changes to the Navigation Center**, click an available button in the Navigation Center Toolbar.



Button	Function
"Show/Hide"	Toggles display of Navigation Center "On" or "Off."
"Refresh"	Refreshes Navigation Center.
"Default"	Sets currently-displayed Center as default when company file is opened.
"Customize"	Customizes the Navigation Center.
"Print"	Prints Navigation Center.

Using the Menu Bar

The Menu Bar provides access to the windows that perform business-related tasks, such as invoicing customers, writing checks, and entering bills.

1. Click one of the commands in the Menu Bar ("File," "Edit," "Lists," etc.) to view the subcommands.
2. **To execute a subcommand**, click it. Subcommands followed by an ellipsis mark (...) open new windows into which additional information must be entered. Subcommands followed by a right-pointing arrow indicate that you must select from another side-menu of choices that appears.

Customizing Shortcuts

The "Shortcuts" section appears in the bottom section of the Navigation Bar and provides one-click access to the features and tools most often used in Sage 50. **To customize the Shortcuts:**

1. Click the "Customize" button to the right of the "Shortcuts" label.
2. Make the desired changes, and click "OK."

Setting Up a Company

Creating a Sage 50 Company

1. Select "File|New Company..." from the Menu Bar.
2. Click the "Next" button.
3. Enter company information in each screen of the wizard, clicking "Next" to advance to each screen.
4. Click "Finish" on the final screen of the wizard.

Setting Company Defaults

1. Select "Maintain|Default Information" from the Menu Bar and select a category to which to apply defaults ("Customers," "Vendors," etc.)
2. Make selections and click "OK."

Setting Up Payroll

1. Select "Maintain|Payroll|Payroll Setup Wizard..." from the Menu Bar.
2. Enter payroll information in each screen of the wizard, clicking "Next" to advance to each screen.
3. Click "Finish" on the final screen of the wizard.

Making a Local Backup

1. Select "File|Back Up..." from the Menu Bar.
2. Make selections. Click the "Back Up" button.
3. Select a location, enter a name, and click "Save."

Making a Cloud Backup

To create cloud backups, you must have a Sage 50 Accounting product and subscription to Microsoft 365 Business Premium or higher. **To enable Microsoft 365 integration**, the sign-in account used must also be a global administrator of the Microsoft 365 account.

1. Select "File|Back Up..." from the Menu Bar.
2. Click the "Back Up Online" button.
3. **To allow the app to make changes**, click "Yes," if prompted.
4. **To sign in to your Microsoft 365 account (if not already)**, click the "Sign In" button, enter credentials, and click "Sign in." The account appears in the "Cloud Backup" window.
5. Click "Allow" to allow permissions, if prompted.
6. Click the "Back Up" button.
7. Click "OK" after ensuring all users are logged out.
8. Click "Close" once the backup is complete.

Restoring from a Backup File

1. **To restore from a local backup**, select "File|Restore..." from the Menu Bar. **To restore from a cloud backup**, select "File|Cloud Backup|Restore from the Cloud..." from the Menu Bar.
2. If restoring from the cloud and not signed in, click the "Sign In" link and sign into Office 365.
3. **To select a backup file**, click the "Browse" button, navigate to it, select it, and click "Open." Or, select it from the list shown, if available.
4. Click the "Next" button.
5. Select "Overwrite existing company data," click the "Browse" button, navigate to the file, select it, and click "OK." Or, select "Create a new company using the restored data."
6. Click the "Next" button.
7. Make selections on the "Restore Options" screen.
8. Click "Next" button and then the "Finish" button.

Setting Up Users and Security

1. **To create the Administrator account for the first time**, select "Maintain|Users|Set Up Security..." from the Menu Bar.
2. Click the "New User" button on the "User List" tab, enter the User Name and password. Click "Save."
3. **To create other user accounts**, click the "New User" button again, enter the User Name and password, and select user's access level. For "Selected access," click the "Next" button and make selections.
4. Click "Save."
5. **To modify a user**, select the user and use the buttons at the right ("Delete User," "Reset Password," etc.) to make changes.
6. Click the "Save and Close" button when finished.

The General Ledger

Adding Accounts

1. Select "Maintain|Chart of Accounts..." from the Menu Bar.
2. Click the "New" button in the toolbar.
3. Enter the account information and click "Save."

Adding Beginning Account Balances

1. Select "Maintain|Chart of Accounts..." from the Menu Bar.
2. Click the "Account Beginning Balances" button.
3. Select the appropriate time period.
4. Make any necessary corrections, ensuring that the "Trial Balance" is zero. Click "OK" when done.

Deleting or Inactivating an Account

1. Select "Maintain|Chart of Accounts..." from the Menu Bar.
2. Select the account in the "Account ID" drop-down.
3. Click "Delete," then "Yes." Or **to inactivate**, click the "Inactive" checkbox, then "Save."

Using Lists

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

1. Open a "Maintain" or "Task" window (e.g., select "Maintain|Vendors..." from the Menu Bar) and click the "List" button in the window's toolbar. Or, select "Lists|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.
3. Make any desired changes and click the "Save" button and then the "Close" button.

Adding General Journal Entries

1. Select "Tasks|General Journal Entry..." from the Menu Bar.
2. Select a "Date," enter a "Reference" code, and enter the credit and debit amounts.
3. Click the "Save" button in the toolbar.

Sales Tax

Using the Sales Tax Wizard

1. Select "Maintain|Sales Taxes..." from the Menu Bar.
2. Make a selection under "What would you like to do?" ("Set up a new sales tax," "Edit an existing sales tax or sales tax agency," etc.).
3. Click the "Next" button.
4. **To delete an item**, select it in the wizard and click the "Delete" button. **To edit an item**, select it in the wizard and click the "Next" button.
5. Make selections or changes, using the "Next" and "Back" buttons to navigate the steps in the wizard.
6. Click the "Finish" button when done.

Collecting Sales Tax

Sage 50 automatically collects sales tax within the "Sales/Invoicing" window.

1. Select "Tasks|Sales/Invoicing..." from the Menu Bar.
2. Click the drop-down at the right of the "Customer ID" field. Select a customer from the drop-down.
3. **To check the taxable/non-taxable status of line items within the "Sales/Invoicing" window**, click into the "Tax" column and click the drop-down.
4. **To check the tax code for the selected customer**, click the "Tax Code" drop-down by the "Sales Tax" field in the lower-right corner of the window.

Paying Sales Tax

To view the amount owed to the tax authorities:

1. Select "Reports & Forms|Accounts Receivable..." from the Menu Bar.
2. On the "Reports" tab, scroll through the window on the right and double-click "Taxable/Exempt Sales."
3. Click the "Close" button in the window's toolbar.

To write a check to pay sales taxes:

1. Select "Tasks|Write Checks..." from the Menu Bar.
2. Select the tax authority from the "Vendor ID" drop-down.
3. If printing the check, leave the "Check Number" field blank. Otherwise, fill in the check number of the check written to the vendor.
4. Make selections for the date, amount, payment account, and sales tax liability account.
5. **To save**, click the "Save" button in the toolbar.
6. **To print**, click the "Print" button in the toolbar, make selections, and click "Print."

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info@teachucomp.com

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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 [Audit and 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 guide 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

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extensive changes to the illustrated financial statements for registered investment companies that result from SEC's issuance of the release Investment Company Reporting Modernization and related amendments to Regulation S-X. Other updates to the 2017 edition include changes to illustrated attestation reports that result from AICPA's issuance of Statement on Standards for Attestation Engagements SSAE No. 18 Attestation Standards Clarification and Recodification. Further updates include References to appropriate AICPA Technical Questions and Answers that address when to apply the liquidation basis of accounting. Appendixes discussing the new standards for financial instruments, leases, and revenue recognition. Appendixes discussing common or collective trusts and business development companies.

The Principal's Guide to School Budgeting Richard D. Sorenson, Lloyd M. Goldsmith, 2017-11-20. Written for administrators who want to enhance their budgeting skills, this third edition incorporates new professional leadership standards and information about budgeting for technology enhancements.

Wiley CPAexcel Exam Review 2014 Study Guide O. Ray Whittington, 2013-11-08. Everything today's CPA candidates need to pass the CPA Exam. Published annually, this Financial Accounting and Reporting volume of the comprehensive four-volume paperback reviews all current AICPA content requirements in business environment and concepts. Many of the questions are taken directly from previous CPA exams. With 2,800 multiple-choice questions in all four volumes, these study guides provide all the information candidates need to master in order to pass the computerized Uniform CPA Examination. Its unique modular format helps you zero in on those areas that need more attention and organize your study program. Complete sample exam. The most effective system available to prepare for the CPA exam, proven for over thirty years. Timely, up-to-the-minute coverage for the computerized exam. Contains all current AICPA content requirements in business environment and concepts. Unique modular format helps candidates zero in on areas that need work, organize their study program, and concentrate their efforts. Comprehensive questions over 2,800 multiple-choice questions and their solutions in the four volumes. Guidelines, pointers, and tips show how to build knowledge in a logical and reinforcing way. Other titles by Whittington: Audit Sampling: An Introduction, Fifth Edition; Wiley CPA Exam Review 2014, arms test takers with detailed outlines, study guidelines, and skill-building problems to help candidates identify focus on and master the specific topics that need the most work.

Monetary and Financial Statistics Manual and Compilation Guide Mr. Jose M. Cartas, Artak Harutyunyan, 2017-11-09. This edition of Monetary and Financial Statistics Manual and Compilation Guide Manual updates and merges into one volume methodological and practical aspects of the compilation process of monetary statistics. The Manual is aimed at compilers and users of monetary data, offering guidance for the collection and analytical presentation of monetary statistics. The Manual includes standardized report forms providing countries with a tool for compiling and reporting harmonized data for the central bank, other depository corporations, and other financial corporations.

The Real Life Guide to Accounting Research Christopher Humphrey, Bill H.K. Lee, 2007-11-29. The Real Life Guide to Accounting Research is a book that goes behind the more official presentations and accounts of research.

methods to explore the lived experiences joys and mistakes of a wide 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 CQ 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 1 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

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Balance of Payments Manual, Sixth Edition Compilation Guide Mr.Eduardo Valdivia-Velarde,Ms.Tamara Razin,2014-12-08 The Balance of Payments and International Investment Position Manual 6 Compilation Guide is a companion document to the sixth edition of the Balance of Payments and International Investment Position Manual BPM6 The purpose of the Guide is to show how the conceptual framework described in the BPM6 may be implemented in practice and to provide practical advice on source data and methodologies for compiling statistics on the balance of payments and the international investment position The Guide is not intended to be a stand alone manual and readers should be familiar with the BPM6

Guide to the Presidency and the Executive Branch Michael Nelson,2012-08-13 This comprehensive two volume guide is the definitive source for researchers seeking an understanding of those who have occupied the White House and on the institution of the U S presidency Readers turn Guide to the Presidency and the Executive Branch for its wealth of facts and analytical chapters that explain the structure powers and operations of the office and the president s relationship with Congress and the Supreme Court The fifth edition of this acclaimed reference completes coverage of the George W Bush presidency the 2008 election and the first 3 years of the presidency of Barack Obama This includes coverage of their handling of the economic crisis wars abroad and Obama s healthcare initiatives The work is divided into eight distinct subject areas covering every aspect of the U S presidency and all

chapters in each subject area have been revised and updated Origins and Development of the Presidency including constitutional beginnings history of the presidency and vice presidency and presidential ratings Selection and Removal of the President including the electoral process a chronology of presidential elections removal of the president and vice president and succession Powers of the Presidency including the unilateral powers of the presidency and those as chief of state chief administrator legislative leader commander in chief and chief economist The President the Public and the Parties including presidential appearances the president and political parties the president and the news media the presidency and pop culture public support and opinion and the president and interest groups The Presidency and the Executive Branch including the White House Office the Office of the Vice President supporting organizations the cabinet and executive departments presidential commissions and executive branch housing pay and perquisites Chief Executive and Federal Government including the president and Congress the president and the Supreme Court and the president and the bureaucracy Presidents their Families and Life in the White House and Beyond including the daily life of the president the first lady the first family friends of presidents and life after the presidency Biographies of the Presidents Vice Presidents First Ladies This new volume also features more than 200 textboxes tables and figures Major revisions cover the supporting White House organizations and the president's role as chief economist Additional reference materials include explanatory headnotes as well as hundreds of photographs with detailed captions

An Introductory Guide to EC Competition Law and Practice Valentine Korah,1994 *Federal Regulatory Guide* CQ Press,2020-04-28 The Federal Regulatory Directory Eighteenth Edition continues to offer a clear path through the maze of complex federal agencies and regulations providing to the point analysis of regulations Information packed profiles of more than 100 federal agencies and departments detail the history structure purpose actions and key contacts for every regulatory agency in the U S government Now updated with an improved searching structure the Federal Regulatory Directory continues to be the leading reference for understanding federal regulations providing a richer more targeted exploration than is possible by cobbling together electronic and print sources

A Complete Guide to Ensuring a Successful Business Dr Yubraj Giri,2019-12-02 This book provides a well structured comprehensive and clear overview of the core business components that helps readers especially those wishing to pursue a career in business It begins with a general introduction of the business and identifies the process to establish succeed sustain and grow in the competitive market environment It thoroughly guides a reader to be a successful entrepreneur Also it can be equally used in the academic sector by the business management students and professors as the reference book

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