

Sage 50® Accounting (U.S. Version)

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Quick Reference Guide

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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\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."

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ACSM's Resource Manual for Guidelines for Exercise Testing and Prescription David P. Swain, ACSM, Clinton A. Brawner, 2012-12-26 ACSM's Resource Manual for Guidelines for Exercise Testing and Prescription was created as a complement to ACSM's Guidelines for Exercise Testing and Prescription and elaborates on all major aspects of preventative rehabilitation and fitness programs and the major position stands of the ACSM The 7th edition provides information necessary to address the knowledge skills and abilities set forth in the new edition of Guidelines and explains the science behind the exercise testing and prescription ACSM's Resource Manual is a comprehensive resource for those working in the fitness and clinical exercise fields as well as those in academic training

A Reference Guide for English Studies Michael J. Marcuse, 1990-01-01 This text is an introduction to the full range of standard reference tools in all branches of English studies More than 10 000 titles are included The Reference Guide covers all the areas traditionally defined as English studies and all the field of inquiry more recently associated with English studies British and Irish American and world literatures written in English are included Other fields covered are folklore film literary theory general and comparative literature language and linguistics rhetoric and composition bibliography and textual criticism and women's studies

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IBM® PC AT User's Reference Manual Gilbert Held, 1985

Treatment Resource Manual for Speech-Language Pathology, Seventh Edition Froma P. Roth, Colleen K. Worthington, 2023-10-06 With major content updates and many more supporting online materials the seventh edition of the Treatment Resource Manual for Speech Language Pathology is an accessible and reliable source of basic treatment information and techniques for a wide range of speech and language disorders This detailed evidence based manual includes complete coverage of common disorder characteristics treatment approaches reporting techniques and patient profiles for child and adult clients Divided into two sections the first focuses on preparing for effective interventions and includes the basic principles of speech language therapies including various reporting systems and techniques The second part the bulk of the book is devoted to treatments for specific communication disorders including speech sound disorders pediatric language disorders autism spectrum disorder adult aphasia and traumatic brain injury TBI motor speech disorders dysphagia stuttering voice disorders and alaryngeal speech The last three chapters focus on effective counseling skills cultural competence and considerations and contemporary professional issues including critical thinking telepractice simulation technologies and coding and reimbursement Treatment Resource Manual for Speech Language Pathology Seventh Edition is an ideal resource for academic courses on intervention and clinical methods in graduate speech language programs and as a more practical

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InfoWorld ,1983-10-31 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

Instrumentation Reference Book Walt Boyes,2009-11-25 The discipline of instrumentation has grown appreciably in recent years because of advances in sensor technology and in the interconnectivity of sensors computers and control systems This 4e of the Instrumentation Reference Book embraces the equipment and systems used to detect track and store data related to physical chemical electrical thermal and mechanical properties of materials systems and operations While traditionally a key area within mechanical and industrial engineering understanding this greater and more complex use of sensing and monitoring controls and systems is essential for a wide variety of engineering areas from manufacturing to chemical processing to aerospace operations to even the everyday automobile In turn this has meant that the automation of manufacturing process industries and even building and infrastructure construction has been improved dramatically And now with remote wireless instrumentation heretofore inaccessible or widely dispersed operations and procedures can be automatically monitored and controlled This already well established reference work will reflect these dramatic changes with improved and expanded coverage of the traditional domains of instrumentation as well as the cutting edge areas of digital integration of complex sensor control systems Thoroughly revised with up to date coverage of wireless sensors and systems as well as nanotechnologies role in the

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Proceedings of the ... Annual Conference ,1906 Partnerships the Nonprofit Way Stuart C. Mendel,Jeffrey L. Brudney,2018-04-02 Collaboration and partnership are well known characteristics of the nonprofit sector as well as important tools of public policy and for creating public value But how do nonprofits form successful partnerships From the perspective of nonprofit practice the conditions leading to collaboration and partnership are seldom ideal Nonprofit executives contemplating interorganizational cooperation collaboration networks partnership and merger face a bewildering array of challenges In Partnerships the Nonprofit Way What Matters What Doesn't the authors share the success and failures of 52 nonprofit leaders By depicting and contextualizing nonprofit organization characteristics and practices that make collaboration successful the authors propose new theory and partnership principles that challenge conventional concepts centered on contractual fulfillment and accountability and provide practical advice that can assist nonprofit leaders and others in creating and sustaining strategic mutually beneficial partnerships of their own **Manual Training Magazine**

Charles Alpheus Bennett,1910 **Crew Resource Management** Barbara G. Kanki,José Anca,Thomas R Chidester,2019-01-31 The new edition of Crew Resource Management reflects advancements made in the conceptual foundation as well as the methods and approaches of applying CRM in the aviation industry Because CRM training has the practical goal of enhancing flight safety through more effective flight crew performance this new edition adapts itself to fit the users the task and operational and regulatory environments all of which continually evolve Each contributor examines techniques and presents cases that best illustrate CRM concepts and training This book discusses the history and research foundation of CRM and also stresses the importance of making adaptive changes and advancements New chapters include CRM and Individual Resilience Flight and Cabin Crew Teamwork Improving Safety in Aviation CRM and Risk Management Safety Management Systems and MRM for Technical Operations This book provides a deep understanding of CRM what it is how it works and how to practically implement an effective program Addresses the expanded operating environment pilots flight attendants maintenance etc Assists developers and practitioners in building effective programs Describes best practices and tools for supporting CRM training in individual organizations Highlights new advances and approaches to CRM Includes five completely new chapters *The Publishers Weekly* ,1910 **Computerised Book-Keeping** Peter Marshall,2011-06-01 This book is suitable for those preparing for the examinations of ICB AAT IAB OCR AQA and all other courses in computerised accounting Learning computerised book keeping skills is very different from manual accounting It can seem more like learning computer studies than book keeping and it is often difficult to connect it with what may have

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A Guide to Forensic DNA Profiling Scott Bader,2016-03-08 The increasingly arcane world of DNA profiling demands that those needing to understand at least some of it must find a source of reliable and understandable information Combining material from the successful Wiley Encyclopedia of Forensic Science with newly commissioned and updated material the Editors have used their own extensive experience in criminal casework across the world to compile an informative guide that will provide knowledge and thought provoking articles of interest to anyone involved or interested in the use of DNA in the forensic context Following extensive introductory chapters covering forensic DNA profiling and forensic genetics this comprehensive volume presents a substantial breadth of material covering Fundamental material including sources of DNA validation and accreditation Analysis and interpretation including extraction quantification amplification and interpretation of electropherograms epgs Evaluation including mixtures low template and transfer Applications databases paternity and kinship mitochondrial DNA wildlife DNA single nucleotide polymorphism phenotyping and familial searching Court report writing discovery cross examination and current controversies With contributions from leading experts across the whole gamut of forensic science this volume is intended to be authoritative but not authoritarian informative but comprehensible and comprehensive but concise It will prove to be a valuable addition and useful resource for scientists lawyers teachers criminologists and judges

The Cumulative Book Index ,1922

Monthly Book List Connecticut Public Library Committee,1904

The British National Bibliography Arthur James Wells,2000

Cardiovascular Disease, Volume 1 Qing Wang,2007-10-26 Cardiovascular disease is the leading cause of death in developed countries but is quickly becoming an epidemic in such well populated countries as China India and other developing nations Cardiovascular research is the key to the prevention diagnosis and management of cardiovascular disease Vigorous and cross disciplinary approaches are required for successful card vascular research As the boundaries between different scientific disciplines particularly in the life sciences are weakening and disappearing a successful investigator needs to be competent in many different areas including genetics cell biology biochemistry physiology and structural biology The newly developed field of molecular medicine is a cross disciplinary science that seeks to comprehend disease causes and mechanisms at the molecular level and to apply this basic research to the prevention diagnosis and treatment of diseases and disorders This volume in the Methods in Molecular Medicine series Cardiovascular Disease provides comprehensive coverage of both basic and the most advanced approaches to the study and characterization of cardiovascular disease These methods will advance knowledge of the mechanisms diagnoses and treatments of cardiovascular disease Cardiovascular Disease is a timely volume in which the

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