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**ADVANCED
SAGE 50**

TEACHUCOMP, INC.

...it's all about you

ADVANCED SAGE 50

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CHAPTER 14-

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REPORTING

14.1- The Cash Manager:

The “Cash Manager” is available only in Sage 50 Accounting or higher. In order to open it, select “Analysis| Cash Flow Manager...” from the Menu Bar.

This report shows the projected cash flow status for your company for a selected time frame. At the top of the Cash Flow Manager, you can use the “Time frame” drop-down to choose a time frame period over which you wish to view the cash flow forecast. You can then see cash flows shown in the “Starting Cash,” “Expected Incoming Cash” and “Expected Outgoing Cash” tabs below the “Time frame” drop-down. You can click on these tabs to view the cash information shown within the rows on the tab.

On the “Starting Cash,” “Expected Incoming Cash” and “Expected Outgoing Cash” tabs, you can choose to include or exclude selected accounts by clicking the “Include” checkbox for any accounts shown. You can click the “Detail” hyperlink that appears in some rows to view the account register and the transactions that constitute the balance shown within the row.

To add an adjustment row for “what-if” scenario modeling to any of these three tabs, you can simply click into the topmost row on the desired tab, and then enter the information for the adjustment entry into the blank row. Be sure to check the “Include” checkbox for any adjustment rows that you create in order to add the amount you enter to the cash flow forecast shown below the tabs. You should also remember to click the “Save” button that appears at the top of the window to save your adjustment rows. Otherwise, they may be removed when you close the Cash Flow Manager window.

You can also reset a row that you have altered within a tab by selecting the row and then clicking the “Reset” drop-down button within the toolbar at the top of the window. From the drop-down menu that appears, you can select either “Reset Row to Original” or “Reset All Rows to Original.” If you select the “Reset Row to Original” command you will reset only the selected row. You can choose the other command to reset all rows, if desired.

The actual cash flow information is displayed at the very bottom of the window in both the “Expected Cash Flow Totals” cash summary for the period as well as the bar graph showing the cash balance for the days or months within the selected time frame. You can check the “Balance,” “Incoming,” and “Outgoing” checkboxes above the bar graph to show those amounts within the graph.

If you wish to export the Cash Flow Manager to an Excel workbook, you can do that as well. This will export the Cash Flow Summary, as well as the information found on each tab into separate worksheets within a workbook. To do this, click the “Excel” button in the toolbar at the top of the Cash Flow Manager window to open the “Copy to Excel” dialog box. Set any desired options that you want within the dialog box that appears, and then click the “OK” button to launch Excel and export the data.

You can print the information within the Cash Flow Manager by clicking the “Print” drop-down button within the toolbar at the top of the window. From the drop-down menu that appears, you can select what items you wish to print. You can choose to print either the “Selected tab,” “All tabs,” or the “Summary and graph” within this window. When you are finished using the Cash Flow Manager, click the “Close” button to close the window.

14.2- The Collection Manager:

The Collection Manager is available only in Sage 50 Accounting or higher. This manager assists you in tracking and collecting your receivables from customers. You can view the Collection Manager by selecting “Analysis| Collection Manager...” from the Menu Bar. The Collection Manager provides you with both a numeric bracket and graphic analysis of your accounts receivable.

In the secondary toolbar that appears at the top of the window, you can click the “Graph” option next to the “Display” choice to view the information as a graph. To the right of that, use the drop-down to select the graph style. You can select either “Pie,” “Bar,” or “Column.” To the right of that you can use the “Show” drop-down to select to show all aging, a prior month comparison, or a prior year comparison. You can use the “As of Date” calendar selector to choose as of which date to display aging.

If you prefer a numeric display of this data, you can select the “Numeric” option at the left of the secondary toolbar at the top of the Collection Manager window to display the information as numeric aging brackets. You can then use the “Show” and “As of Date” drop-downs to select the date range of data to display within the Collection Manager.

In the primary toolbar at the top of the Collection Manager, you can click the “Bracket” button to view the information within the aging brackets shown. You can then use the “Days Past Due” drop-down that appears within the secondary toolbar to select which aging bracket you wish to view. The aging brackets that you can select are “0-30,” “31-60,” “61-90,” “Over 90 days,” and “Total.”

When viewing the information within a selected bracket, you can view the associated customer information for a row within the bracket by first clicking on the row that contains the desired receivable and then clicking the “Source” button within the primary toolbar at the top of the window. That will then display the selected customer’s information with any receivables that they have due within the selected bracket. You can select a desired receivable from this list and then click the “Detail” button within the primary toolbar at the top of the window to open the source receivable in a new window. You can then close this window when you have finished examining it.

You can also use this window to send collection letters to customers within the selected aging brackets. To do this, first select the desired aging bracket within the Collection Manager. Then click the “Letter” checkbox at the far right end of any customers to whom you wish to send a collection letter. Once you have selected the customers, click the “Letter” button in the primary toolbar at the top of the window. In the “Print Forms: Collection Letters” dialog box that appears, click the “Select Form” button to open another dialog box where you can select the collection letter to print. Then click the “OK” button to return to the “Print Forms: Collection Letters” dialog box. You can then click the “Print Preview” button at the right side of the dialog box to preview the letters, or click the “Print” button at the right side of the dialog box to immediately print the letters.

14.3- The Payment Manager:

The Payment Manager is available only in Sage 50 Accounting or higher. This manager assists you in tracking and paying your payables from vendors. You can view the Payment Manager by selecting “Analysis| Payment Manager...” from the Menu Bar. The Payment Manager provides you with both a numeric bracket and graphic analysis of your accounts payable.

In the secondary toolbar that appears at the top of the window, you can click the “Graph” options next to the “Display” choice to view the information as a graph. To the right of that drop-down, you can select the graph style. You can select either “Pie,” “Bar,” or “Column.” To the right of that you can use the “Show” drop-down to select to show all aging, a prior month comparison, or a prior year comparison. You can use the “As of Date” calendar selector to choose as of which date to display aging.

If you prefer a numeric display of this data, you can select the “Numeric” option at the left of the secondary toolbar at the top of the Payment Manager window to display the information as numeric aging brackets. You can then use the “Show” and “As of Date” drop-downs to select the date range of data to display within the Payment Manager.

In the primary toolbar at the top of the Payment Manager, you can click the “Bracket” button to view the information within the aging brackets shown. You can then use the “Days Past Due” drop-down that appears within the secondary toolbar to select which aging bracket you wish to view. The aging brackets that you can select are “0-30,” “31-60,” “61-90,” “Over 90 days,” and “Total.”

When viewing the information within a selected bracket, you can view the associated vendor information for a row within the bracket by first clicking on the row that contains the desired payable and then clicking the “Vendor” button within the primary toolbar at the top of the window. That will then display the selected vendor’s information with any payables that they have due within the selected bracket. You can select a desired payable from this list and then click the “Detail” button within the primary toolbar at the top of the window to open the selected payable in a new window. You can then close this window when you have finished examining it.

You can also use this window to pay vendors within the selected aging brackets. To do this, first select the desired aging bracket within the Payment Manager. Then click the “Pay” checkbox at the far right end of any vendors to whom you wish to remit a payment. Note that the “Amount to Pay” field within the secondary toolbar at the top of the window will display the total amount of all selected vendor payments within this bracket. Once you have selected the vendors, click the “Check” button in the primary toolbar at the top of the window. In the “Print Forms: Disbursement Checks” dialog box that appears, you can click the “Select Form” button to open another dialog box where you can select the type of checks to print, if needed. Then click the “OK” button to return to the “Print Forms” Collection Letters” dialog box. You can then enter the first check number to print into the “First check number” text box. Then select the correct account against which these checks will be drawn from the “Cash Account” drop-down menu. You can then click the “Print Preview” button at the right side of the dialog box to preview the checks, or click the “Print” button at the right side of the dialog box to immediately print the checks.

REPORTING

14.4- The Financial Manager:

The Financial Manager provides a brief, overall financial picture of how your business is performing. You can open the Financial Manager if using Sage 50 Accounting or higher by selecting “Analysis|Financial Manager...” from the Menu Bar.

You can click the “Numeric” button in the primary toolbar at the top of the Financial Manager window to view a numeric table of either a set of business-summary data or account balances at a specified point in time. If you prefer, you can click the “S.Sheet” button to view a grid of sequential column dates that display rows of either business-summary data or account balances projected for the end of each column of sequential periods for comparison purposes.

Note that within either view, you can choose whether to display the “Business Summary” or “Key Balances” within your company file by simply selecting the desired choice within the secondary toolbar at the top of the window.

You can use the “Date” field at the right end of the secondary toolbar at the top of the window to select the date as of which to view the financial information. The value defaults to the system date as long as the system date falls within the currently selected accounting period. When you change the date, the system refreshes the Financial Manager data displayed. You can also refresh the financial data by selecting the “Refresh” button at the top of the window.

You can print the information shown within the Financial Manager window by clicking the “Print” button within the primary toolbar at the top of the window.

14.5- Find on Report:

The “Find on Report” window makes it even easier to find information on reports and financial statements. You can use this feature when previewing a report or financial statement by clicking the “Find” button in the toolbar at the top of the preview window to open the “Find on Report” dialog box.

Within this dialog box, type the term you want to find within the selected report preview into the “Find what” text box. You can then set the search settings in the “Search Options” area at the bottom of the dialog box. You can set the direction of the search by selecting either the “Search forward” or “Search backward” option button. To the right of that, you can check any or all three checkboxes to add those parameters to your search. The checkbox options are “Match case,” “Use wildcards,” and “Find complete words only.” Once you have made your selections, click the “Find Next” button to find the next occurrence of the term that you entered within the report. The term will appear selected and bolded within the report preview. You can then continue to click the “Find Next” button to find any other occurrences of the term within the report until you reach the end of the report. You can then click the “Cancel” or “Close” button within the dialog box when you have finished finding the desired term within the report preview.

REPORTING

14.6- Previewing and Printing Preset Reports:

Sage 50 installs several preset reports which you can use to analyze information entered into the Sage 50 application. The reports are grouped into various categories, but they can all be accessed in the “Select a Report or Form” window.

If you select the “Reports & Forms” command in the Menu Bar, you will see the report categories shown within the second section down from the top within the drop-down menu. Selecting any one of these categories will open the “Select a Report or Form” window. Ensure that the tab in the upper left corner of this window is set to show “Reports.” The report categories are also displayed in the list at the left side of the “Select a Report or Form” window. The category which you selected in order to open this dialog box will be the initially selected report category.

The reports within the selected category will be displayed in a listing of each report’s name and a description of its function at the right side of the dialog box.

To preview one of the reports, select the report that you want to preview from the list at the right side of the window and then click the “Display” button in the toolbar at the top of the window. This will display the report data in a report preview window. You can then click the “Print” button within the preview window that appears to print the data after changing any report settings and verifying that it is displaying the data you wish to print. If desired, you can also skip the report preview process entirely by just clicking the “Print” button located within the toolbar at the top of the “Select a Report or Form” window.

14.7- Report Groups:

You can group related reports together and print the entire group of reports simultaneously in Sage 50 by first creating report groups. Report groups can include reports from any report category in Sage 50.

To create a report group, click the “Group” button in the “Select a Report or Form” window’s toolbar. This will bring up the “Report Groups” dialog box where you create report groups. All of the reports within Sage 50 are initially shown within the “Report Index:” column at the left side of the dialog box, but you can narrow the display to a list of all the reports for a selected category by using the “Report Index” drop-down to specify a category, if desired.

Next, select a report from the “Report Index” list at the left and click the “Add” button to move the report to the list at the right. Repeat this process until you have added all of the reports that you want for the group to contain to the list at the right side of the dialog box.

If you accidentally add a report that you want to remove from the group, select the report from the list at the right side of the dialog box and then click the “Remove” button.

Once all of the reports that you want to place into the group are shown in the list at the right, you can save the report group. To do this, click the “Save” button in the toolbar of the “Report Groups” dialog box. This will launch the “Save As” dialog box, where you can type a name for the report group into the “Group Name” text box and then type a description of the report group into the “Group Description” text box. When you are finished, click the “Save” button within the “Save As” dialog box to save the group. Then close the “Report Groups” dialog box when you are finished.

When you want to print the reports within a report group in the future, just select “Reports & Forms | Report Groups...” from the Menu Bar to open the “Select a Report or Form” window. Then select the report group folder that you want to print from the list on the right, and click the “Print” button in the toolbar at the top of the window to print the reports within the selected report group. You can also click the report group folder icon to view the individual reports within the group, if desired. You can then select and print or display these reports independently, if desired.

REPORTING

14.8- Modifying Reports:

You can modify the reports that are provided with Sage 50 to create your own custom reports. To modify a report, select the report that you want to use as a basis for your custom report within the “Select a Report or Form” window. Then click the “Options” button within the window to open the report’s modification window. The report modification options are shown within the “Modify Report” window that appears.

In the “Filters” section, you will see the filters that are in place for the report. Here you can change the criteria used to filter the report data. The available options will change based on what data is used for the report. To add a new filter, click on the name of the field within the “Filters” list by which you wish to filter the data within the report. Then set any available options for the selected field in the adjacent area to the right. You should then see your filter appear within the listing of report filters at the bottom of this section. To remove a report filter, you simply set the value of the selected field within the filter field list back to its default value of “All.” If you wish to remove all of the filters from a report, you can also click the “Clear All Filters” button within the “Filters” area to clear all filters from the report.

In the “Dates” section, use the drop-down menu that appears to select a date range of data to use for the report. You can also use the “From” and “To” drop-down menus to create custom date range if you prefer. Note that some reports, such as the “Customer List” do not use a date range for their values.

Next, in the “Sorting and Summary” section, use the drop-down available to select your report’s sorting options and summary options. Not all reports will have summary options available.

Click the “Columns” hyperlink to display the “Columns” tab for your report in Sage 50. Here you can check the “Show” checkbox for the columns, or fields, that you want to show within the report. As you show additional columns, they will be added to the end of the columns within the report. If you look in the “Col #” column, you will see their order from left to right displayed as a numeric, ascending ranking starting with column number 1 appearing the far left. If you want to change the order the columns will appear within the report, you can click on the one that you want to change the position of, and either click the “Move Up” or “Move Down” button in this tab to change its column number.

If you opened the “Columns” tab, you can simply click the “Fonts” tab within the same dialog box to view font information for your report. Alternately, you can click the “Fonts” hyperlink within the “Modify Report” window to display the “Fonts” tab. On the “Fonts” tab you can click the “A” button for any available font style shown to open a “Font” dialog box where you can set the font style as you would like for each report section shown. Click the “OK” button when you are done to apply your changes to the font.

Click the “OK” button when you are done modifying the report to view the report layout. You can change the width of the columns by clicking and dragging on the blue double-pointed arrows between the column headings to set their width. When you are done, click the “Save” button to save your report. Give it a new name, and click the “Save” button within the dialog box to save it. It will then appear within the selected category in “Select a Report or Form” window. All customized reports have an icon of a blue wrench appear next to them within the “Select a Report or Form” window to distinguish them from preset reports.

14.9- Exporting Reports to Excel:

Any report in Sage 50 can be exported to Excel in order to do further analysis on the data. If you need to do this, select the report that you want to export to Excel within the “Select a Report or Form” window. Then click the “Send To” button in the toolbar at the top of the “Select a Report or Form” window. Click the “Excel” button in the button drop-down menu. At this point, set any report options as desired and then click the “OK” button. In the next dialog box that appears, select the option to either send it to an existing Excel spreadsheet or to a new one. Then click “OK” to export it.

REPORTING

14.10- Importing and Exporting Data:

One way to import and export data within Sage 50 is to export a .CSV file (Comma Separated Value) that can be opened in Excel or one of many other spreadsheet-style programs compatible with .CSV files. In order to do this, you must access the “Select Import/Export” window by selecting “File| Select Import/Export...” from the Menu Bar. Once the window appears, select the file you would like to export and click the “Export” button.

Once you have clicked the “Export” button, you can use the “Filter” and “Fields” tabs to select options for the report as usual. On the “Options” tab, you click the gray arrow button in the upper-left corner to specify a name and location for the file to be created. To ensure you will be able to import the data later, you should leave the file name as whatever Sage 50 makes it. In the “Export Options” section, you can select or deselect options as necessary to create the data file as you would like it. When you are finished, click “OK.” When Sage 50 is finished exporting the report, it will return to the “Select Import/Export” window and will **not** display the report. If you want to see it, you will need to open it on your own.

After you have exported the report as a .CSV file, you may want to change some of the data or send it to an accountant to check and/or change the data. Once this has been done, you can import the changes back into Sage 50! However, before you attempt to import data into your company file, you should understand and have experience with data transfer as it is complicated and can cause your company file to become corrupted if not done properly.

To import a .CSV file you have exported and changed, again you must have the “Select Import/Export” window open. Once it is, select the type of file to import and click the “Import” button. Once you do this, you will see the “Fields” tab where you can select which fields you want to import. Be sure your selections here match the selections you made when you exported the file, or your data may become corrupt. Then, on the “Options” tab, you can click the gray arrow button in the upper-left corner to select the correct file location. Then, if you clicked the “Include Headings” checkbox when you exported the data, be sure to select the “First Row Contains Headings” checkbox in the “Import Options” section of this tab. When you are ready, click “OK.” You will be notified that you should create a backup before attempting to import data. If you **do** want to create a backup, click “No” when Sage 50 asks if you want to continue. Then, create your backup and repeat the steps you just took to import the file. If you **do not** want to create a backup first, simply click “Yes.”

14.11- Exporting Reports to PDF:

You can create and save an Adobe PDF version of a Sage 50 report or financial statement. The advantage of the PDF version is that you can easily attach it to an e-mail message for delivery to a customer and the report will appear exactly as it does when you display or print it in Sage 50 with all formatting, including page breaks, intact.

To do this, select the report that you want to export to PDF in the “Select a Report or Form” window. Then click the “Send To” button in the window’s toolbar and then click the “PDF” button. The options window of the selected report will then appear, allowing you to set any desired filters for the reports, choose which fields of information to display, and set the display of the fonts in the report. Set the options as you would like and then click the “OK” button to continue.

In the “Save As” dialog box which appears, use the “Save in:” drop-down to select into which folder on your computer system you wish to save the PDF file. You can then type a name for the file into the “File name:” text box. Click “Save” when you are ready to save the PDF file.

REPORTING

14.12- Modifying Task Window Screen Templates:

You can modify the screen entry templates for the task windows in Sage 50. You can select from different predefined templates, or you can create your own. For example, you could remove fields that you don't use from the invoice task form to speed up data entry.

If you look on the toolbar of a task window like the "Sales/Invoicing" window, you'll see a "Layout" button. If you click it, you can switch between some predefined templates, or you can create your own. If you click the "Customize (form type) Layout" command from the "Layout" button's drop-down list of choices, you'll be presented with a template of the task window that you can modify. To make a new template, click the "New" button in the toolbar at the top of the window to create a new template. Then enter a name for the new template into the "Template name" field. You can also enter a description of the template into the "Description" field.

Then you simply check or uncheck the checkboxes for the fields shown in order to include or remove them from the display within both the "Entry Screen" and the "Printed Form" versions of the selected form template. When you have decided what fields will appear in the template, click the "Save" button to save the template with the name that you entered.

14.13- Modifying Forms:

You can also modify the templates of the printed forms used by the task windows in Sage 50 or you can create your own. All of the printed forms, including invoices, payroll checks, and mailing labels can be modified to fit your needs. In order to modify one of the printed form templates first open the "Select a Report or Form" window.

Then select the "Forms" tab within the "Select a Report or Form" window and select the type of form to customize within the "Form Types" list. Below that, select the name of the specific form to customize from the listing shown. Then click the "Customize" button that appears in the lower right corner of the window to open the design editor for the selected form.

The design editor window allows you to add, remove and change data fields, text fields and other shapes and images within the printed version of a form. Before you begin adding new items to your form, however, you should examine the options within this window. If you click the "Options" button at the top of the window you will open the "Form Design Options" dialog box. Within this dialog box you will see a set of checkboxes on the "Display" tab that you can check or uncheck to turn features on or off. If you click the "Grid/Copies" tab, you will see options for how you would like the object placement grid to be displayed and measured onscreen, as well as how many copies of the form you would like to print each time you print a record using this form. When you have selected the desired options for the form, click the "OK" button.

Down the left side of the design editor window, you will see a toolbar that contains buttons you can use to insert objects into your form. To insert a new object into the form, first click the "Add" button shown in the toolbar within the design editor and then select the type of object that you wish to add to the form from the side menu of choices that appears. Next, if needed, answer any prompts that appear in order to insert an object of the selected type. Finally, click and drag over the area in the form where you want the object to appear.

To modify an object within the form, click the desired object in order to select it and then click the "Properties" button within the toolbar that appears within the design editor window. Notice that when an object within the form has been selected, it will display small squares at each of the corners and midpoints of the object. Depending on the type of object you select, the properties and options available to change will vary. Set any properties of the selected object as desired within the tabs of the "Properties" dialog box that appears and then click the "OK" button in the dialog box to apply your changes to the selected object.

REPORTING

14.13- Modifying Forms (cont'd.):

You can delete an object within the form by first selecting the object that you wish to delete and then clicking the “Delete” button within the toolbar that appears at the left side of the form editor window.

You can also select multiple objects within a form. This can be useful in order to move a set of selected objects without displacing their relation to each other. You can also use this feature to align and resize multiple selected objects within a form. To select multiple form objects, click on the first object to select it. Then hold down the “Shift” key on your keyboard while you then continue to click on any other objects that you would like to select as part of the group. When you have finished, release the “Shift” key on your keyboard. If you need to deselect a selection of objects, or deselect a selected object, simply click into the blank area within the form.

Once you have multiple objects selected, you can align the objects by a selected side. To do this, click the “Line Up” button within the toolbar at the left side of the form design window and then choose to which side of the selected objects the selected objects should be aligned from the side menu that appears.

You can also resize selected objects to make them the same height, width, or same size. To do this, select the objects to resize and then click the “Resize” button in the toolbar at the left side of the form design window. Then choose the resizing option that you prefer from the side menu of choices that appears.

To change the type of paper you want to use when printing the form, click the drop-down next to the “Print” button in the toolbar at the top of the design editor window and then select the “Setup” command from the drop-down menu.

In the “Page Setup” dialog box that then appears, you will find several preset page sizes and layouts. While the form editing window can be used to make forms look however you want, ensure that you do not place content in your form outside of the printable area of the form. For example, if your printer does not have a continuous feed option, do not select a continuous page style.

When you are finished customizing your form, click the “Save” button. In the “Save As” dialog box that appears, enter a name for the custom form into the “Form Name” field. You can then enter a description of the form into the “Form Description” field. Then click the “Save” button within the dialog box to save the custom form.

If you do not want to save your changes to a form that you have customized, click the “Close” button within the design editor window and click “No” when Sage 50 asks if you want to save your changes.

ACTIONS- REPORTING

USING THE CASH MANAGER:

1. If using Sage 50 Accounting or higher, select “Analysis| Cash Flow Manager...” from the Menu Bar.
2. At the top of the Cash Flow Manager, use the “Time frame” drop-down to choose a time frame period over which you wish to view the cash flow forecast.
3. You can then see cash flows shown in the “Starting Cash,” “Expected Incoming Cash” and “Expected Outgoing Cash” tabs below the “Time frame” drop-down. You can click on these tabs to view the cash information shown within the rows on the tab.
4. On the “Starting Cash,” “Expected Incoming Cash” and “Expected Outgoing Cash” tabs, you can choose to include or exclude selected accounts by clicking the “Include” checkbox for any accounts shown.
5. You can click the “Detail” hyperlink that appears in some rows to view the account register and the transactions that constitute the balance shown within the row.
6. To add an adjustment row for “what-if” scenario modeling to any of these three tabs, you can simply click into the topmost row on the desired tab, and then enter the information for the adjustment entry into the blank row. Be sure to check the “Include” checkbox for any adjustment rows that you create in order to add the amount you enter to the cash flow forecast shown below the tabs.
7. Remember to click the “Save” button that appears at the top of the window to save your adjustment rows. Otherwise, they may be removed when you close the Cash Flow Manger window.
8. You can reset a row that you have altered within a tab by selecting the row and then clicking the “Reset” drop-down button within the toolbar at the top of the window. From the drop-down menu that appears, you can select either “Reset Row to Original” or “Reset All Rows to Original.” If you select the “Reset Row to Original” command you will reset only the selected row. You can choose the other command to reset all rows, if desired.
9. The actual cash flow information is displayed at the very bottom of the window in both the “Expected Cash Flow Totals” cash summary for the period as well as the bar graph showing the cash balance for the days or months within the selected time frame. You can check the “Balance,” “Incoming,” and “Outgoing” checkboxes above the bar graph to show those amounts within the graph.
10. If you wish to export the Cash Flow Manager to an Excel workbook, click the “Excel” button in the toolbar at the top of the Cash Flow Manager window to open the “Copy to Excel” dialog box.
11. Set any desired options that you want within the dialog box that appears, and then click the “OK” button to launch Excel and export the data.
12. You can print the information within the Cash Flow Manager by clicking the “Print” drop-down button within the toolbar at the top of the window. From the drop-down menu that appears, you can select what items you wish to print. You can choose to print either the “Selected tab,” “All tabs,” or the “Summary and graph” within this window.
13. When you are finished using the Cash Flow Manager, click the “Close” button to close the window.

ACTIONS- REPORTING

USING THE COLLECTION MANAGER:

1. If using Sage 50 Accounting or higher, select “Analysis| Collection Manager...” from the Menu Bar.
2. In the secondary toolbar that appears at the top of the window, you can click the “Graph” option next to the “Display” choice to view the information as a graph.
3. To the right of that, use the drop-down to select the graph style. You can select either “Pie,” “Bar,” or “Column.”
4. To the right of that you can use the “Show” drop-down to select to show all aging, a prior month comparison, or a prior year comparison.
5. You can use the “As of Date” calendar selector to choose as of which date to display aging.
6. If you prefer a numeric display of this data, you can select the “Numeric” option at the left of the secondary toolbar at the top of the Collection Manager window to display the information as numeric aging brackets.
7. You can then use the “Show” and “As of Date” drop-downs to select the date range of data to display within the Collection Manager.
8. In the primary toolbar at the top of the Collection Manager, you can click the “Bracket” button to view the information within the aging brackets shown.
9. You can then use the “Days Past Due” drop-down that appears within the secondary toolbar to select which aging bracket you wish to view. The aging brackets that you can select are “0-30,” “31-60,” “61-90,” “Over 90 days,” and “Total.”
10. When viewing the information within a selected bracket, you can view the associated customer information for a row within the bracket by first clicking on the row that contains the desired receivable and then clicking the “Source” button within the primary toolbar at the top of the window. That will then display the selected customer’s information with any receivables that they have due within the selected bracket.
11. You can select a desired receivable from this list and then click the “Detail” button within the primary toolbar at the top of the window to open the source receivable in a new window. You can then close this window when you have finished examining it.
12. To send collection letters to customers within selected aging brackets, first select the desired aging bracket within the Collection Manager.
13. Then click the “Letter” checkbox at the far right end of any customers to whom you wish to send a collection letter.
14. Once you have selected the customers, click the “Letter” button in the primary toolbar at the top of the window.
15. In the “Print Forms: Collection Letters” dialog box that appears, click the “Select Form” button to open another dialog box where you can select the collection letter to print.
16. Then click the “OK” button to return to the “Print Forms: Collection Letters” dialog box.
17. You can then click the “Print Preview” button at the right side of the dialog box to preview the letters, or click the “Print” button at the right side of the dialog box to immediately print the letters.

ACTIONS- REPORTING

USING THE PAYMENT MANAGER:

1. If using Sage 50 Accounting or higher, select “Analysis| Payment Manager...” from the Menu Bar.
2. In the secondary toolbar that appears at the top of the window, you can click the “Graph” option next to the “Display” choice to view the information as a graph.
3. To the right of that, use the drop-down to select the graph style. You can select either “Pie,” “Bar,” or “Column.”
4. To the right of that you can use the “Show” drop-down to select to show all aging, a prior month comparison, or a prior year comparison.
5. You can use the “As of Date” calendar selector to choose as of which date to display aging.
6. If you prefer a numeric display of this data, you can select the “Numeric” option at the left of the secondary toolbar at the top of the Payment Manager window to display the information as numeric aging brackets.
7. You can then use the “Show” and “As of Date” drop-downs to select the date range of data to display within the Payment Manager.
8. In the primary toolbar at the top of the Payment Manager, you can click the “Bracket” button to view the information within the aging brackets shown.
9. You can then use the “Days Past Due” drop-down that appears within the secondary toolbar to select which aging bracket you wish to view. The aging brackets that you can select are “0-30,” “31-60,” “61-90,” “Over 90 days,” and “Total.”
10. When viewing the information within a selected bracket, you can view the associated vendor information for a row within the bracket by first clicking on the row that contains the desired payable and then clicking the “Vendor” button within the primary toolbar at the top of the window. That will then display the selected vendor’s information with any payables that they have due within the selected bracket.
11. You can select a desired payable from this list and then click the “Detail” button within the primary toolbar at the top of the window to open the selected payable in a new window.
12. You can then close this window when you have finished examining it.
13. To pay vendors within selected aging brackets, first select the desired aging bracket within the Payment Manager.
14. Then click the “Pay” checkbox at the far right end of any vendors to whom you wish to remit a payment. Note that the “Amount to Pay” field within the secondary toolbar at the top of the window will display the total amount of all selected vendor payments within this bracket.
15. Once you have selected the vendors, click the “Check” button in the primary toolbar at the top of the window.
16. In the “Print Forms: Disbursement Checks” dialog box that appears, you can click the “Select Form” button to open another dialog box where you can select the type of checks to print, if needed.
17. Then click the “OK” button to return to the “Print Forms: Disbursement Checks” dialog box.
18. You can then enter the first check number to print into the “First check number” text box.
19. Then select the correct account against which these checks will be drawn from the “Cash Account” drop-down menu.
20. You can then click the “Print Preview” button at the right side of the dialog box to preview the checks, or click the “Print” button at the right side of the dialog box to immediately print the checks.

ACTIONS- REPORTING

USING THE FINANCIAL MANAGER:

1. You can open the Financial Manager if using Sage 50 Accounting or higher by selecting “Analysis| Financial Manager...” from the Menu Bar.
2. You can click the “Numeric” button in the primary toolbar at the top of the Financial Manager window to view a numeric table of either a set of business-summary data or account balances at a specified point in time.
3. If you prefer, you can click the “S.Sheet” button to view a grid of sequential column dates that display rows of either business-summary data or account balances projected for the end of each column of sequential periods for comparison purposes.
4. Note that within either view, you can choose whether to display the “Business Summary” or “Key Balances” within your company file by simply selecting the desired choice within the secondary toolbar at the top of the window.
5. You can use the “Date” field at the right end of the secondary toolbar at the top of the window to select the date as of which to view the financial information. The value defaults to the system date as long as the system date falls within the currently selected accounting period. When you change the date, the system refreshes the Financial Manager data displayed.
6. You can also refresh the financial data by selecting the “Refresh” button at the top of the window.
7. You can print the information shown within the Financial Manager window by clicking the “Print” button within the primary toolbar at the top of the window.

USING THE “FIND ON REPORT” FEATURE :

1. To use this feature when previewing a report or financial statement, click the “Find” button in the toolbar at the top of the preview window to open the “Find on Report” dialog box.
2. Within this dialog box, type the term you want to find within the selected report preview into the “Find what” text box.
3. You can then set the search settings in the “Search Options” area at the bottom of the dialog box.
4. You can set the direction of the search by selecting either the “Search forward” or “Search backward” option button.
5. To the right of that, you can check any or all three checkboxes to add those parameters to your search. The checkbox options are “Match case,” “Use wildcards,” and “Find complete words only.”
6. Once you have made your selections, click the “Find Next” button to find the next occurrence of the term that you entered within the report.
7. The term will appear selected and bolded within the report preview.
8. You can then continue to click the “Find Next” button to find any other occurrences of the term within the report until you reach the end of the report.
9. You can then click the “Cancel” or “Close” button within the dialog box when you have finished finding the desired term within the report preview.

ACTIONS- REPORTING

PREVIEWING AND PRINTING REPORTS IN THE “SELECT A REPORT OR FORM” WINDOW:

1. Select “Reports & Forms” from the Menu Bar.
2. Select the desired report category from the drop-down menu of choices that appears.
3. This will open the “Select a Report or Form” window and display the choices of reports within the selected report category. The report category will appear at the left side of the window and the listing of reports within the selected category will appear at the right side of the window.
4. Click on a report name shown in the “Report List” at the right side of the screen to select it.
5. To preview the selected report, click the “Display” button in the toolbar at the top of the “Select a Report or Form” window.
6. To print a selected report, click the “Print” button in the toolbar at the top of the “Select a Report or Form” window. You can also print a report from the report preview by clicking the “Print” button in the toolbar at the top of the report preview window.

CREATING A REPORT GROUP:

1. Select “Reports & Forms| Report Groups...” from the Menu Bar.
2. To create a report group, click the “Group” button in the “Select a Report or Form” window’s toolbar.
3. This will bring up the “Report Groups” dialog box where you create report groups.
4. All of the reports within Sage 50 are initially shown within the “Report Index:” column at the left side of the dialog box, but you can narrow the display to a list of all the reports for a selected category by using the “Report Index” drop-down to specify a category, if desired.
5. Select a report from the “Report Index” list at the left and click the “Add” button to move the report to the list at the right.
6. Repeat this process until you have added all of the reports that you want for the group to contain to the list at the right side of the dialog box.
7. If you accidentally add a report that you want to remove from the group, select the report from the list at the right side of the dialog box and then click the “Remove” button.
8. Once all of the reports that you want to place into the group are shown in the list at the right, you can save the report group. To do this, click the “Save” button in the toolbar of the “Report Groups” dialog box.
9. In the “Save As” dialog box that appears, type a name for the report group into the “Group Name” text box and then type a description of the report group into the “Group Description” text box.
10. When you are finished, click the “Save” button within the “Save As” dialog box to save the group.
11. Close the “Report Groups” dialog box when you are finished.
12. When you want to print the reports within a report group in the future, select “Reports & Forms| Report Groups...” from the Menu Bar to open the “Select a Report or Form” window.
13. Then select the report group folder that you want to print from the list on the right, and click the “Print” button in the toolbar at the top of the window to print the reports within the selected report group.
14. You can also click the report group folder icon to view the individual reports within the group, if desired.
15. You can then select and print or display these reports independently, if desired.

ACTIONS- REPORTING

MODIFYING REPORTS:

1. Select the report that you want to use as a basis for your custom report within the “Select a Report or Form” window.
2. Click the “Options” button within the toolbar of the window to open the report’s modification window.
3. In the “Filters” section, you will see the filters that are in place for the report.
4. To add a new filter, click on the name of the field within the “Filters” list by which you wish to filter the data within the report.
5. Then set any available options for the selected field in the adjacent area to the right.
6. You should then see your filter appear within the listing of report filters at the bottom of this section.
7. To remove a report filter, you simply set the value of the selected field within the filter field list back to its default value of “All.”
8. If you wish to remove all of the filters from a report, you can also click the “Clear All Filters” button within the “Filters” area to clear all filters from the report.
9. In the “Dates” section, use the drop-down menu that appears to select a date range of data to use for the report.
10. You can also use the “From” and “To” drop-down menus to create custom date range if you prefer.
11. Note that some reports, such as the “Customer List” do not use a date range for their values.
12. In the “Sorting and Summary” section, use the drop-down available to select your report’s sorting options and summary options. Not all reports will have summary options available.
13. Click the “Columns” hyperlink to display the “Columns” tab for your report.
14. Check the “Show” checkbox for the columns, or fields, that you want to show within the report.
15. As you show additional columns, they will be added to the end of the columns within the report. If you look in the “Col #” column, you will see their order from left to right displayed as a numeric, ascending ranking starting with column number 1 appearing the far left.
16. To change the order that columns will appear within the report, you can click on the one that you want to change the position of, and either click the “Move Up” or “Move Down” button in this tab to change its column number.
17. If you opened the “Columns” tab, you can simply click the “Fonts” tab within the same dialog box to view font information for your report. Alternately, you can click the “Fonts” hyperlink within the “Modify Report” window to display the “Fonts” tab.
18. On the “Fonts” tab you can click the “A” button for any available font style shown to open a “Font” dialog box where you can set the font style as you would like for each report section shown.
19. Click the “OK” button when you are done to apply your changes to the font.
20. Click the “OK” button when you are done modifying the report to view the report layout.
21. You can change the width of the columns by clicking and dragging on the blue double-pointed arrows between the column headings to set their width.
22. When you are done, click the “Save” button to save your report.
23. Give it a new name, and click the “Save” button within the dialog box to save it.
24. It will then appear within the selected category in “Select a Report or Form” window. All customized reports have an icon of a blue wrench appear next to them within the “Select a Report or Form” window to distinguish them from preset reports.

ACTIONS- REPORTING

EXPORTING REPORTS TO EXCEL:

1. Select the report that you want to export to Excel in the “Select a Report or Form” window.
2. Click the “Send To” button in the “Select a Report or Form” window’s toolbar.
3. From the drop-down listing of buttons which appears, click the “Excel” button.
4. The options window of the selected report will then appear, allowing you to set any desired filters for the reports, choose which fields of information to display, and set the display of the fonts in the report. Set the options as you would like and then click the “OK” button to continue.
5. In the next dialog box which appears, you select the option to either send it to an existing Excel spreadsheet or to a new one.
6. Click the “OK” button to export it.

IMPORTING AND EXPORTING SAGE 50 DATA:

1. One way to import and export data within Sage 50 is to export a .CSV file (Comma Separated Value) that can be opened in Excel or one of many other spreadsheet-style programs compatible with .CSV files. In order to do this, you must access the “Select Import/Export” window by selecting “File| Select Import/Export...” from the Menu Bar.
2. Once the window appears, select the type of file you would like to export and click the “Export” button.
3. Once you have clicked the “Export” button, you can use the “Filter” and “Fields” tabs to select options for the report, as usual.
4. On the “Options” tab, you click the gray arrow button in the upper-left corner to specify a name and location for the file to be created. To ensure you will be able to import the data later, you should leave the file name as whatever Sage 50 makes it.
5. In the “Export Options” section, you can select or deselect options as necessary to create the data file as you would like it.
6. When you are finished, click “OK.” When Sage 50 is finished exporting the report, it will return to the “Select Import/Export” window and will not display the report. If you want to see it, you will need to open it on your own.
7. After you have exported the report as a .CSV file, you may want to change some of the data or send it to an accountant to check and/or change the data. Once this has been done, you can import the changes back into Sage 50! However, before you attempt to import data into your company file, you should understand and have experience with data transfer as it is complicated and can cause your company file to become corrupted if not done properly.
8. To import a .CSV file you have exported and changed, again you must have the “Select Import/Export” window open. Once it is, select the type of file to import and click the “Import” button.
9. Once you do this, you will see the “Fields” tab where you can select which fields you want to import. Be sure your selections here match the selections you made when you exported the file, or your data may become corrupt.
10. Then, on the “Options” tab, you can click the gray arrow button in the upper-left corner to select the correct file location.
11. Then, if you clicked the “Include Headings” checkbox when you exported the data, be sure to select the “First Row Contains Headings” checkbox in the “Import Options” section of this tab.
12. When you are ready, click “OK.” You will be notified that you should create a backup before attempting to import data. Create your backup and repeat the steps you just took to import the file.

ACTIONS- REPORTING

EXPORTING REPORTS TO PDF:

1. Select the report that you want to export to PDF in the “Select a Report or Form” window.
2. Click the “Send To” button in the “Select a Report or Form” window’s toolbar.
3. From the drop-down listing of buttons which appears, click the “PDF” button.
4. The options window of the selected report will then appear, allowing you to set any desired filters for the reports, choose which fields of information to display, and set the display of the fonts in the report. Set the options as you would like and then click “OK” to continue.
5. In the “Save As” dialog box which appears, use the “Save in:” drop-down to select into which folder on your computer system you wish to save the PDF file.
6. You can then type a name for the file into the “File name:” text box.
7. Click “Save” when you are ready to save the PDF file.

CUSTOMIZING A TASK WINDOW SCREEN TEMPLATE:

1. Open the desired task window within Sage 50.
2. Click the “Layout” button that appears within the toolbar at the top of the task window.
3. Note that you can switch between predefined templates that appear within the drop-down menu, or you can create your own.
4. To create your own custom task window entry template, click the “Customize (form type) Layout” command from the “Layout” button’s drop-down list of choices.
5. In the window that appears, click the “New” button in the toolbar at the top of the window to create a new template.
6. Then enter a name for the new template into the “Template name” field.
7. You can also enter a description of the template into the “Description” field.
8. Then you check or uncheck the checkboxes for the fields shown in order to include or remove them from the display within both the “Entry Screen” and the “Printed Form” versions of the selected task window template.
9. When you have decided what fields will appear in the template, click the “Save” button to save the template with the name that you entered.
10. In the future, you can select the name of your custom template from the “Layout” button’s drop-down menu of choices within the selected task window in order to use the task window template for data entry.

ACTIONS- REPORTING

MODIFYING FORMS:

1. To modify one of the printed form templates first open the “Select a Report or Form” window.
2. Select the “Forms” tab within the “Select a Report or Form” window and then select the type of form to customize within the “Form Types” list.
3. Below that, select the name of the specific form to customize from the listing shown.
4. Then click the “Customize” button that appears in the lower right corner of the window to open the design editor for the selected form.
5. Click the “Options” button at the top of the window to open the “Form Design Options” dialog box.
6. Within this dialog box you will see a set of checkboxes on the “Display” tab that you can check or uncheck to turn features on or off.
7. If you click the “Grid/Copies” tab, you will see options for how you would like the object placement grid to be displayed and measured onscreen, as well as how many copies of the form you would like to print each time you print a record using this form.
8. When you have selected the desired options for the form, click the “OK” button.
9. To insert a new object into the form, click the “Add” button shown in the toolbar at the left side of the design editor and then select the type of object that you wish to add to the form from the side menu of choices that appears.
10. Next, if needed, answer any prompts that appear in order to insert an object of the selected type.
11. Finally, click and drag over the area in the form where you want the object to appear.
12. To modify an object within the form, click the desired object in order to select it and then click the “Properties” button within the toolbar that appears within the design editor window.
13. Set any properties of the selected object as desired within the tabs of the “Properties” dialog box that appears and then click the “OK” button in the dialog box to apply your changes to the selected object.
14. You can delete an object within the form by first selecting the object that you wish to delete and then clicking the “Delete” button within the toolbar that appears at the left side of the form editor window.
15. To select multiple form objects, click on the first object to select it.
16. Then hold down the “Shift” key on your keyboard while you then continue to click on any other objects that you would like to select as part of the group.
17. When you have finished, release the “Shift” key on your keyboard.
18. If you need to deselect a selection of objects, or deselect a selected object, simply click into the blank area within the form.
19. To align multiple selected objects, click the “Line Up” button within the toolbar at the left side of the form design window and then choose to which side of the selected objects the selected objects should be aligned from the side menu that appears.
20. To resize multiple selected objects, click the “Resize” button in the toolbar at the left side of the form design window and then choose the desired resizing option from the side menu of choices that appears.
21. To change the type of paper you want to use when printing the form, click the drop-down next to the “Print” button in the toolbar at the top of the design editor window and then select the “Setup” command from the drop-down menu.
22. In the “Page Setup” dialog box that then appears, you will find several preset page sizes and layouts. Select your desired page setup options, and then click the “OK” button to save them.
23. When you are finished customizing your form, click the “Save” button.
24. In the “Save As” dialog box that appears, enter a name for the custom form into the “Form Name” field.
25. You can then enter a description of the form into the “Form Description” field.
26. Then click the “Save” button within the dialog box to save the custom form.

EXERCISES- REPORTING

Purpose:

To be able to create a custom report.

Exercises:

1. Start the Sage 50 application.
2. Open the “Fakeco, Inc.” company file completed through the end of the previous chapter’s exercise.
3. Select “Reports & Forms| Jobs...” from the Menu Bar.
4. Select the “Job Profitability Report” from the report list.
5. Click the “Options” button in the toolbar at the top of the “Select a Report or Form” window.
6. In the “Modify Report – Job Profitability Report” window, select “Job Type” from the list shown within the “Filters” section.
7. Choose the “Range” option button that appears to the right.
8. Select “NETWORK” from both the “From” and “To” drop-downs to filter for only “NETWORK” jobs.
9. Check the checkbox for “Include jobs with zero amounts” below the filter list.
10. Click the “Columns” hyperlink in the upper-right corner of the window to open the “Job Profitability Report” dialog box.
11. Uncheck the checkmark that appears within the “Show” column to the left of the “Phase ID” field within the field list.
12. Uncheck the checkmark that appears within the “Show” column to the left of the “Cost Code ID” field within the field list.
13. Check the “Show” checkbox to the left of the “For Customer ID” field within the field list.
14. With the “For Customer ID” field still selected, click the “Move Up” button at the right side of the dialog box until the field has moved up the listing of fields and “2” is displayed within the “Col #” column.
15. Click the “OK” button at the far right side of the dialog box to save the fields and preview the report.
16. Place your mouse pointer over the double-pointed blue arrow that appears to the right of the “Job ID” column’s header, and drag it to the right until the column measures one and a half inches by the ruler at the very top of the report preview.
17. Click the “Fonts” button that appears in the toolbar at the top of the report preview.
18. Within the “Fonts” dialog box that then appears, enter “Network Job Profitability Report” into the “Title 1 Report Label” field at the bottom of the dialog box.
19. Click the “OK” button within the “Fonts” dialog box to change the report’s title.
20. Click the “Save” button in the toolbar at the top of the report preview.
21. Enter “Job Network Profitability” into the “Report name” field within the “Save As” dialog box.
22. Click the “Save” button in the “Save As” dialog box to save the custom report.
23. Click the “Close” button in the toolbar at the top of the report preview.
24. Note the custom report appears at the top of the report listing within the “Select a Report or Form” window.
25. Click the “Close” button within the “Select a Report or Form” window.
26. **Save this company file for the following exercises within this tutorial. You will need the file and need to complete the exercises at the end of each of the following chapters in sequential order to complete all of the exercises within the tutorial.**