Mastering Sage 50 Accounting Made Easy™

TEACHUCOMP, INC.®

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Mastering Sage 50 Accounting Made Easy™

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Introduction and Overview

Welcome to TeachUcomp, Inc.'s Mastering Sage 50 Accounting Made Easy™ tutorial. This tutorial introduces the student to Sage 50 Accounting, one of the most popular accounting and bookkeeping programs available today. This class is designed to give the student with little or no knowledge of the program's capabilities a basic skill set in using the product.

Sage 50 Accounting is a terrific program to learn, as the skills that you learn in Sage 50 Accounting can save valuable time and money by automating, organizing and structuring the bookkeeping of your company.

Sage 50 is a multi-featured accounting and bookkeeping program in which you can create invoices and statements, pay your bills, write checks, track inventory, and manage your payroll, along with other performing many other bookkeeping and accounting services.

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1.1- The Sage 50 Environment:

Welcome to *Mastering Sage 50 Accounting Made Easy™*. This training covers the skills required to effectively manage your company's financial information using Sage 50 Premium Accounting. After completing this course, you should understand the way Sage 50 Accounting tracks and manages your company's financial information. You should also have the skills to do the most common and necessary tasks within Sage 50 Accounting.

When you start your own business, you are responsible for doing much more than simply generating revenue for your company. Depending upon your business type, you may also need to produce invoices and statements, record customer payments, and manage multiple types of accounts. Sage 50 lets you accomplish these tasks and more.

This training begins exploring the program by examining the user interface. One way to view and navigate through the sections of the Sage 50 Accounting program is by using the Navigation Bar at the left side of any open company file. The Navigation Bar lets you open separate pages of information, called Navigation Centers, at the right side of the same window. To open a Navigation Center, click the name of the Navigation Center to view from the listing of names within the upper section of the Navigation Bar.

Information about your company appears within each Navigation Center. Another great feature of the Navigation Centers is that you can customize the content displayed for each user of the company file, which is very convenient and adds a measure of security. In addition to the information shown within each Navigation Center, you can also perform many tasks related to the selected Navigation Center by using the buttons, commands, and lists shown in each Navigation Center.

The bottom section of the Navigation Bar contains any "Shortcuts" for your company file. You can customize this section to add one-click shortcut links to the forms and features you access most frequently in Sage 50 for easier access to them. Customizing the shortcuts is examined in a later lesson.

You also have a Menu Bar at the top of the Sage 50 application window. In addition to using the buttons within the Navigation Centers to open the windows where you perform tasks within Sage 50, you can also use the commands found within the Menu Bar to perform any task within Sage 50.

1.2- The Sage 50 Navigation Centers:

To open a Navigation Center in Sage 50 Accounting after opening a company file, click the button in the Navigation Bar for the name of the Navigation Center to open. Sage 50 Premium Accounting contains buttons for the "Business Status," "Customers & Sales," "Vendors & Purchases," "Inventory & Services," "Employees & Payroll," "Banking," "Payment Center," "Apps & Services," and "System" Navigation Centers.

To perform standard tasks related to the current Navigation Center, use the buttons in the Navigation Center toolbar at the top of any Navigation Center. To choose which Navigation Center page to show by default when you open the current Sage 50 company file, open the Navigation Center to set as the default Navigation Center page. Then click the "Default" button within the toolbar at the top of the Navigation Center. The button then appears highlighted in a blue color after setting it as the default page.

To show or hide the content of the currently displayed Navigation Center, click the leftmost button in the Navigation Center's toolbar. This is a toggle button that reads either "Show" or "Hide." Click it to toggle the display of the content within the Navigation Center on or off.

You may notice a slight pause when you click the name of a Navigation Center in the Navigation Bar. This is because when you open a Navigation Center, Sage 50 refreshes the data shown within it to reflect any changes to the data. To manually force a refresh of the data shown in any Navigation Center, click the "Refresh" button in the Navigation Center toolbar at the top of the window.

To check for news and information from Sage, click the "Inbox" button towards the right side of the Navigation Center toolbar to open a "Feed" and "Preferences" pane at the right side of the window. To close this pane, click the "X" button in its upper-right corner.

You can also change the system date using the Navigation Center toolbar. The system date is a very important date. This is the default date for any transactions you enter within the currently selected accounting period. If you select a system date that falls outside of the currently selected accounting period, then all transactions you enter have a default date value of the first date within the selected accounting period, ignoring the system date altogether.

To set the system date in Sage 50 Accounting, click the "System Date" button towards the right end of the Navigation Center toolbar. In the "Change System Date" dialog box that appears, set the system date by clicking the small calendar selector at the right end of the displayed date and then choosing a date from the calendar drop-down. After setting the desired system date, then click the "OK" button to confirm your selection.

To set the accounting period for data entry in Sage 50 Accounting, click the "Period" button at the right end of the Navigation Center toolbar. In the "Change Accounting Period" dialog box that appears, select the accounting period for which to perform data entry. Then click the "OK" button to set the selected accounting period.

To perform related tasks in each Navigation Center, click the buttons shown in the Navigation Center window and then choose a command to perform from the resultant drop-down menu, if necessary. This replicates the functionality of the commands in the Menu Bar using a graphic interface. You can also view the relationship between tasks within Sage 50 by examining the graphic interface. For new users, this helps you perform tasks in the correct order. For example, within the "Customers & Sales" Navigation Center, you can see that you should set up customers, jobs, and sales tax before creating invoices. In addition to tasks, you can also view associated lists of information and recent reports by clicking the available buttons in all the Navigation Centers.

1.3- Using the Menu Bar:

All versions of Sage 50 contain a Menu Bar that lets you open the windows where you perform business-related tasks, like invoicing customers, writing checks, and entering bills. To use the Menu Bar in Sage 50 Accounting, click one of the primary commands in the Menu Bar to view its sub-commands in a drop-down menu. The primary commands in the Menu Bar are "File," "Edit," "Lists," "Maintain," "Tasks," "Analysis," "Options," "Reports & Forms," "Services," "Window," "Help" and "Live Chat."

Next, click the specific subcommand to execute from the drop-down menu of subcommands that appears. Subcommands followed by an ellipses mark (…) open new windows into which you must enter additional information. Subcommands followed by a right-pointing arrow indicate that you must select from another side-menu of choices that appears when you hover your mouse pointer over them. Other subcommands, like "Exit," you only need to select to execute.

1.4- Customizing Shortcuts:

The Shortcuts section appears in the bottom section of the Navigation Bar at the left side of the company file window. You can click the links here to open the related window or task form. This gives you one-click access to the features and tools you use most often in Sage 50.

To customize the Shortcuts in Sage 50 Accounting, click the "Customize" button, which looks like a small gear, to the right of the "Shortcuts" label in the Navigation Bar to open the "Customize Shortcuts" window. The current shortcuts appear in the "Selected Shortcuts" list in this window.

To add a shortcut to the end of the "Selected Shortcuts" list, click the "Add a Shortcut >" button to show a side menu of general categories, like "Customers & Sales," for example. Roll your mouse pointer over the general category related to the shortcut to add. Another side menu of shortcuts then appears. Click any shortcut listed here to add it to the "Selected Shortcuts" list. If needed, you can also roll over commands followed by the right pointing arrow to show even more shortcuts from which you can then select.

To rearrange the shortcuts, click a shortcut to move within the "Selected Shortcuts" list. Then click either the "Move Up" or "Move Down" button to the right as many times as you need to place it into the desired position. To rename a selected shortcut, click the "Rename" button. Then type a new shortcut name and press the "Enter" key on your keyboard to set the new name.

To delete a selected shortcut, click the "Delete" button. To add a space to the end of the "Selected Shortcuts" list, click the "Add a Space" button. To reset the shortcuts back to their defaults, click the "Reset Defaults" button and then click the "Yes" button in the confirmation dialog box that appears.

To save your changes to the shortcuts, click the "OK" button at the bottom of the "Customize Shortcuts" window. To cancel the changes, instead, click the "Cancel" button. Then click the "No" button in the confirmation dialog box that appears to discard your changes.

1.5- Learning Common Business Terms:

You don't have to be an accountant in order to use Sage 50, but you must have a basic understanding of some simple business bookkeeping and accounting concepts before entering information into the program. What you will examine next are the types of accounts shown in a company's "Balance Sheet." A balance sheet is a report that shows a company's financial health as of a given date. The three major types of accounts in a balance sheet are assets, liabilities, and equity. The balance sheet is one of the most frequently requested financial reports for a company and so it is important to understand what

1.5- Learning Common Business Terms- (cont'd.):

information it contains.

Account Type:	Description:
Assets	Assets are things of value that a company has on hand and what other people owe to it. More specifically, the money that people owe a company is called Accounts Receivable, or A/R for short. The other assets may include checking account money, inventory, fixed assets (like computers), and undeposited funds from customers.
Liabilities	Liabilities are what a company owes to others. A company's unpaid bills are specifically referred to as Accounts Payable, or A/P for short. A liability can be a loan, an unpaid bill, or taxes owed.
Equity	Equity is the difference between what a company has (total Assets) and what it owes (total Liabilities). The basic formula for calculating equity is Total Assets-Total Liabilities=Equity. Equity is seen as representing the health of a business.

After starting a new company, you must also decide which accounting method to use for tax reporting purposes. This determines when the company reports income and expenses to the IRS. The income and expense accounts and their balances appear in a financial report called the "Income Statement." This report shows all income earned and expenses incurred over a selected time period. Please check with your tax advisor or the IRS before choosing an accounting method for tax purposes.

Accounting Method:	Description:
Cash	In **Cash** accounting, the company records income when money is actually received and records expenses when bills are actually paid.
Accrual	In **Accrual** accounting, income is recorded at the time of sale, NOT when payment is received. Likewise, expenses are recorded when the expense is incurred, NOT when it is paid.

ACTIONS-
Getting Acquainted with Sage 50

THE SAGE 50 ENVIRONMENT:

1. One way to view and navigate through the sections of the Sage 50 Accounting program is by using the **Navigation Bar** at the left side of any open company file.
2. The Navigation Bar lets you open separate pages of information, called **Navigation Centers**, at the right side of the same window.
3. **To open a Navigation Center**, click the name of the Navigation Center to view from the listing of names within the upper section of the Navigation Bar.
4. Information about your company appears within each Navigation Center. Another great feature of the Navigation Centers is that you can customize the content displayed for each user of the company file, which is very convenient and adds a measure of security.
5. In addition to the information shown within each Navigation Center, you can also perform many tasks related to the selected Navigation Center by using the buttons, commands, and lists shown in each Navigation Center.
6. The bottom section of the Navigation Bar contains any **Shortcuts** for your company file. You can customize this section to add one-click shortcut links to the forms and features you access most frequently in Sage 50 for easier access to them.
7. Customizing the shortcuts is examined in a later lesson.
8. You also have a **Menu Bar** at the top of the Sage 50 application window.
9. In addition to using the buttons within the Navigation Centers to open the windows where you perform tasks within Sage 50, you can also use the commands found within the Menu Bar to perform any task within Sage 50.

THE SAGE 50 NAVIGATION CENTERS:

1. **To open a Navigation Center in Sage 50 Accounting after opening a company file**, click the button in the Navigation Bar for the name of the Navigation Center to open.
2. Sage 50 Premium Accounting contains buttons for the "Business Status," "Customers & Sales," "Vendors & Purchases," "Inventory & Services," "Employees & Payroll," "Banking," "Payment Center," "Apps & Services," and "System" Navigation Centers.
3. **To perform standard tasks related to the current Navigation Center**, use the buttons in the Navigation Center toolbar at the top of any Navigation Center.
4. **To choose which Navigation Center page to show by default when you open the current Sage 50 company file**, open the Navigation Center to set as the default Navigation Center page.
5. Then click the "Default" button within the toolbar at the top of the Navigation Center.
6. The button then appears highlighted in a blue color after setting it as the default page.
7. **To show or hide the content of the currently displayed Navigation Center**, click the leftmost button in the Navigation Center's toolbar. This is a toggle button that reads either "Show" or "Hide."
8. Click it to toggle the display of the content within the Navigation Center on or off.
9. You may notice a slight pause when you click the name of a Navigation Center in the Navigation Bar. This is because when you open a Navigation Center, Sage 50 refreshes the data shown within it to reflect any changes to the data.
10. **To manually force a refresh of the data shown in any Navigation Center**, click the "Refresh" button in the Navigation Center toolbar at the top of the window.
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THE SAGE 50 NAVIGATION CENTERS- (CONT'D.):

11. To check for news and information from Sage, click the "Inbox" button towards the right side of the Navigation Center toolbar to open a "Feed" and "Preferences" pane at the right side of the window.

12. To close this pane, click the "X" button in its upper-right corner.

13. To set the system date in Sage 50 Accounting, click the "System Date" button towards the right end of the Navigation Center toolbar.

14. In the "Change System Date" dialog box that appears, set the system date by clicking the small calendar selector at the right end of the displayed date and then choosing a date from the calendar drop-down.

15. After setting the desired system date, then click the "OK" button to confirm your selection.

16. To set the accounting period for data entry in Sage 50 Accounting, click the "Period" button at the right end of the Navigation Center toolbar.

17. In the "Change Accounting Period" dialog box that appears, select the accounting period for which to perform data entry.

18. Then click the "OK" button to set the selected accounting period.

19. To perform related tasks in each Navigation Center, click the buttons shown in the Navigation Center window and then choose a command to perform from the resultant drop-down menu, if necessary.

20. This replicates the functionality of the commands in the Menu Bar using a graphic interface.

21. To view the relationship between tasks within Sage 50, examine the graphic interface. For new users, this helps you perform tasks in the correct order.

USING THE MENU BAR:

1. To use the Menu Bar in Sage 50 Accounting, click one of the primary commands in the Menu Bar to view its sub-commands in a drop-down menu.

2. The primary commands in the Menu Bar are "File," "Edit," "Lists," "Maintain," "Tasks," "Analysis," "Options," "Reports & Forms," "Services," "Window," "Help" and "Live Chat."

3. Next, click the specific subcommand to execute from the drop-down menu of subcommands that appears.

4. Subcommands followed by an ellipses mark (…) open new windows into which you must enter additional information.

5. Subcommands followed by a right-pointing arrow indicate that you must select from another side-menu of choices that appears when you hover your mouse pointer over them.

6. Other subcommands, like "Exit," you only need to select to execute.

CUSTOMIZING SHORTCUTS:

1. The **Shortcuts** section appears in the bottom section of the Navigation Bar at the left side of the company file window.

2. To customize the Shortcuts in Sage 50 Accounting, click the "Customize" button, which looks like a small gear, to the right of the "Shortcuts" label in the Navigation Bar to open the "Customize Shortcuts" window.

3. The current shortcuts appear in the "Selected Shortcuts" list in this window.
(cont'd.)

CUSTOMIZING SHORTCUTS- (CONT'D.):

4. **To add a shortcut to the end of the "Selected Shortcuts" list**, click the "Add a Shortcut >" button to show a side menu of general categories, like "Customers & Sales," for example.
5. Roll your mouse pointer over the general category related to the shortcut to add.
6. Another side menu of shortcuts then appears.
7. Click any shortcut listed here to add it to the "Selected Shortcuts" list.
8. **If needed**, you can also roll over commands followed by the right pointing arrow to show even more shortcuts from which you can then select.
9. **To rearrange the shortcuts**, click a shortcut to move within the "Selected Shortcuts" list.
10. Then click either the "Move Up" or "Move Down" button to the right as many times as you need to place it into the desired position.
11. **To rename a selected shortcut**, click the "Rename" button.
12. Then type a new shortcut name and press the "Enter" key on your keyboard to set the new name.
13. **To delete a selected shortcut**, click the "Delete" button.
14. **To add a space to the end of the "Selected Shortcuts" list**, click the "Add a Space" button.
15. **To reset the shortcuts back to their defaults**, click the "Reset Defaults" button and then click the "Yes" button in the confirmation dialog box that appears.
16. **To save your changes to the shortcuts**, click the "OK" button at the bottom of the "Customize Shortcuts" window.
17. **To cancel the changes, instead**, click the "Cancel" button.
18. Then click the "No" button in the confirmation dialog box that appears to discard your changes.

LEARNING COMMON BUSINESS TERMS:

1. A **balance sheet** is a report that shows a company's financial health as of a given date.
2. The **three major types of accounts in a balance sheet** are **assets**, **liabilities**, and **equity**.
3. **Assets** are things of value that a company has on hand and what other people owe to it. More specifically, the money that people owe a company is called Accounts Receivable, or A/R for short. The other assets may include checking account money, inventory, fixed assets (like computers), and undeposited funds from customers.
4. **Liabilities** are what a company owes to others. A company's unpaid bills are specifically referred to as Accounts Payable, or A/P for short. A liability can be a loan, an unpaid bill, or taxes owed.
5. **Equity** is the difference between what a company has (total Assets) and what it owes (total Liabilities). The basic formula for calculating equity is Total Assets-Total Liabilities=Equity. Equity is seen as representing the health of a business.
6. After starting a new company, you must also decide which **accounting method** to use for **tax reporting purposes**. This determines when the company reports income and expenses to the IRS.
7. The **income and expense accounts** and their balances appear in a financial report called the **Income Statement**. This report shows all income earned and expenses incurred over a selected time period.
8. **Please check with your tax advisor or the IRS before choosing an accounting method for tax purposes.**
9. In **Cash** accounting, the company records income when money is actually received and records expenses when bills are actually paid.
10. In **Accrual** accounting, income is recorded at the time of sale, NOT when payment is received. Likewise, expenses are recorded when the expense is incurred, NOT when it is paid.

EXERCISES-
Getting Acquainted with Sage 50

Purpose:

To find the basic onscreen elements within a Sage 50 company file.

Exercises:

1. Start the Sage 50 application and open one of the sample company files included with the program.
2. Find the Menu Bar within the application interface.
3. Click the "Vendors & Purchases" Navigation Center button at the left side of the screen to view the content of that Navigation center in the window to the right.
4. Locate the toolbar at the top of the "Vendors & Purchases" Navigation Center page.
5. Locate the "System Date" button within the Navigation center toolbar.
6. Close the sample company file that you opened.
7. Exit the Sage 50 program, if desired.