M. PURBHOO

Using Sage 50 Accounting 2024

Canadian Edition

Covers both Sage 50 Premium Accounting® 2024 and Sage 50 Pro Accounting® 2024

Included: QR code to download data files for text and supplementary files plus instructions to download Sage 50 Premium Accounting® 2024 Student Version Software

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Please contact https://support.pearson.com/getsupport/s/contactsupport with any queries on this content.

Credits

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PREFACE

Using Sage 50 Accounting 2024 provides full coverage of Sage 50 Accounting 2024 (Pro and Premium versions). The Student version (Release 2024.0) is also a Premium version program, so all users can learn the program with the same release used to create the data files, screens and keystrokes. Although we do not address the Quantum version of Sage 50, the book is also compatible with this version. We provide detailed instructions for downloading, installing and activating the Student version in Appendix A of this text.

We have maintained those aspects of previous editions that have been well received:

- keystrokes and source documents are integrated throughout each chapter: source documents are numbered, and printed in colour with check boxes, making them easy to identify
- a diversity of companies and business situations, including non-profit, service and inventory businesses
- comprehensive and current tax coverage for different provinces, including GST, HST, PST and QST, and tax remittances
- a realistic approach
- easy-to-follow, step-by-step keystroke instructions and screen illustrations, updated for Version 2024
- current information that has been updated to reflect the business realities in 2024
- several company setup chapters increasing in complexity and a separate setup for payroll, all with keystroke instructions
- separate chapters for basic and advanced Accounts Receivable and Payable topics
- comprehensive company profiles and realistic source documents throughout the text to give you the "feel" of real companies
- a new appendix covering features requiring Sage 50cloud or a service plan

NOTES

Chapter 1 in the text has instructions for accessing the website and downloading the data files.

Appendices D–M are on the website.

The website has the data files and supplementary appendices. You can access this site by typing <**www.pearsoncanada.ca/purbhoo2024**> into the address field of your browser or by scanning the QR code (located on page xv, on page 4 and inside the front cover flap) and then copying this URL to your browser page. The website does not require registration or a password, ensuring everyone has access. This site has the following resources:

- supplementary materials in Appendices E–M
- Pro and Premium version data files for all applications (except for the setup chapters: Chapters 7, 16 and 17)
- review questions and cases for each chapter (Appendix D)

The data files for the source document applications in the text on the website are provided in different formats: backup data files for Premium and Pro versions, and full Premium version files. All supplementary data files are provided as backup files. Detailed instructions for restoring backups begin on page 29 in Chapter 1. These alternatives have additional advantages: if computer speed and time permit, users can install the full data files; otherwise, the smaller downloaded backup files can be extracted more quickly. Premium version users can download both the full and backup sets of files. Backup files may be restored as often as needed without downloading again.

The removable page-length bookmark attached to the back cover has a mini index and a ruler-marked edge to help you refer to specific lines on a page. This bookmark should help to manage the inevitable page-flipping caused by keystrokes for a transaction that usually go beyond the page with the transaction.

We work with module windows in the Enhanced view throughout the text, create user-specific customized shortcuts to access journals in other modules and use industry-specific terms for the different applications. Classic View margin notes like the following are included for users who prefer this approach:

NOTES
The Classic and Enhanced views are described in Chapter 1.

CLASSIC VIEW
Notes for Classic view users

These notes describe how icons, keystrokes or terms in the Classic view are different from those in the Enhanced view.

The basic organization of the text is unchanged. Part One provides an overview and introduction to Sage 50 and sales taxes. Data applications that can be completed with both Pro and Premium versions are located in Part Two. We introduce the six ledgers of Sage 50 (General, Payables, Receivables, Payroll, Inventory and Division) in separate applications. Budgeting and bank transactions (deposits and account reconciliation) are covered in two more applications. Advanced Receivables and Payables features (orders and quotes, prepayments, tax remittances, credit card payments, transactions with foreign customers and suppliers and Internet links) are demonstrated in two more chapters. An online banking simulation (in Appendix I on the website) allows you to download a bank statement that integrates with a Sage 50 data file. The required data files for all these chapters are set up in advance, and for each new type of transaction we provide detailed keystrokes and matching screens.

Four applications cover setting up a computerized accounting system using Sage 50. Again, detailed instructions with screen illustrations are given for each setup as you learn to design, convert and implement a complete accounting system.

- Chapter 4: set up a non-profit organization that uses only the General Ledger
- Chapter 7: set up an organization using the General, Payables and Receivables ledgers
- Chapter 9: add payroll to a data file that already has the General, Payables and Receivables ledgers
- Chapter 16: set up a comprehensive retail organization that uses the General, Payables, Receivables, Payroll and Inventory ledgers

In the final application in Part Two (Stratford Country Inn, Chapter 17), you set up a computerized accounting system on your own. All source documents in this chapter are realistic and descriptive.

Time & Billing and Departmental Accounting, advanced features available only in the Premium version, are covered in Part Three. Separate chapters and data files are prepared for these. All Part Three – Premium version only — pages are edged with a blue stripe so that you can find them quickly.

For reference or further study, we include three appendices in Part Four of the text and ten more on the website — placing them online allows us to cover additional and advanced features of the program. These supplementary appendices offer reference material that should prove to be useful in any working environment.

USING THIS BOOK

The accounting applications in this text were prepared using Sage 50 Premium Accounting, Canadian Edition (Release 2024.0) and Sage 50 Pro Accounting, Canadian Edition software published by The Sage Group PLC. The Windows 10 and Windows 11 operating systems were used to create and test the screen images and keystrokes.

You must have an Internet connection, and a hard drive or a network system with Windows installed. If you do not have your own copy of the Sage 50 program, you can download the Student Premium software from the Sage website (refer to page xvi and Appendix A). Network system users should work with the site administrator to ensure complete program and data access.

In addition, you should have a standard accounting text for reviewing accounting principles. The text provides some accounting principles and procedures, and the Review of Basic Accounting (Appendix M) on the website also provides an introduction. However, these are not intended to replace the breadth and depth of most standard accounting texts. You should also consult the Help features of Sage 50 described in Chapter 1, because they also include information about accounting procedures.

The text is as simple and straightforward as we could make it, but familiarity with computers and some fundamentals of troubleshooting will make your progress through this text easier.

Student Resources

The Website for the Text

When you access the website, you will open the Home page for the site. From this page you can choose to install data files, view or download the supplementary appendices or start the online banking simulation.

All downloaded data sets have a Load_Files.BAT program that automatically moves your data files to the location we reference as our working folder in the text — SageData24 on drive C (Local Disk C: or [OS] C:). If you need to work with another location for your data, refer to page 9 in this text. You can install the data as often as you need to. If you started by installing the backup files, you will not need to reinstall them because they remain unchanged. Refer to page 5 in the text for instructions on how to download and install the data files.

NOTES
Chapter 1 has complete instructions for downloading, extracting and installing data files.
If you re-install the full data set, rename the previous folder (e.g., SageData24-1) to prevent overwriting files that include data you may want to keep.

Separate data sets with separate installation programs will help you install the data set you need and make it easy for all users to follow the text. To choose the correct data set, you must know what version of Sage 50 you are using. You can get this information from the Welcome and Select Company window in the program (see page 10). SAGE 50 PRO ACCOUNTING or SAGE 50 PREMIUM ACCOUNTING appears in the Home window for all data files. From this screen, you can open the Sample file to find this program version information. If you accepted the default installation settings, the program folder name in Program Files also matches the version. The Student version is a Premium version program, Release 2024.0.

NOTES
The Sage 50 desktop shortcut label also includes the version.

The following chart will help you install the data set you need from the Data Files screen under Chapter Resources on the website:

FOR VERSION	**Pro Version 2024**
CLICK DATA FILES AND THE LINK FOR	Install Pro Version Backup Files
DATA SET	Pro_Backup
FOR VERSIONS	**Student Version 2024** **Premium Version 2024** and **Quantum Version 2024**
CLICK DATA FILES AND THE LINK FOR	Install Premium Version Full Files
DATA SET	Premium_Full
	or
CLICK DATA FILES AND THE LINK FOR	Install Premium Version Backup Files
DATA SET	Premium_Backup

Each data set will be downloaded as a compressed file (.ZIP).

If you are using Sage 50 Quantum Accounting, the Sage 50 Upgrade Company wizard will convert the Premium data files when you open them or restore them. Because the online files remain unchanged, you can extract the same files later and use the Premium version. Before upgrading any data files, Sage offers the chance to create a pre-update backup of the data files.

Supplementary Data Files

In addition to the data files needed to work through the keystroke applications in the text, we provide supplementary files. Backup files are included for online bank reconciliation (Appendix I on the website) and importing accounting transactions from an Accountant's Copy (Chapter 12). These backup files will be located in the BANK and ACCOUNTANT folders in SageData24, respectively, when you install the data files. The ACCOUNTANT folder also has the journal entries that you import from a text file created by the accountant. The LOGOS folder includes company and inventory logos for the setup chapters and new inventory items.

Access Codes and Passwords

You will not require an access code or password to access the files on the website. We have also not added passwords to any data files to ensure maximum accessibility. However, if you are using the program in a multi-user or network environment that includes users and passwords, you will need to enter your username and password before you can open the data files. Ask your instructor or site administrator for the username and password that you should use.

NOTES

You will not need to download the data set again to repeat the exercises. The original downloaded file will remain in its original form and location because it is a compressed (.ZIP) file.

You can extract the files again, rename the SageData24 folder to SageData24-2 and then copy this folder to Drive C: or the location of your choice. Do not run the Load_Bat file.

NOTES

Refer to Chapter 1 for instructions on accessing the resources on the website.

NOTES

Refer to Chapter 16, page 694, and Appendix G on the website for instructions on working with passwords.

NOTES
We used Windows 10 for all screenshots and keystrokes in this text and to create and test the data files. In Windows 11, the screens and functionality of Sage 50 are the same as in Windows 10.

Working with Different Versions of Sage 50

Pro Version

Although we have written this text primarily for the Premium version and show Premium version screens, you can use the website data files with the Pro, Premium and Quantum versions of Sage 50, Release 2024.0 or later, and with the Premium Student version (2024 only).

Therefore, we have tried to make version differences, such as differences in features, terminology and labels, as clear as possible. We use margin notes with a Pro version heading and icon to identify the differences:

PRO VERSION
Notes for Pro version users

These notes for Pro version users describe how screens, terms or keystrokes in the Pro version are different from those in the Premium version.

Student Version of Sage 50

NOTES
Use the serial number provided in the registration email you received from Sage.

The Student Premium version of Sage 50 must be downloaded from the Sage website (**sage.com/en-ca/about-us/education**). All copies of the 2024 Student version program have the same **serial number — 242P1U2-1000035**. Detailed instructions for downloading, installing, registering and activating your Student version of Sage 50 are provided in Appendix A. The installation procedure is the same for the downloaded Sage 50cloud or the Sage 50 desktop retail version of the program. Only the activation process — also described in Appendix A — is different.

Students needing help with the program should work with their instructor. Additional help for students is available online from the student forum that you access from the following website: **communityhub.sage.com/us/sage_students**. For more information about accessing this site and posting your questions, refer to Appendix A in this text, pages A-9–A-12.

About the Student Version Program

NOTES
The Student version is available only as a single-user program. The retail Premium version can be purchased as a single-user or a multi-user program.

The Student version is a fully functional Premium version that remains valid for 14 months after installation, but you cannot restore or open data files from previous versions with it. If you have already installed a Trial version, the date you installed it will count toward this 14-month limit. You can install only one version of Sage 50 Accounting 2024 on your computer. If you are using the Pro version or a Trial version and you want to install the Student Premium version, you must first completely uninstall the Pro or Trial version from the Control Panel in Windows (refer to Appendix A, page A–12). After you use a data set with the Student version for 14 months, you must use a regular retail licensed version of the program to access that data.

None of the data files were created with a Student or Trial version, so the data itself will not expire. If you have used the data with a Student version for 14 months, however, you will be unable to open the program or data files.

If you see a message that the program has expired when you try to install it or open a data set, and you have not yet used the program for 14 months, you should refer to page A–12 (Installation Error Message) and ask your instructor for assistance.

The differences between the Student version and the retail Premium version are very small, but we have identified them with margin notes as shown here:

STUDENT VERSION
Notes for Student version users

These notes describe how the Student version differs from the regular or retail Premium version.

Earlier Versions

If you try to access the data files with earlier versions of Sage 50 Accounting (2023 and earlier), Sage 50 displays an error message. In this case, you should download and install the Student version. Refer to Appendix A for information on downloading and installing the Student version.

Later Versions

Although the data files can be used with later versions of the software, you may see changes in screens, keystrokes and payroll tax amounts. Before you open a data file with a later version, the Sage 50 conversion wizard will update the data file to match the later version you are using. Always refer to the manuals and update notices for later versions. Once the file has been updated, you will no longer be able to use it with the earlier version or release, unless you extract them again from your original downloaded file.

For this reason, we recommend that you not install updates until you have finished working with the data files in the text. For the 2024 program, the option to modify your update settings, that is, to turn automatic updates off or on, is located on the Support Info screen (Home window, Help menu, About Sage 50). Automatic updates are not available for the Student version.

Quantum Version

This text can be used with Sage 50 Quantum Accounting. All the features covered in the text are available in the Quantum version, though you may see small variations in the screens. The Quantum version includes features that are not available in the Premium version — these advanced features are not covered in this text. If you are using the Quantum version, the Sage 50 data conversion wizard will convert the Premium data files when you open them or restore them. If you want to use the same files later with the Premium version, you can rename the first folder (e.g., SageData24-Quantum) and extract the files again. If you downloaded the backup files, you can restore them and change the default name.

Working Through the Applications

Keystroke Instruction Style

We have incorporated different paragraph styles for different kinds of statements in the text to help you identify the instructions that you must follow to complete the transactions correctly and see the screens that we present. These different styles are illustrated below:

Type `Foothills Hardware`

(Keystroke command line: text you type is presented in a special font.)

Press *enter* or **press** the **Add button** to start the Add Account wizard.

(Keystroke command line: command word is in bold and the object of the command, what you press, is in colour. Commands are indented and spaced apart. Additional text or information for the line is shown in plain text.)

Or, you can click the Comment field to advance the cursor, or press *tab* repeatedly until the cursor is in the Comment field.

(Alternative keystroke sequence that you may want to use later. Paragraph is indented in block style and plain text style is used.)

Regular text is presented in normal paragraphs, like this one. **Key words** are shown in colour to make it easy to identify the topics. Names of icons, fields, text and tool buttons that you will see on-screen have all initial letters capitalized (for example, Adjust A Previously Posted Invoice tool or Email Confirmation Of Invoices And Quotes). Account names included in regular text paragraphs are italicized (for example, *Revenue from Sales* or *Cost of Goods Sold*).

✓ 1

Purchase Invoice #DS-642 **Dated May 1/25**

From Data Savers, $1 320 plus $198 HST for off-site data backup and restoration services for one year. Invoice total $1 518. Terms: net 30.

(Source document that you should enter using Sage 50. All text is presented in colour. The ✓ in the check box indicates that keystroke instructions are provided. The number in colour in the lower part of the check box shows the source document number. All source documents are numbered in sequence.)

19

Cash Purchase Invoice #BC-6110 **Dated May 12/25**

From Bloomers, $1 280 plus $192 HST for batch of tree saplings to grow for future sales. Invoice total $1 472 paid in full by cheque #180.

(Source document that you should enter on your own using Sage 50. All text is presented in colour. No keystroke instructions are provided – the upper part of the check box is empty and the lower part contains the source document number in colour.)

In addition to the different types of margin notes already described for the Pro and Student versions and the Classic view, the text includes regular margin Notes that contain additional important information for all users and Warning notes when extra attention is needed:

NOTES
Regular Notes

Regular Notes for all users providing additional general information.

WARNING!
Warning notes

Warning notes point out common errors or things to watch out for!
All users should read these notes carefully.

Order of Applications

Setup applications are introduced early in the text. Advanced users should have no difficulty working through the applications in the order given and may choose to skip some applications. However, at a minimum, we recommend working through all keystroke transactions (the ones with a ✓ in the check box beside them) so that you become familiar with all the journals before starting the more comprehensive applications.

There are alternative ways of using the text for introductory and advanced level courses. Students can complete the General, basic Payables, basic Receivables, Payroll and Inventory transaction applications (Chapters 3, 5, 6, 8 and 10) in the introductory course and the remaining chapters later. Chapters 11 and 12 may be completed at any time after Chapter 6 because these chapters do not have payroll or inventory transactions. Chapters may also be completed in a different sequence, as outlined below and on the following page:

1. Read and work through the two Getting Started chapters in Part One.
2A. Complete the ledger applications in order: Binh's Bins (General), Groen Fields (basic Payables), Phoebe's Photo Studio (basic Receivables), Helena's Academy (Payroll), Kara's Kitchens (Inventory), Peace of Mind Property Management and Maple Leaf Rags (advanced features of the first three ledgers) and Shady Corners* (Division or Project).
2B. (Premium version only) Complete the Part Three applications in any order: Ryder's Routes (Time & Billing) and Able & Associates (departmental accounting).
3. Complete Tesses Tresses (Chapter 15, account reconciliation and deposit slips) and Sound, Inc. (Chapter 14, budgeting).
4. Complete the four setup applications in order: Love It Again (General), Air Care Services (three ledgers), Northern Lights (adding the Payroll ledger) and VeloCity (five ledgers).
5. Complete the Stratford Country Inn setup application with realistic source documents. Users may want to attempt this setup with the help of the setup wizards from the Setup menu in the Home window.
6. Complete the cash-basis accounting application in Appendix H (on the website) at any time after Chapter 6.
7. Complete the setup for some of the other chapters based on the company information provided at the start of the chapter.
* Shady Corners (Division Ledger, Chapter 13) may be completed at any time after these chapters because it does not introduce keystrokes required for later applications. Later chapters may be completed before Shady Corners.

This order is shown graphically in the chart on the following page.

Organization within Chapters

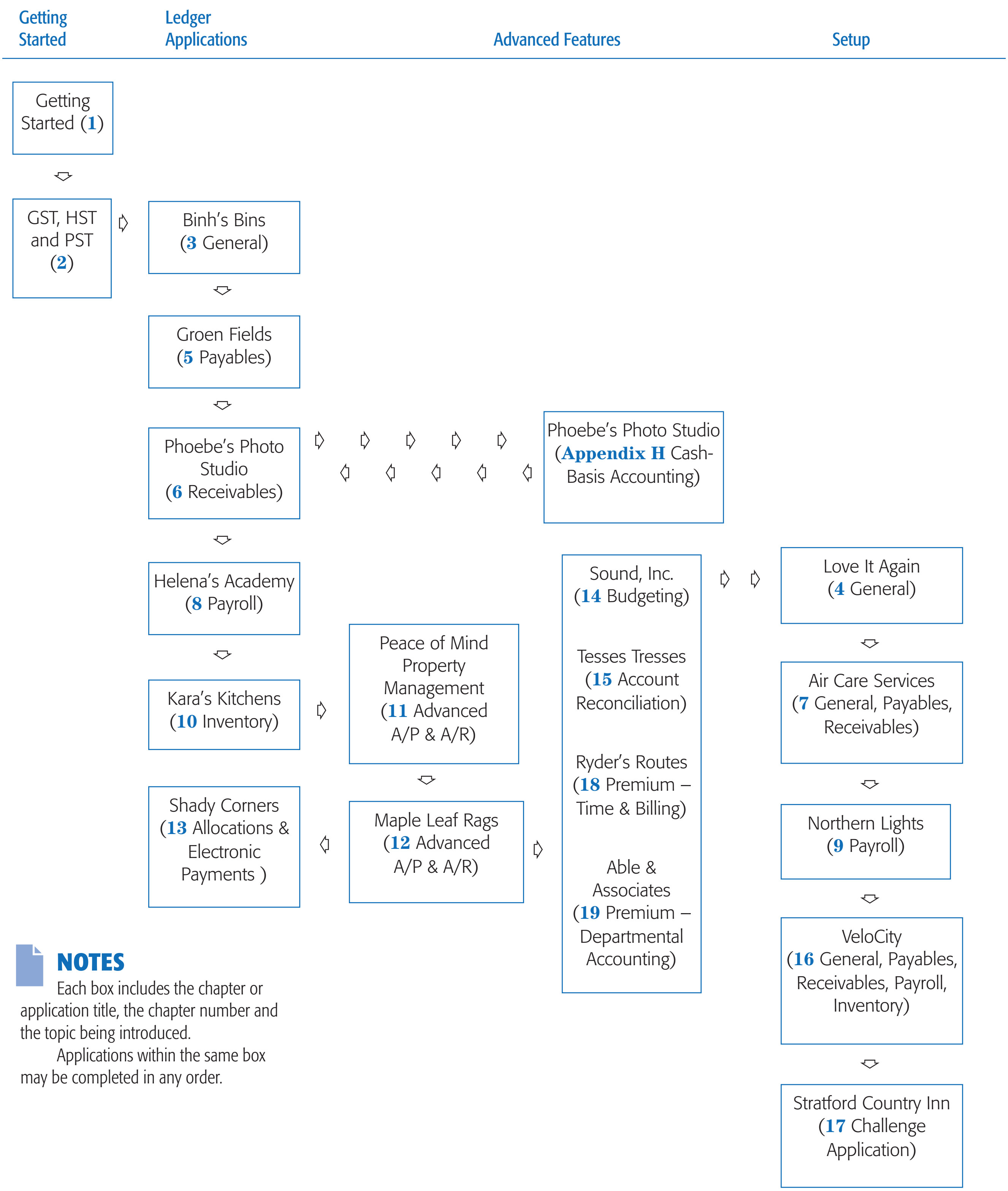
All chapters are organized the same way. After stating the objectives of the chapter, a comprehensive company profile brings the business to life. This profile includes a description of the business's primary activities; its customers, suppliers, employees and inventory; historical financial data for all Sage 50 modules used by this company; and company-relevant accounting procedures.

Instructions for the chapter follow. The keystroke section comes next with detailed instructions for each new type of transaction (including reviewing and making corrections) or setting up the company files. For the setup chapters, the transactions (source documents) follow the keystroke section. Otherwise, the keystrokes and transactions are presented together — the instructions for each new type of transaction follow the transaction.

Instructions and descriptions for reports for the module and features covered in a chapter appear at the end of the chapters.

Review questions and cases for all chapters can be found in Appendix D on the website.

AN ALTERNATIVE SEQUENCE FOR WORKING THROUGH THE APPLICATIONS



NOTES

Each box includes the chapter or application title, the chapter number and the topic being introduced.

Applications within the same box may be completed in any order.

Resources for Instructors

The website for this text, **www.pearsoncanada.ca/purbhoo2024**, has all the student resources needed for the text: data files for the chapter applications; ten supplementary appendices, and the online banking simulation for VeloCity in Chapter 16 with the bank statement that you can download for reconciliation. Instructions for completing the simulation are in Appendix I on the website.

Instructors should contact their local sales representative for information about accessing the resources available for them, as these are not available on the website.

Instructor Resources

- **Solutions** Solutions for all applications in the text are available as Sage 50 Premium Accounting backup files. These files have all the source document transactions in the text completed. The files must be restored with the Sage 50 program and all reports may be displayed or printed.
- **Additional Setup Files** Backup files for the setup chapters (Chapters 4, 7, 9, 16 and 17) are provided with setup completed and ready for entry of source documents. Two additional files are provided for Chapter 16 — for journal entries beginning in the second and third month of the applications. Files for bank reconciliation are also included for February bank reconciliation for Tesses Tresses. For Case 14 in Appendix D for VeloCity and Case 3 in Appendix D for Stratford Country Inn, instructors can use the solution file for these applications. Appendix D is on the website. These additional files are provided with the Solutions.
- **Answers to Review Questions and Cases** includes answers to all the end-of-chapter questions and cases in Appendix D on the website. It is available as a PDF and a Microsoft Word document so that instructors may choose or modify individual answers.
- **Test Bank** Multiple-choice tests (with over 500 questions) organized by textbook chapter and several applied tests that require students to set up company files and enter source documents using Sage 50 are provided. The applied tests have alternate versions and may be completed as intermediate or end-of-course tests. All test files are provided in Microsoft Word format and may be modified by instructors. Solutions are included for all test items. For increased flexibility, the applied test solutions are Sage 50 backup files at two stages of completion: with the setup completed but history not finished and with all source transactions completed. The setup solution files may be given as separate tests (entering source transactions only) or they may be modified to create your own tests.
- **Source Documents** Source document files for all chapters are available. These PDF-formatted source document files do not include any keystrokes.
- **Instructor's Manual** The Instructor's Manual is a file in PDF format with information about all the instructor resource materials, teaching and testing suggestions and some troubleshooting tips.

ACKNOWLEDGEMENTS

This page is always a challenge, but this year's feels like the hardest because it is my last for the Sage 50 Accounting series of books. But as I turn over the helm to Kathy Zigby, I feel confident that her many years of experience teaching Sage 50 and working with my text bodes well for the future. So thank you, Kathy, for taking on this challenge — turning out a new edition every year and keeping up with software changes (both in Sage 50 and the programs required to create this text) is a challenge.

There are so many people I want to pay special thanks to — I wish I could host a big party to thank you all in person or at least include the names of all who have participated over the past decades — it would be a very big party (but lots of fun) and a very long list of names (not quite so much fun). Many of you worked behind the scenes and we never met. Your contributions were always important and appreciated. You have all helped make this a better book.

Over the years I have been fortunate to make friends both at Pearson Canada and Sage, an advantage of both my long tenure as an author and the continuity of staff in both organizations that have been so important in my life.

The crew at Pearson Canada is always a large one. This year is no exception. Keara Emmett, Executive Product Manager, who led the team again, negotiated the contracts with Sage and liaised with sales representatives and instructors whose questions provide important feedback. Alanna Ferguson managed my submissions of corrected pages and ensured ongoing access to my Pearson account for communication with my editors. Tiffany Palmer, Content Producer, Susan Johnson, Senior Content Producer, worked tirelessly to modify the text's web portal again to ensure reliable student access. Other instrumental people at Pearson include Madhu Ranadive, Senior Content Manager; Bogdan Kosenko, Manager, Content Producer; and Steve Lee, Manager, Rights & Permissions.

Leanne Rancourt, as developmental editor, copy editor and production editor, is the team coordinator. I have depended on you for many years, knowing that I can trust you in each of your roles. Working with you has been a pleasure. Susan Bindernagel, who carefully proofread the entire manuscript, provided an independent look at the text. Thanks also to Betty Young, who has revised the instructor supplements for many editions of this title.

This page would not be complete without another special nod to the many instructors who have trusted me and my work. It is a pleasure to say thank you to you as well.

On a more personal level, I am thankful for many things — friends and family that keep me grounded. The opportunity to work together with Dee, my late husband and co-author, on earlier editions was one few people have and provides happy memories. And this spring I watched the leaves from my new home.

Farewell, and thank you everyone.

Mary Purbhoo

Part 1

Getting Started

Getting Started: Introduction to Sage 50

OBJECTIVES

After completing this chapter, you should be able to

- ***download*** and ***install*** data and supplementary files
- ***start*** the Sage 50 program
- ***open*** a working copy to access the data files for a business
- ***restore*** backup files to access data files for a business
- ***understand*** the help feature in Sage 50
- ***save*** your work
- ***back up*** your data files
- ***finish*** your session
- ***change*** default date format settings

GETTING STARTED

WARNING!
You will be unable to open the data files with Sage 50 Accounting 2023 or earlier releases of Sage 50 Accounting.

All data files for the chapters in this text can be downloaded from the website for the text <www.pearsoncanada.ca/purbhoo2024>.

NOTES
The instructions in this chapter for starting the program and copying files refer to Windows 10 or Windows 11 procedures. If you are using a different version of Windows, please refer to Sage 50 and Windows Help for assistance.

Sage 50 works best when you keep your Internet connection open.

Data Files and Abbreviations

The applications in this workbook were prepared using Windows 10 and Windows 11, and the Sage 50 Premium Accounting and Sage 50 Pro Accounting (Release 2024.0) software packages produced by Sage. You will be unable to open the data files with any version or release of Sage 50 Accounting earlier than 2024, Release 0. Do not install updates for the Sage 50 program while working through this text. Later releases and versions of the software use later income tax tables and may have changes in screens or keystrokes. If you have a version other than Release 2024.0, you can download and install the Sage 50 Premium Accounting – Student Version program to work through the applications. Refer to Appendix A.

The instructions in this workbook have been written for a stand-alone PC with Internet access, a hard drive and Windows correctly installed. Your printer(s) should be installed and accessible through the Windows program. Refer to Help for the corresponding programs for assistance.

This workbook reflects the author's approach to working with Sage 50. There are alternative approaches to setting up company accounts and working with the software. Refer to Sage 50 and Windows Help for further details.

DATA APPLICATION FILE NAMES AND LOCATIONS (All folders and files are located in C:\SageData24\)

Company	Full File Installation	Backup File Installation	Chapter
Getting Started	START\START.SAI	START1.CAB	1
Binh's Bins	BINS\BINS.SAI	BINS1.CAB	3
Love It Again	TEMPLATE\SKELETON.SAI plus user setup	SKELETON1.CAB plus user setup	4
Groen Fields	FIELDS\FIELDS.SAI	FIELDS1.CAB	5
Phoebe's Photo Studio	PHOTO\PHOTO.SAI	PHOTO1.CAB	6
Air Care Services	user setup required	user setup required	7
Helena's Academy	HELENA\HELENA.SAI	HELENA1.CAB	8
Northern Lights	NORTHERN\NORTHERN.SAI plus user setup	NORTHERN1.CAB plus user setup	9
Kara's Kitchens	KITCHENS\KITCHENS.SAI	KITCHENS1.CAB	10
Peace of Mind Property Mgt	PROPERTY\PROPERTY.SAI	PROPERTY1.CAB	11
Maple Leaf Rags	MAPLE\MAPLE.SAI	MAPLE1.CAB	12
Shady Corners	SHADE\SHADE.SAI	SHADE1.CAB	13
Sound, Inc.	SOUND\SOUND.SAI	SOUND1.CAB	14
Tesses Tresses	TESS\TESS.SAI	TESS1.CAB	15
VeloCity	user setup required	user setup required	16
Stratford Country Inn	user setup required	user setup required	17
Ryder's Routes (Prem.)	RYDER\RYDER.SAI	RYDER1.CAB	18
Able & Associates Inc. (Prem.)	ABLE\ABLE.SAI	ABLE1.CAB	19
Phoebe's Photo Studio (Cash-Basis)	CASH\PHOTO-CASH.SAI	CASH1.CAB	Appendix H

The applications increase in complexity. Each one introduces new ledgers, setups or features as indicated in the following chart:

DATA APPLICATION	LEDGER USED						OTHER
	GL	AP	AR	PAY	INV	DIV	
Binh's Bins	*						
Love It Again	*						2
Groen Fields	*	*					
Phoebe's Photo Studio	*	*	*				3
Air Care Services	*	*	*				2, 3
Helena's Academy	*	*	*	*			
Northern Lights	*	*	*	*			2
Kara's Kitchens	*	*	*	*	*		3
Peace of Mind Property Mgt	*	*	*				
Maple Leaf Rags	*	*	*				3, 4, 7
Shady Corners	*	*	*	*	*	*	3, 4, 7, 9
Sound, Inc.	*	*	*	*	*		3, 5, 7
Tesses Tresses	*	*	*		*		6
VeloCity	*	*	*	*	*		2, 3, 4, 7
Stratford Country Inn	*	*	*	*	*		1, 3, 7, 8
Ryder's Routes	*	*	*	*	*		PREMIUM 1
Able & Associates Inc.	*	*	*	*	*		PREMIUM 2
Phoebe's Photo Studios (Appendix H)	*	*	*				10

LEDGERS

GL = General Ledger
AP = Accounts Payable
AR = Accounts Receivable
PAY = Payroll
INV = Inventory
DIV = Division or Project Allocations

Other:

1 All realistic source documents (most chapters have some realistic source documents)
2 Setup application with keystrokes
3 Credit cards
4 Internet links
5 Budgeting
6 Account reconciliation
7 Foreign currency transactions
8 Setup application without keystrokes
9 Electronic payments
10 Cash-basis accounting

PREMIUM 1 Time & Billing; Build from Bill of Materials; Inventory locations (Premium version only)
PREMIUM 2 Departmental Accounting (Premium version only)

NOTES

Applications in Chapters 1 through 17 can be completed with both the Pro and the Premium versions. For the applications in Chapters 18 and 19, you must use the Premium version.

Data files for the applications in Chapters 4, 7, 9, 16 and 17 – the setup chapters – are not set up in advance. You must complete these setups on your own.

In addition to these data files, the website has data files for cash-basis accounting in Appendix H (CASH folder or CASH1.CAB backup file), a backup file for Chapter 12 (ACCOUNTANT folder) for importing entries from an accountant and a backup file for online banking in Appendix I (VELOBANK1.CAB in the BANK folder). Appendices H and I are on the website.

PRO VERSION

The Pro version data set does not include files for chapters 18 and 19, or for online banking (Appendix I).

The Sage 50 Program

Sage 50 is an integrated accounting program suitable for small and medium-sized businesses. It includes several ledgers and journals that work together so that data entered in one part of the program will be linked to and available in other parts of the program. Ledgers are automatically updated from journal entries, and reports always include the most recent transactions and ledger changes. A business can use one or more accounting modules: General, Payables, Receivables, Payroll, Inventory, Project and, for the Premium and Quantum versions, Time & Billing. There is no need to set up unused modules and features, and they can be hidden from view. A more complete description of the program and its features is presented in Chapter 16, pages 629–630.

Sage 50 Program Components

NOTES
For assistance with installing the Sage 50 program, refer to Appendix A.

NOTES
You can access the Sample Data file from the Sage 50 Welcome Select Company screen shown on page 10.

When you select the Typical Installation option, several components will be installed:

- **Sage 50 Program**: the program that you will need to perform the accounting transactions for your company.
- **Sample Data**: complete records for a sample company — Universal Construction.
- **Templates**: predefined charts of accounts and settings for a large number of business types.
- **Customizable Forms**: a variety of commonly used business forms.
- **Microsoft 365 Documents**: a variety of Microsoft 365 documents designed for integrated use with Sage 50.
- **Links** to online videos to help you learn how to use the program.
- **Microsoft 365 Integration**: a program link that connects your data with Microsoft 365 if you have Sage 50 and Microsoft subscriptions for this service.

Data Files and Additional Resources

NOTES
Data and other files are located on the website for this text: <www.pearsoncanada.ca/purbhoo2024>.

The website for this text does not require an account, registration or sign in.

Accessing the Website for This Text

NOTES
If you are using this resource as a self-study tool and require further support, please contact Pearson through their website at www.pearson.com.

Start your **Internet connection**. **Open** a **browser page** and **click** the **URL text field**.

Type `www.pearsoncanada.ca/purbhoo2024`

You can also scan the following QR code and then copy the URL from your scanning device to your Windows computer Internet browser:

NOTES
Keystroke instructions that you must use have highlighted text in indented paragraphs, like the ones on this page starting **Start** and **Type**.
The command words are in **bold black** type and the object of the command is in **colour**.
Text you should type or key uses the `Courier font` after the command word **Type**.
Additional key words are also in **colour**.

Press *enter* to open the Home page for the website:

Your website Home page is your portal for accessing the data files, supplementary appendices and the online banking simulation in Appendix I. The eTextbook link connects you to a webpage with links for purchasing the eTextbook.

You cannot open or use the data files on your mobile device if you scanned the QR code because they require the Sage 50 program, but you can download and read the supplementary appendices on your mobile device if you have Acrobat Reader.

Downloading and Installing the Data Files

Before you begin the applications, you must download the data to your hard drive.

The website has full Sage 50 data files and Sage 50 backup files for Premium users; Pro version files are provided only in Sage 50 backup format. All files on the website are compressed .ZIP files that must first be extracted. The full data files are large and will take longer to extract.

Each version of the data set includes a program (Load_Files.BAT) that will move the data from your downloaded location to the SageData24 folder on your hard drive (drive C:), the working location we use throughout the text.

You must work with the correct version of the data. If you are working with the Pro version, install the Pro data files — you cannot open Premium version files. The Premium, Student Premium and Quantum versions all use the Premium version data files.

If you are using the **Pro version**, refer to the Pro Version margin notes throughout the text for the differences between the Pro and Premium versions.

For our example, we will download and extract the full Premium version data set.

NOTES
Appendix I is on the website.

NOTES
For Pro users, we provide only backup files.
We provide only backup files for importing entries from an accountant (ACCOUNTANT folder) in Chapter 12 and for online banking in Appendix I on the website (BANK folder).
None of the data sets have files for the setup chapters.

NOTES
If you are working with the Quantum version, you should install the Premium version files. Your program will automatically upgrade the files to the Quantum version when you open or restore them.

Click the **Data Files link** on the website Home page:

WARNING!
Do not open the file if this is an option. You should save the file first.

Click **Premium Version Full Files** to download Premium_Full.ZIP.

The location of your downloaded file will depend on the settings you have on your computer. In most cases the default is the Downloads folder, so we will use that.

Open **Windows Explorer** and **double-click Downloads** in the navigation pane.

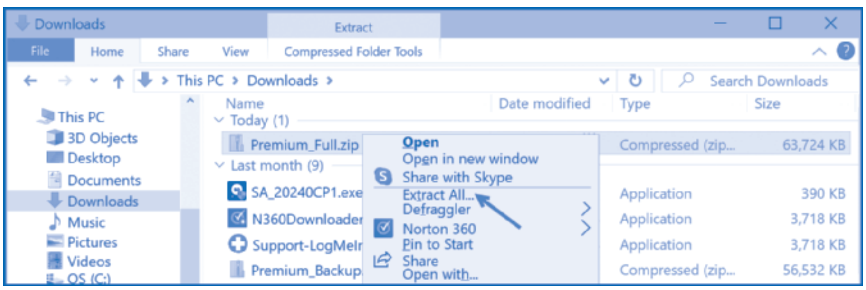
The file you downloaded will be included. You cannot open the ZIP file; you must first extract the contents before you can use them with Sage 50.

Our Downloads folder is organized by date, bringing the Premium_Full.ZIP file to the top of the list. If you do not use file name extensions, you can identify the .ZIP file by its icon  (a folder image with a zipper on it) and its type — Compressed (zipped).

In the icon view, the Premium_Full.ZIP icon  replaces the file name.

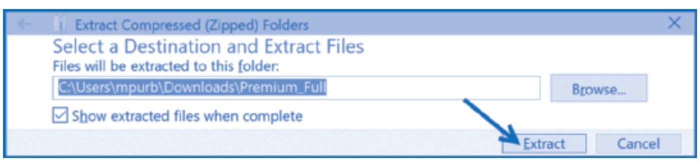
NOTES
Your screens may look different if you have selected different viewing options, such as displaying the folders as icons, details or lists. The viewing options can be changed from the View menu.

Right-click **Premium_Full.ZIP** to display a drop-down list of file options:



NOTES
Windows uses the name "This PC" for the computer, so this term will be used in this text. This name may be customized on your own computer, but we have not done so.

Click **Extract All**:



NOTES
We intentionally use large arrow pointers in our screenshots.

Now you can choose the location for your extracted data files. The default is the same folder you used for the downloaded file, which in our example is the Downloads folder. If you want to use a different location for your data files, refer to page 9.

You should also choose to **Show Extracted Files When Complete**. This option is selected by default.

Click the **Extract button** to continue.

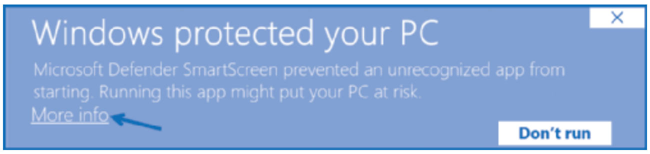
Be patient. Extracting the full version of the data files may take some time. When finished, a new Premium_Full folder will open in your previously selected location — in our case, the Downloads folder:

WARNING!
Unless you need to work with a different location for the data files, we recommend using the Load_Files program to install your data set in the location we use throughout the text.

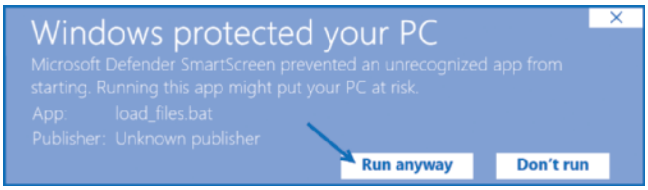
NOTES
If you want to use a different location for your data files, proceed to page 9.

This folder has both the **SageData24 folder** with all our data files and a **Load_Files.BAT program** that will move the SageData24 folder to the location we use throughout this text — C:\SageData24.

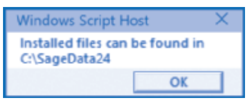
Double-click **Load_Files.BAT**. Windows Defender does not recognize this program (app) and provides a warning:



Click the underlined **More Info link**:



Click **Run Anyway** because you know the program is safe. When all the files have been moved, you get a confirmation:



Click **OK**.

All the data files for the book are now located in the new SageData24 folder in drive C:. We will use the shorthand C: instead of This PC\C:, Local Disk C: or OS C:. We will open files and restore backups from this folder and use it as our working data folder.

NOTES
You will not need to download the data set again to repeat the exercises. The original downloaded file will remain in its original form and location because it is a compressed (.ZIP) file.

You can extract the files again, rename the SageData24 folder to SageData24-2 and then copy this folder to Drive C: or the location of your choice. Do not run the Load_BAT file.

Downloading and Installing Backup Files

The procedures for extracting and moving the files are the same for all data sets. In all cases, the extracted data files will be in a SageData24 folder and you will have a Load_Files program to move this folder to Drive C:.

The **Premium Version Backup Files** option downloads **Premium_Backup.ZIP**. When you unzip this file, you have backup files for all the applications in the text except the setup chapters. When you restore these with Sage 50, the default location will be the same as that for the Full Files installation option. If you are working on a slower computer, we recommend this option — it will take less time to extract the files.

Click Premium Version Backup Files to download Premium_Backup.ZIP.

NOTES
Alternative instructions or commands are given in indented paragraphs without highlighting, like the paragraph beside this note beginning with "Click Premium Version Backup Files..."

Extract the files as instructed on pages 6–7 to create the Premium Backup folder that will include a SageData24 folder and Load_Files program.

Run the Load_Files.BAT program as instructed on this page to move the SageData24 folder to drive C:.

The **Pro Version Backup Files** option will download **Pro_Backup.ZIP**. When you unzip this file, you have backup data files for Chapters 1–15, the applications for Pro users. Pro version files are provided only in backup format.

Click Pro Version Backup Files to download Pro_Backup.ZIP.

Extract the files as instructed on pages 6–7 to create the Pro Backup folder that will include a SageData24 folder and the Load_Files program.

Run the Load_Files.BAT program as instructed on the previous page to move the SageData24 folder to drive C:.

PRO VERSION

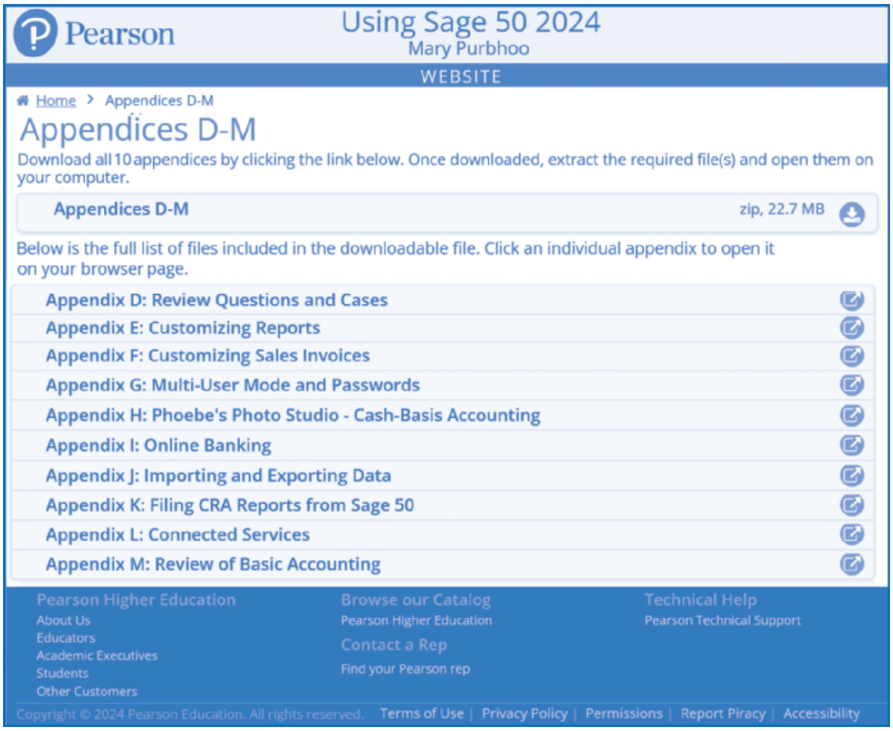
Chapters 18 and 19 are Premium version chapters, so no data files are provided for them.

Chapters 7, 16 and 17 are setup chapters, so no data files are provided for them.

Instructions for restoring backup files begin on page 29.

Supplementary Appendices

Click the **Appendices D-M link** in the navigation pane:



The **supplementary appendices** cover advanced features of the program that should be useful in any workplace. Appendix D has review questions and cases for all chapters. In addition, the following appendices are included:

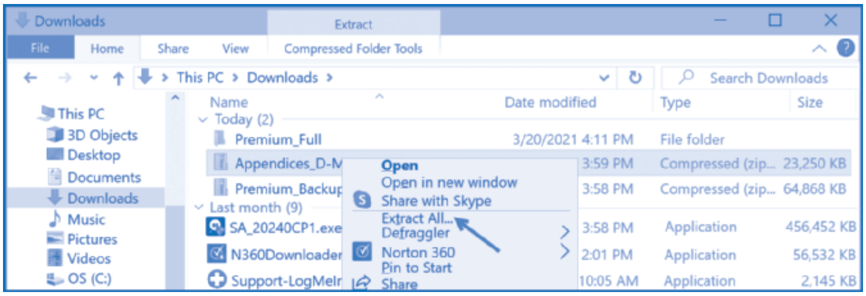
Appendix E: Customizing Reports
Appendix F: Customizing Sales Invoices
Appendix G: Multi-User Mode and Passwords
Appendix H: Phoebe's Photo Studio — Cash-Basis Accounting
Appendix I: Online Banking
Appendix J: Importing and Exporting Data
Appendix K: Filing CRA Reports from Sage 50
Appendix L: Connected Services
Appendix M: Review of Basic Accounting

Click any **Appendix** to open the PDF file in your browser window. You can read the file onscreen or print it.

Click **Appendices D-M** to download all appendices as a compressed file.

Open your **Downloads folder** or the location of your downloaded file.

Right-click the downloaded file, **Appendices D-M.ZIP**, and **choose** **Extract All**:



The extracted folder will include all appendices as PDF files.

Close your **browser page** when finished.

Working with Other File Locations

You can work with the files in a different location. After downloading and extracting files for the version you want (refer to pages 5–8), your Premium_Full (or Premium_Backup or Pro_Backup) folder will have all the SageData24 files.

DO NOT RUN the **Load_Files.BAT program file**.

Instead, you can copy the SageData24 folder with all the data files to the location of your choice, or you can copy the folders for individual chapter applications (e.g., START or BINS), or individual backup files (e.g., START1 or START1.CAB) to another location.

Be sure to copy the entire folder for each data set to include both the .SAJ folder and the .SAI file. These must be kept together for Sage 50 to be able to open the data file.

Although you can work on a removable USB drive in Sage 50 because this is a rewritable medium, working from a hard disk drive is faster and is the preferred method.

NOTES
The paragraph beside this note beginning with "You can work with the files in a different location..." is another example of an alternative instruction.

WARNING!
Each application has many files containing different parts of the accounting information. All files must be contained in the same folder. If any file is missing, you will be unable to access the information. The Load_Files program keeps the necessary files together.

Replacing Individual Chapter Data Sets

If you installed the backup files initially, you can start again without reinstalling the files by restoring the backup. You can choose either to use the default file name and replace your working copy, or enter a different name.

If you started with the full version data files, you can extract the files again.

DO NOT RUN the **Load_Files.BAT program file**.

Open the SageData24 folder and copy the folder for the chapter data files you need to replace in Drive C:, or copy it to a different location. If you change the folder name, for example changing START to START1, you can start the chapter from the beginning and keep the previous copy you worked on. Be careful to copy the complete START folder that includes both the START.SAJ folder and the START.SAI file. You cannot open the data file if these are separated. If you need to download a data set again, we recommend downloading the backup files.

WARNING!
If you are not showing file extensions, you will click START. Verify that this folder has both the START.SAJ folder (with a small folder icon beside the name) and the .SAI file (with a Sage 50 program icon beside the name). These two components must remain together inside the same folder.

Starting Sage 50

PRO VERSION
The desktop shortcut is labelled Sage 50 Pro Accounting Version 2024.

There are several ways to start the program. A Sage 50 shortcut icon was added to your desktop when you installed the program.

Double-click , the Sage 50 program shortcut on your desktop.

Or, **right-click** the **Sage 50 desktop shortcut** to open a pop-up menu.

From this shortcut, you can pin the program to your Windows Start page or taskbar.

Click **Pin To Start** in this pop-up menu. After pinning the program to the Start tablet,

Click the **Windows Start icon** on the taskbar. **Click** the new **Sage 50 Premium Accounting Version 2024** shortcut to start the program.

Or, **right-click** the **Sage 50 desktop shortcut** to open the pop-up menu.

Click **Pin To Taskbar** in Windows 10, or **Show More Options** and **Pin To Taskbar** in Windows 11.

PRO VERSION
From the Search field, your Best Match entry will be Sage 50 Pro Accounting Version 2024.

Click the new **Sage 50 Premium Accounting Version 2024** shortcut on the taskbar to start the program.

Or, **click** the **Search icon** on the taskbar and **click** the **Search field** that opens.

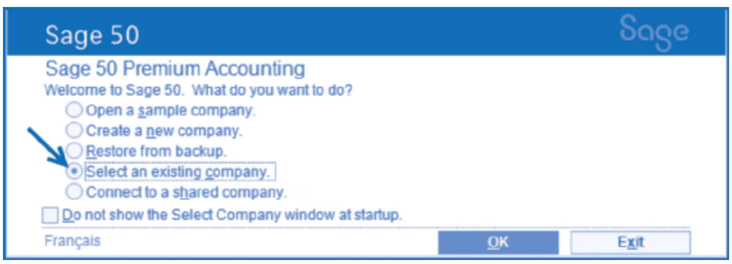
Type `sage 50` in the Search field.

Click the **Sage 50 Premium Accounting Version 2024 App** to proceed.

Each of these methods will open the Sage 50 registration screen the first time you use the program. After you register, you will open the Sage 50 Welcome and Select Company screen:

NOTES
The Select Company window includes the version you are using. This window has Premium added to the program name.

The Select Company window option is located in the View menu (refer to Chapter 4, page 88).



WARNING!
You will be allowed to use the retail version of the program only for a limited time before entering the registration validation codes. In order to use the Payroll features of the program, you must purchase the Payroll service and activate it as well. Refer to Appendix A in this text.

You must register and activate the Student version before you can use it, but you will not need to activate payroll.

Refer to Appendix A for information about registering and activating your program.

If you have not yet registered the program, refer to the boxed notes in Appendix A, page A–3 in the text. Until you register and activate the program, you will be allowed to use the program only for a limited time. The Student version must be activated before you can use it. Refer to Appendix A, pages A-4–A-5 and A–8.

If you are restoring the Premium or the Pro version backup file, refer to page 29 for instructions.

Opening a Data File

NOTES
You cannot open data files from a CD or DVD. You must first copy them to your hard drive.

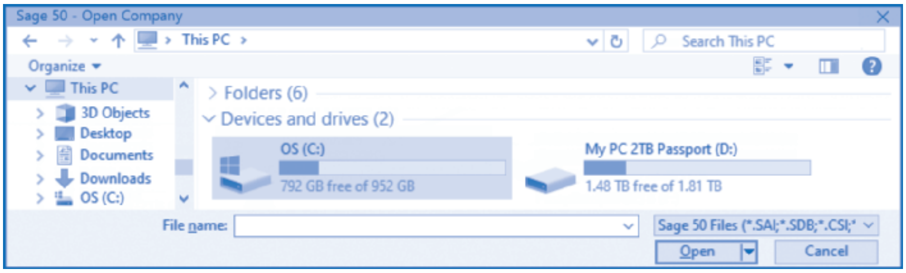
The opening Sage 50 Welcome and Select Company screen gives you several options: working with the sample company files, creating new company files, restoring backup files, working with existing data files on your own computer or connecting to a shared company file — a feature in the Sage 50cloud version. The next time, because we will have worked with the program before, the option to Open The Last Company You

Worked On will be added with the name of the file you used (refer to page 29). This option will bypass the Open Company windows (the next set of screens) and start with the Session Date screen on the page 12.

If you are restoring backup files, refer to the instructions starting on page 29.

Click **Select An Existing Company**. **Click OK**.

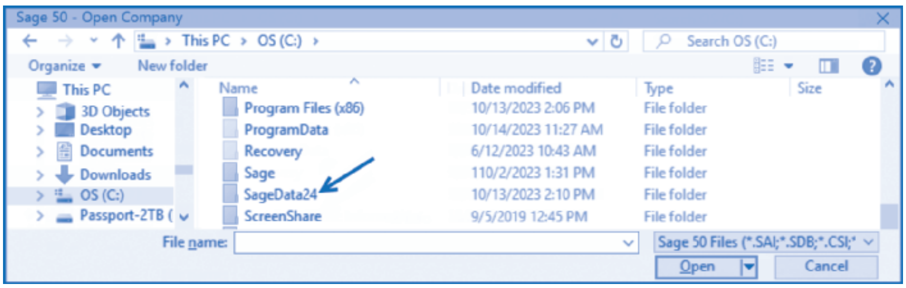
The Sage 50 – Open Company window appears next. Our screen uses the Tiles view:



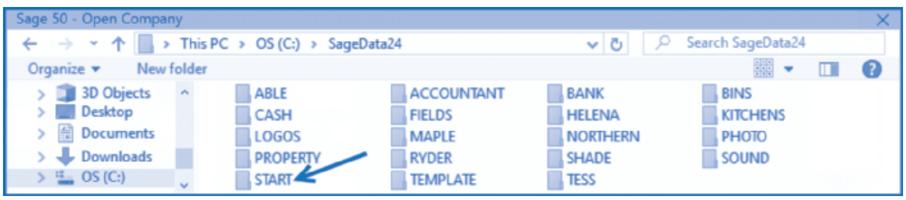
The initial path will be for the file you used most recently, and it will be selected for you to accept or to change. If this is the first time you are opening a data file, your path will be determined by your program and system settings. Therefore, the folder on your screen may be different from ours.

Click **This PC** in the left pane list or in the file path field on top to open the screen at the previous screen on this page.

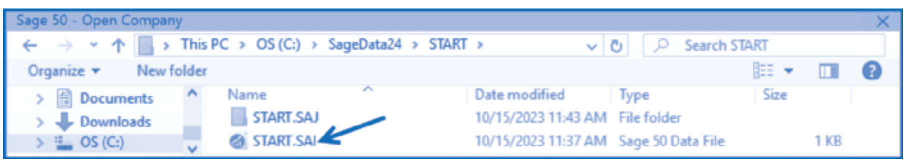
Double-click **OS (C:)** or **Local Disk (C:)** or the name for the local hard drive C: on your computer to list the folders on this drive. Our next screen uses the Details view for the folders:



Click **SageData24**. (Click the SageData24 folder icon  if your viewing mode is icons.) Then **click Open** for the files you installed from the website. We use the List view for folders in the next screen:



Click **START** (or its folder icon ) and then **click Open**:



NOTES

Remember your screens may look different if you have selected different viewing options.

NOTES

The path for the most recently used company file will be used initially. Therefore, we cannot be certain what your screen will have in the path field. Our instructions should direct you to the data files from any location.

We provide the complete path and extensions for files. These are folder options in Windows.

NOTES

We use the default location for the data files – SageData24 – the one created from running the Load_Files program. If you installed the files to a different location, choose the drive and location for your setup.

NOTES

Showing the complete file path as we do is a Windows option. The open folder is named in the Search field.

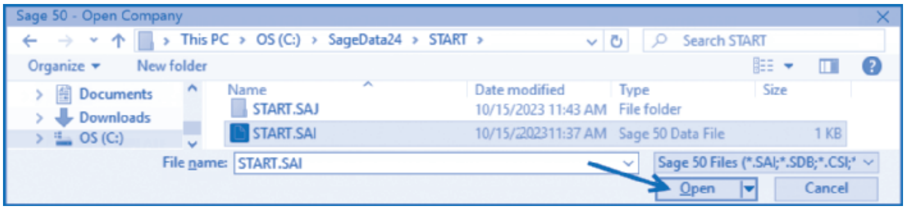
The files and folders in List view may be arranged in alphabetic order vertically or horizontally.

PRO VERSION

You will have folders only for ACCOUNTANT and LOGOS. All data files are available as backup files. Refer to page 29 for instructions on restoring backup files.

You can gain access to the company records only from the ***.SAI** file. Sage 50 recognizes this file extension as a Sage 50 format. The remaining data files for the company are in the .SAJ folder. Both the .SAI file and the .SAJ folder that are part of the data set must be located in the same folder. The complete data path [This PC>OS(C:)> SageData24>START] is added to the path field near the top of the screen. START is now the folder named in the Search field.

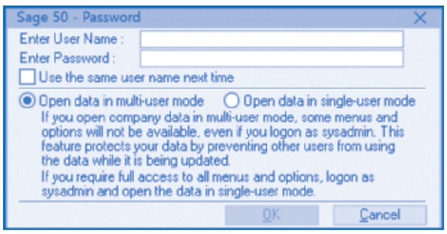
Click **START** (or the START icon) or click **START.SAI** (if you show file extensions) to select it and add it to the File Name field:



Click **Open** to open the session date screen:

Click **OK** to accept the date and open the Home window. The session date is explained in Chapter 3.

When passwords have been set up for the file, you will open the password entry screen before the session date window:



Ask your instructor or site administrator for the name and password to use. Enter your user name and password. Open the file in Single-User Mode. Click OK to open the session date screen. Refer to Chapter 16, page 694, and Appendix G on the website for more information about passwords.

If you get a message that the data has been updated to a new file format, your program may be an earlier version than 2024, Release 0, and you will be unable to open the data file. You can install the 2024 Student version to work with this text.

WARNING!
Remember that if you are not showing file extensions, you will click START. Do not click the START.SAJ folder. The folder has a small folder icon beside the name . The .SAI file you need has a Sage 50 program icon beside the name .

NOTES
The session date is explained in Chapter 3, where you will also learn how to change the session date.
The session date drop-down list includes the current session date, the start and end of the fiscal period and the start of the next fiscal period. The list for any date field includes the dates commonly selected.

NOTES
We have not set passwords for any data files in this text, but your site administrator for the network may have done so.

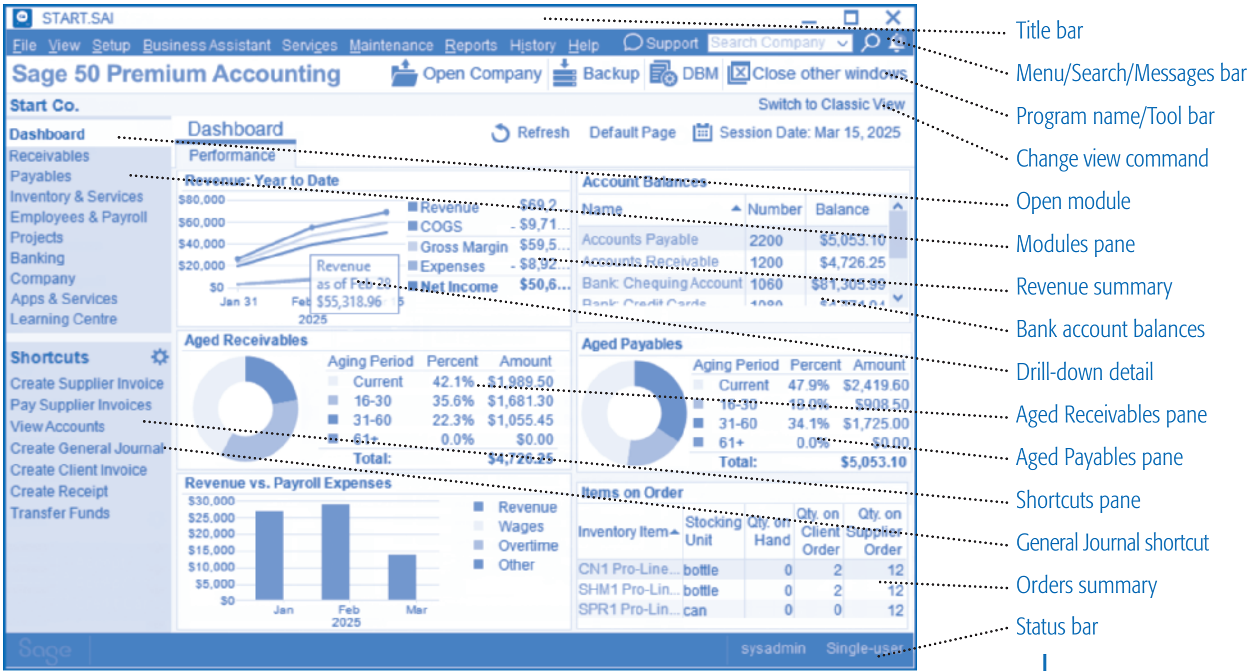
PRO VERSION
You may get an additional message about upgrading to the Premium version of Sage 50. Choose Do Not Show Me Again.

Sage 50 Dashboard

The main Sage 50 Dashboard Home window on the following page should now be open.

The **title bar** is at the top of the Home window, and it contains the file name, START.SAI (or START); the Control Menu icon on the left-hand side; and the size and close buttons on the right-hand side. The **main menu bar** with the **Support** and **Search** functions on the right-hand side comes next. The Search field enables you to look up information in any journal or ledger, but support requires a service plan.

The **Message icon** is located beside the Search and Support fields.

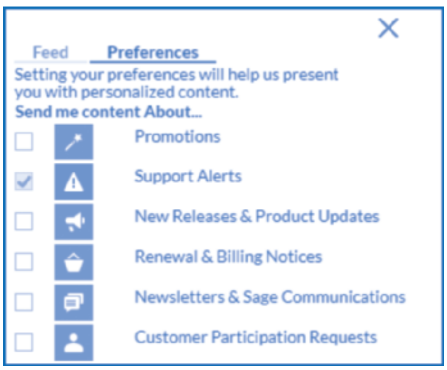


If you have messages from Sage for your account, the icon has a number on it . You can access your messages from any Home window.

Connect to the Internet and click the icon to access your messages. The messages window has two tabs. The **Feed** tab with messages opens initially:

You can display all messages, the initial default, or only the ones that are unread. Clicking **View All** will change your selection and list only unread messages.

Click the **Preferences** tab to open a list of notifications:



You can choose to view or hide these notifications. In the files for this text, we have turned off all notifications except Support Alerts, which cannot be turned off.

Click to close the messages window.

The line with the program name, Sage 50 Premium Accounting, and **tool bar** follows. Tool buttons provide quick access to commonly used menu items. Different windows in the program have different buttons on the tool bar. Below the tool bar you will find the company name, Start Co., and the **Switch To Classic View** command (refer to page 17).

PRO VERSION
The program name is Sage 50 Pro Accounting. Purchase replaces Supplier, and Create Sales Invoice replaces Create Client Invoice in the shortcuts pane.

NOTES
Modules with new features may be marked with *.

The **Modules pane** on the left-hand side of the window or navigation pane lists all the modules set up for this company. Apps & Services provides links to additional features available with Sage 50cloud: Remote Data Access, Bankfeeds, Autoentry, Invoice Payments, Sage HR and Cloud Backup. Through an Internet connection, the link to Add-on Services will provide more information about these Sage 50 features.

The Dashboard provides several key performance indicators in the various panes, including both graphic views and tables. Account balances for all bank, credit card, receivable and payable accounts indicate the cash position of the company. The first graph — for Revenue — has revenue, cost of goods sold and other expense information, providing both gross margin income and net income for the fiscal year to date. The Receivables and Payables graphs are pie charts with the totals divided among the different aging periods defined for the business. The proportion of the total that is overdue in each case is immediately apparent. The final two charts on the Dashboard report the relation between payroll expenses and total revenue and the items on order. This particular company has no employees, so the payroll expenses are zero.

Point to the **Revenue line** (the top line in the Revenue summary section) to access the amount details represented in this line.

Point to some **other segments** to expand the details for them.

For all graphs, details for part of a graph will appear in a bubble when you point to that part, as in the screen on the page 13 with the detail for revenue as of February 28. Clicking any part of a graph will open the detailed Sage 50 report for that information.

Sage 50 reports are covered further in later chapters for each module.

Click **Apps & Services** in the Modules pane on the left-hand side to access the additional features of the subscription-based Sage 50cloud program.

The **Learning Centre** is described with other Help options starting on page 18.

Click **Receivables** in the Modules pane.

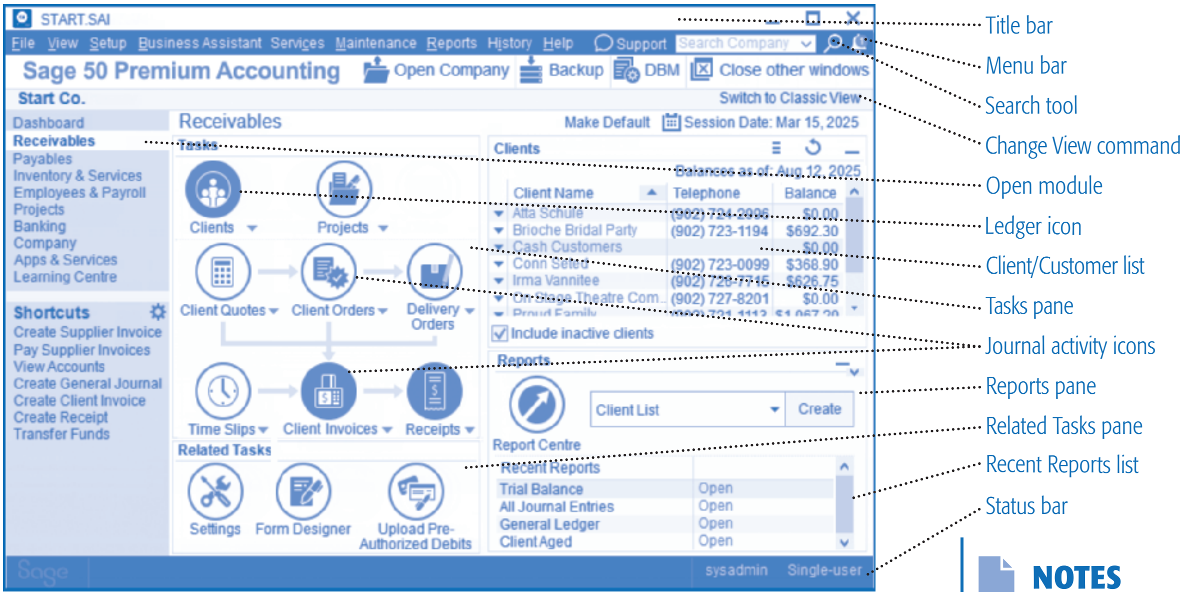
Sage 50 Module Window (Enhanced View)

The Receivables module window on the following page is usually the default Home window.

The module Home window is divided into several panes. The **Modules pane** lists all the modules available for this company data set. The open module — Receivables in this illustration — has a lighter background. The Receivables module is the default Home window for most of our chapters, but you can choose any module as the Home window. The contents of the Modules pane remain the same for all Home windows.

Below the list of modules, the **Shortcuts pane** allows one-click access to different tasks and activities that users set up or customize — each user can create up to 25 shortcuts.

The next column has all the icons you need to complete the activities for the module. The **upper Tasks pane** has the **ledger icons** for creating and modifying customer records from the Clients (Customers) window and Project records in the Projects window. The **lower Tasks pane** has the icons for **journal activities** or **transactions**. Activities for the module are represented by separate icons. Use these icons to enter the accounting transactions in this text. To access a function or activity, click the related icon to open the journal or ledger directly for that type of transaction.



In the Premium version, the icon labels change to suit the type of company. For the service company illustrated here, the ledger icon is labelled Clients.

Many ledger and journal icons have a **shortcuts drop-down list arrow**. Clicking an entry in an icon shortcuts list will access the activity directly and bypass the main task window. For example, you can begin adjusting an invoice to make a correction if an entry was posted in error, bypassing the first step of opening the journal.

Click the **shortcuts drop-down list arrow for Client Invoices** and then **click** the **Invoice list arrow** to open a secondary drop-down list:

Click some **other shortcuts list arrows** for the different options.

Below the ledger and journal icons, you will find the **Related Tasks pane**. From the icons in this pane, you can perform other ledger-related activities, such as entering settings for the open ledger or creating customized forms.

The right-hand column also has three panes. The first has a **list of ledger accounts** for the selected module. For the Receivables module, the list has clients or customers with the phone number and outstanding balance. The Payables module window will have the list of suppliers or vendors. You can hide the phone and account balance details.

Below the list of customers or clients, the **Reports pane** allows direct access to all reports for the ledger from the **Reports drop-down list** and to the **Report Centre**, from which you can access all reports. Reports that you displayed most recently are listed in the **Recent Reports** section. Clicking a report in the Recent Reports list will open it with the report options you selected most recently.

The **status bar** appears last. In the Enhanced View, the status bar includes the user's name and user mode (single- or multi-user).

To work with another module, click the module you want in the Modules pane list.

NOTES

Client account balances in the Client list are as of August 12. This date is later than the session date of March 15, indicating that there are postdated transactions.

PRO VERSION

Click the Sales Invoices shortcuts list arrow. Credit and Debit notes are not available.

PRO VERSION

Customers will replace the Clients label for the ledger icon and list. Sales replaces Client for Invoices, Orders and Quotes. Purchase will replace Supplier in the shortcuts pane list.

You will not have icons for Delivery Orders or Time Slips and the Status bar in the single-user program does not include user mode.

NOTES

Appendix B has the alternative terms used in Sage 50 for different types of industries.

NOTES

Many Sage 50 windows include a Home window tool that brings the default Home window to the front without closing the other windows.

We used Windows 10 to illustrate this desktop. If you have a different version of Windows or use different Windows settings, your desktop may look different.

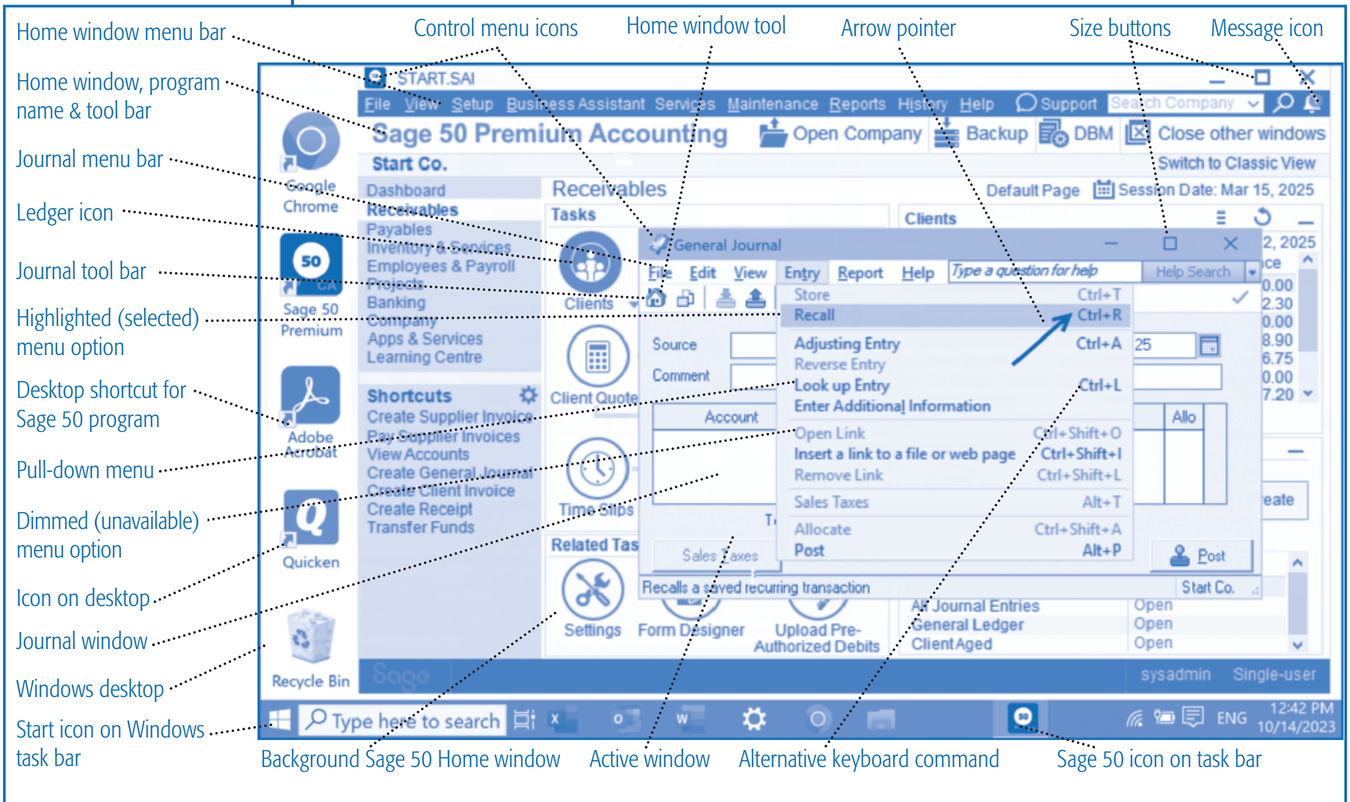
Sage 50 on the Windows Desktop

Click **Make Default** between Receivables and Session Date in the module heading. (Click Receivables in the Modules pane list first if necessary.)

Now each time you open this data file, the Receivables module will be the starting point — **Default Page** has replaced Make Default.

Click **Create General Journal** in the Shortcuts pane list. This will open the General Journal with the Receivables Home window in the background.

Click the **Entry menu**. Our next screen has these settings with the desktop in the background:



NOTES

In all Home windows, the status bar explains the purpose of menu bar entries you point to. In other windows, the status bar describes the purpose of the icon or field that has the pointer. In the screenshot on this page, the General Journal window has Recalls A Saved Recurring Transaction in the status bar because the mouse is pointing to Recall in the pull-down menu.

When you click or point to the Sage 50 icon on the Windows task bar, you see the two pop-ups for the windows you currently have open — the Sage 50 Home window and the General Journal:

Clicking the pop-up makes it the active window.

Click [X] to close the Journal window and return to the Home window.

Click **Employees & Payroll** in the Modules pane.

This module now becomes the Home window, but it is not the default. Its icons for ledger and journal activities are displayed. The ledger icon is now labelled Employees:

In this module, the **open history** symbol  (a backward curved arrow on the Employees icon) informs us that the Payroll Ledger is not set up — the history is not finished. When ledgers are not finished (in **history mode**), you can add and change historical data. When you create new company data files, all ledgers have this symbol.

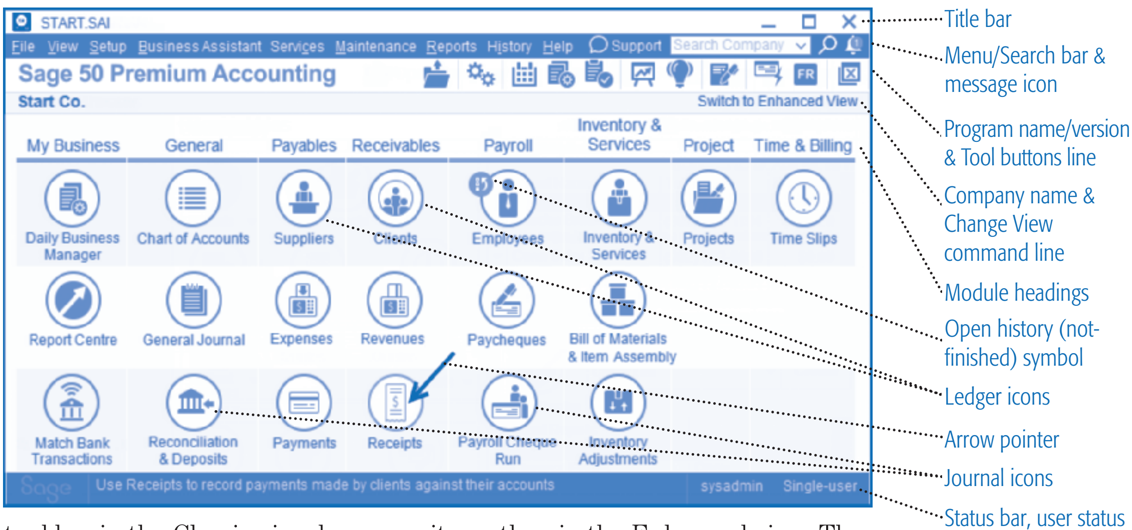
Your Binh's Bins Home window (in Chapter 3) will be the Company Module with access only to the General Ledger and journals — Chart of Accounts and General Journal. Icons for unused features and ledgers that are not set up will be hidden.

Open and **close** some **other module windows** to access their task icons.

Sage 50 Classic View Home Window

Throughout this text, we will work from the Enhanced view Home window. However, we provide alternate instructions for using the Classic view in the Classic View margin notes.

Click **Switch To Classic View** to change the Home window:



The tool bar in the Classic view has more items than in the Enhanced view. The **ledger** or module names come next with their respective icons filling up the major part of the window. The ledger icons in the top row are below the ledger or module name, and the **journal icons** are under their respective ledgers in the last two icon rows of the window. All journals and ledgers can be accessed from the icons in this single Classic view Home window. Below the journal icons we have the **status bar**. In this example, the status bar describes the purpose of the Receipts Journal because the pointer is on the Receipts icon. There are no icons for Related Tasks.

The icons in the **My Business tab column** provide access to the Daily Business Manager (covered in Chapter 11), Report Centre, bank account reconciliation and bank deposits (covered in Chapter 15) and bank reconciliation from the Match Bank Transactions icon (covered in Appendix I on the website).

Hold the mouse pointer on a tool button to add a pop-up with the tool's name or function and its keyboard shortcut if there is one. Point to an icon to open its description or function in the status bar at the bottom of the window.

Click **Switch To Enhanced View** to change back to the Receivables window.

CLASSIC VIEW
In the Classic view, Related Tasks can be accessed from menus or tool bar icons.

Sage 50 Help Features

STUDENT VERSION
Student version users may also obtain assistance by joining the student forum and posting questions online at <sagecity.com/us/sage_students>.
Refer to Appendix A, page A–9, for more information about the student forum. The student forum also posts job opportunities.

Sage 50 provides program assistance in several different ways. You can display or print Help information on many topics. General accounting information, advice topics and Sage 50 software assistance are included.

The most immediate form of help comes from the **status bar** at the bottom of many program windows. It offers a one-line description of the icon or field that the mouse is pointing to. As you move the mouse around the screen, the status bar information changes accordingly. The message in the status bar is connected to the mouse position only. This may not be the same as the position of the cursor or insertion point, which is located wherever the mouse was when you last clicked the mouse button.

Many settings or options windows include a **Help button** that offers help for the procedure you are using, that is, context-sensitive help.

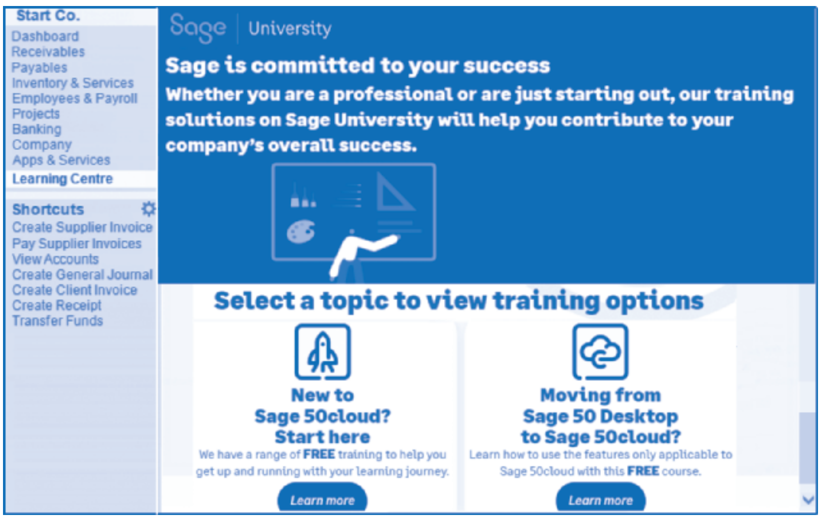
The Learning Centre

NOTES
Access to the Learning Centre resources and tutorials requires an Internet connection and a Sage University account.
The Help menu may be used with or without Internet.

The Learning Centre screen connects to Sage University, which offers a variety of learning options. An Internet connection is required.

Start your **Internet connection**.

Click **Learning Centre** in the Modules pane:



Scrolling down provides the complete list of courses — including free tutorials and training courses that you pay for. Some of these online courses are live and some are self-study.

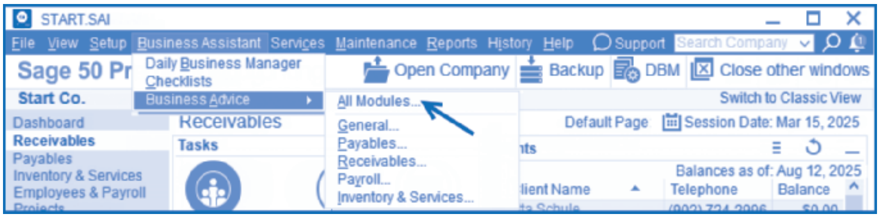
Click **Receivables** in the Modules pane to return to this Home window.

Sage 50 Advice

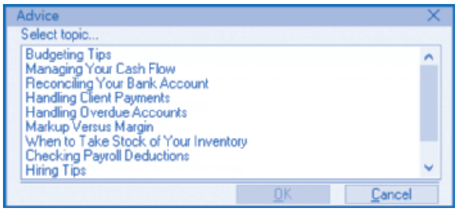
CLASSIC VIEW
In the Classic view, you can click the Advice tool .

Sage 50 also includes **Advice** on a number of topics.

Choose the **Business Assistant menu**, then **click** **Business Advice** and **All Modules**:



A list of topics opens:

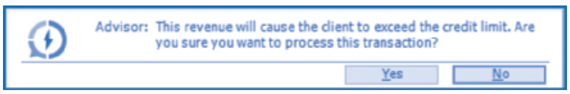


These topics provide general business information or accounting practices.

Click the **topic** you want and then **click OK**. **Close** the **advice report windows** when finished.

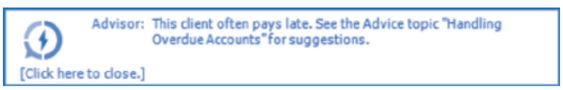
A final source of general assistance is available as **automatic advice**. Although this feature can be turned off from the Setup menu — User Preferences, View options, in the Home window (refer to pages 85–87) — if it is not needed, we strongly recommend leaving it on. When it is turned on, Sage 50 will provide important warning statements.

For example, for a customer who has exceeded the credit limit, the related Advisor warning will open:



To proceed, you must make a decision in order to close the advice screen. In this case, you can click Yes to proceed with the sale or No to return to the invoice and make a change (perhaps by asking for a deposit).

When you choose a customer with a history of making late payments (Irma Vannitee in this data file), the Advisor provides that information:



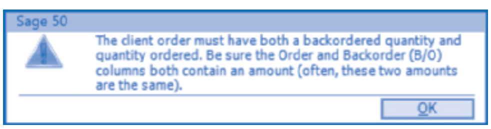
This message serves as a warning but does not allow you to make a decision before posting or prevent you from posting the transaction.

To close this message, click the Advisor icon as indicated [Click Here To Close]. You will return to the Sales Journal that is open in the background. You can then choose whether to proceed with the sale.

The program also advises when year-end is approaching and it is time to complete year-end adjustments, when your chequing account is overdrawn or when inventory items reach the reorder point.

Sage 50 Messages

Sage 50 provides a number of different messages when you are working with the program. Some messages serve as warnings that you have made an error:



PRO VERSION

Remember that the term Customers replaces Clients.

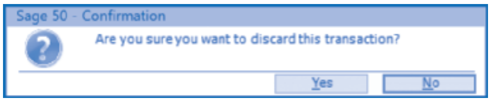
NOTES

If you try to post a pay-later sale (client invoice) for $10 000 to any of the clients in the Receivables module window on page 15, you will get the message about credit limits.

If you try to enter a sale to Irma Vannitee, one of the clients listed on page 15, you will get the message about the client who pays late. This message does not prevent the sale. Instead, you will return to the Sales Journal that is open in the background where you can decide how to proceed.

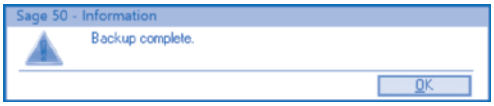
In this case, click OK to return to your previous screen and make the necessary corrections.

Sage 50 also asks you to confirm decisions that cannot be reversed:



For these situations, click Yes to confirm your action and proceed, or click No to return to the previous screen without making the change.

Finally, Sage 50 informs you when a requested action has been completed:

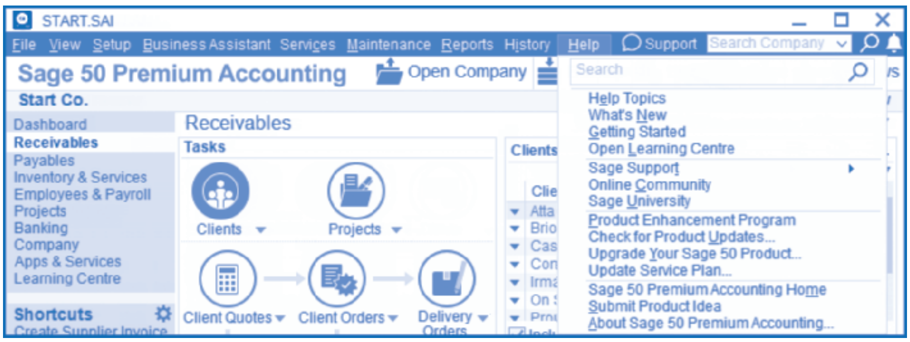


Click OK to continue — the completed step cannot be reversed.

The Help Menu

You can also use the program's built-in Help with or without Internet access. Many of the steps and results will be the same.

Click the **Help menu** in the Home window:



NOTES
The update and upgrade options include updating to a later release, upgrading from Pro to Premium or Quantum versions or adding service plans.

The Home window Help menu includes access to the online community for help, to the Learning Centre and its tutorials and to product updates and support resources (such as accessing the knowledge base or chatting with a Sage representative). These all require Internet access and the corresponding Sage service plan. In addition, without Internet access, you can get a description of new features and access to Getting Started (part of Help information) and find the version number and serial number for your program (About Sage 50 Premium Accounting). The Support Info button on the About Sage 50 screen (from the Help menu) has your complete registration details. The option to **modify your update settings**, that is, to turn off or on automatic updates, is also located here.

If your Internet connection is active, you will have access to online help information. Much of the Help information is automatically installed with your Sage 50 program when you choose a typical installation and does not require an Internet connection.

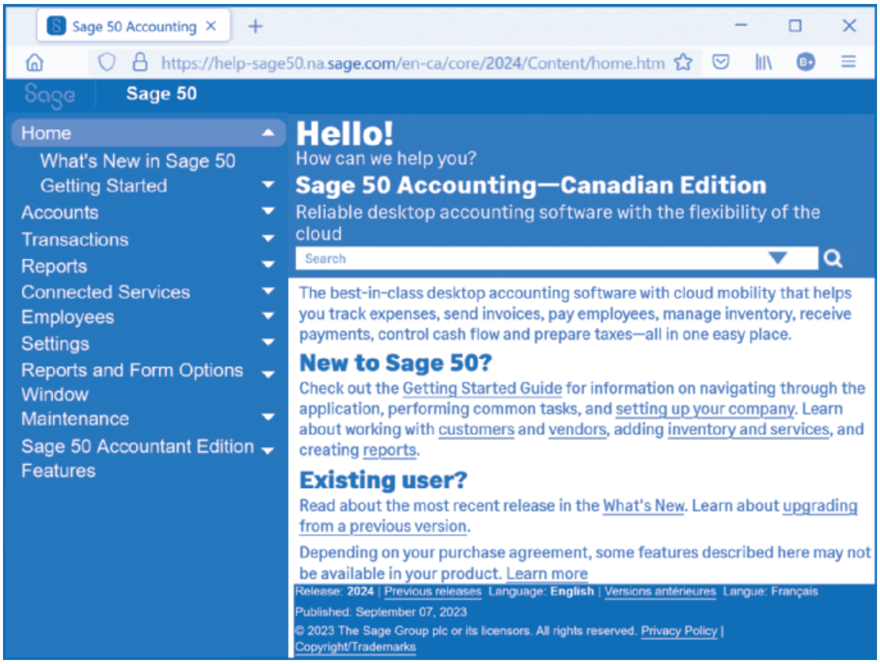
The Help menu **Search field** has two parts: a text field for entering the term you want to look up and a Search icon that opens a starting Help information page.

NOTES
The Search function in the Home window Menu bar begins a search for information within your data file, such as finding a record or transaction.

Navigating Online Help

Start your **Internet connection**.

Choose the **Help menu** and **click Help Topics** or **click** the **Search icon** in the **Help menu Search field**:

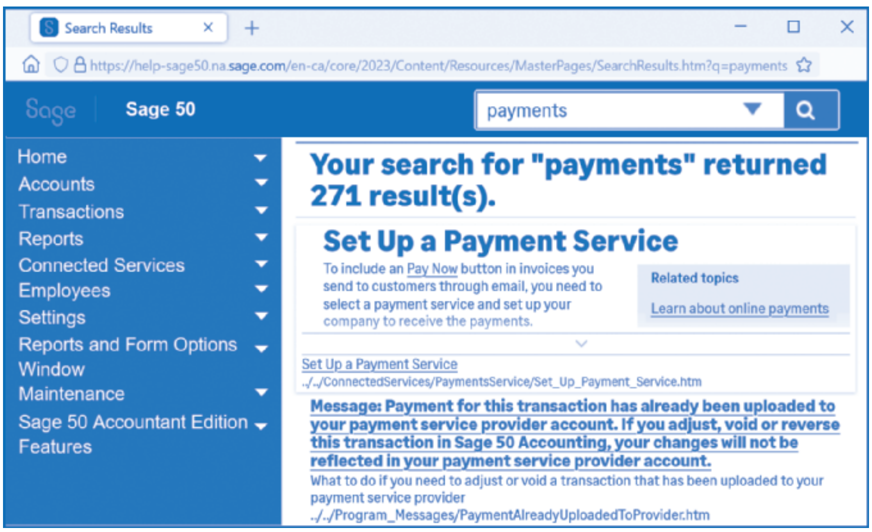


The initial Help window lists a number of general areas in Sage 50 for which you can get online information by clicking a topic. Information about these topics requires an Internet connection.

The **Search field** near the top of the screen Search has three parts: a **text field** Search for entering the term you want to look up, an **arrow** that opens a list of subtopics and permits you to narrow the initial search area within Sage 50, and the **Search icon** that begins the search.

Click the **menu icon** beside Sage to add the navigation pane we include.

Click the **Search text field** and **type** `payments` **Press** *enter* or **click** the Search icon :



The information pane now has topics from the entire Sage 50 program that contain some information about payments — the term you entered. You can scroll through these entries to find the ones that are relevant, or you can narrow your search to reduce the number of results.

NOTES
Remember that webpages are updated frequently, so your screens may be different from the ones we include. The screens included in this text were captured in April 2024.

NOTES
The navigation menu may be added to the right- or left-hand side of the window.

NOTES
Clicking Sage in the heading line will return you to the Home page, the start of the search.
The number of search results may be different because websites are frequently updated.

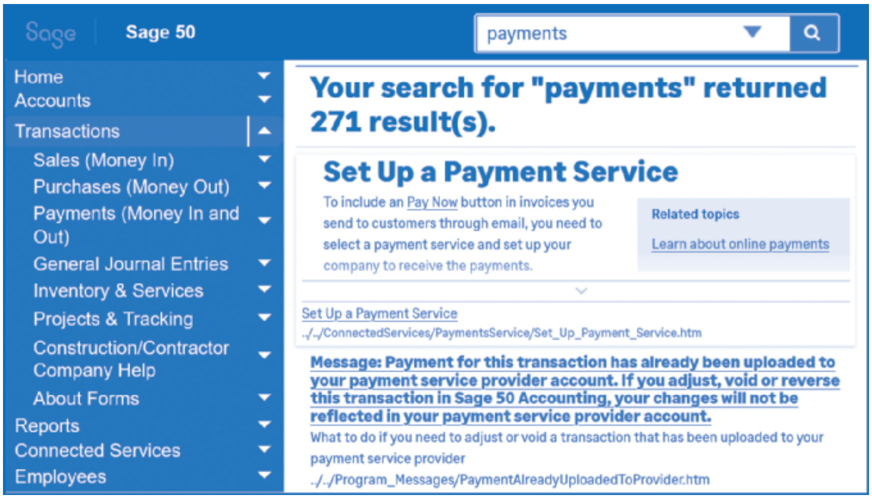
NOTES
Your search results window includes underlined links to related topics in the information pane. These offer a direct link to a topic with a single click.

NOTES
Click the Menu icon first if you need to open the navigation pane.

NOTES
Clicking the beside a topic in the navigation pane will expand the list with subtopics in the navigation pane. Clicking the topic name itself will expand the list and open the same list of subtopics in the information pane.

You can refine the list of search results. For example, you can look for payments that relate to clients (receipts) by clicking the arrow **icon** in the Search field and choosing Sales.

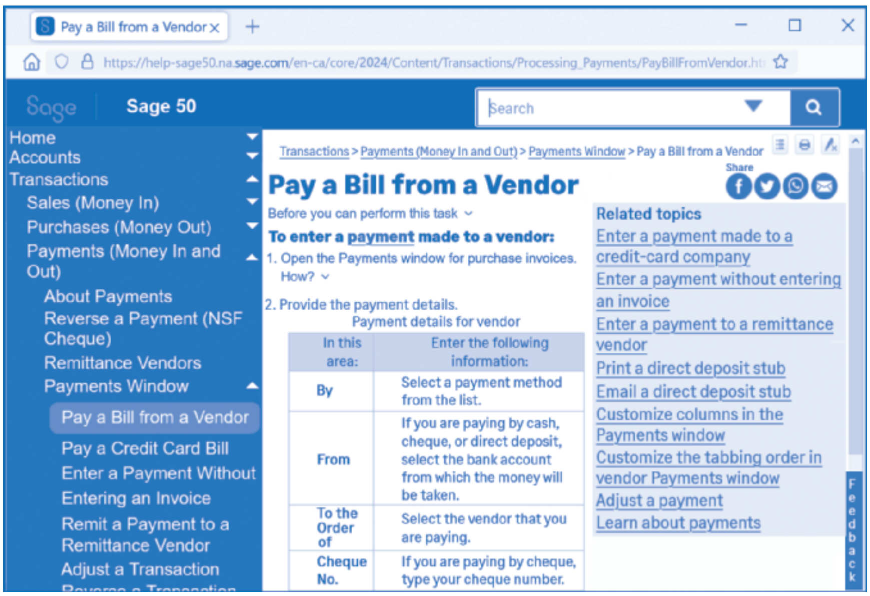
Click the **list arrow** beside **Transactions** in the navigation pane:



The navigation pane now has a list of subtopics for the different types of transactions and reports. The main information window has the content from the previous search, as long as you continue to click the menu list arrows. If you click a topic instead of its arrow, the information pane will change to show the new submenu list.

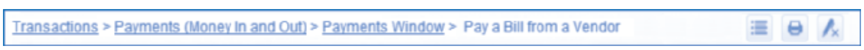
At any time, you can click an item in this new list or in the menu pane to open the next submenu list. The same options will be available.

Click **Payments (Money In And Out)**, then **click** **Payments Window** and **Pay A Bill From A Vendor** in the navigation pane until your information pane has the content you want:



As soon as there are no further subtopics, the information pane will have details about the final topic you selected.

The path you followed is also at the top of the information pane:



Three tools are located on the right-hand side of this path: Expand All topics (expand any topic in the information pane that has the **underlined link**, like the one for

Before You Can Perform This Task, or How), Print the details in the information pane and Remove Highlighting.

Clicking the link will provide additional information on the selected task, feature or question.

Click to **close** the Help window. The next section describes the Help features without Internet access.

Close your **Internet connection** for the next group of instructions.

Navigating Help without Internet

Choose the **Help menu** and **click Help Topics**:

Without an Internet connection, the **Contents tab** is the starting point in the navigation pane on the left and the information pane is on the right, as before. The window includes a tool bar with a set of tool icons: Hide, Back, Forward, Home, Font, Print and Options with additional options in its drop-down menu.

The navigation pane has a list of topics. A **closed book icon** beside a topic in the Contents tab navigation pane indicates that there are subtopics. Initially all are closed.

A **question icon** beside a topic indicates that detailed help is available on that subject. Click a topic or its question icon to display information on that subject in the right-hand side information display pane of the Help window.

Click **Transactions** or click its closed book icon.

Topics in the Contents pane now have both a closed book icon and . Clicking either one will open a list with more book icons (subtopics) or question icons (final topics).

NOTES

Pointing to a tool will open a pop-up label for the tool.

Click the same tool a second time to reverse its action.

NOTES

Clicking the beside a topic in the navigation pane will expand the list with subtopics in the navigation pane. Clicking the topic name itself or its closed book icon will expand the list and open the same list of subtopics in the information pane.

NOTES

If a topic has subtopics, it will have a book icon and you must choose a subtopic with the question icon to display the help information. If there are still multiple entries, there will be an additional book icon and you can choose from the list that Sage 50 offers at this stage.

NOTES

Clicking the [+] beside a topic in the navigation pane will expand the list with subtopics in the navigation pane. Clicking [book icon] or the topic name itself will expand the list and open the same list of subtopics in the information pane.

This step will open another list of subtopics:

The subtopics are listed in the information pane and in the Contents tab pane. You con continue from either list.

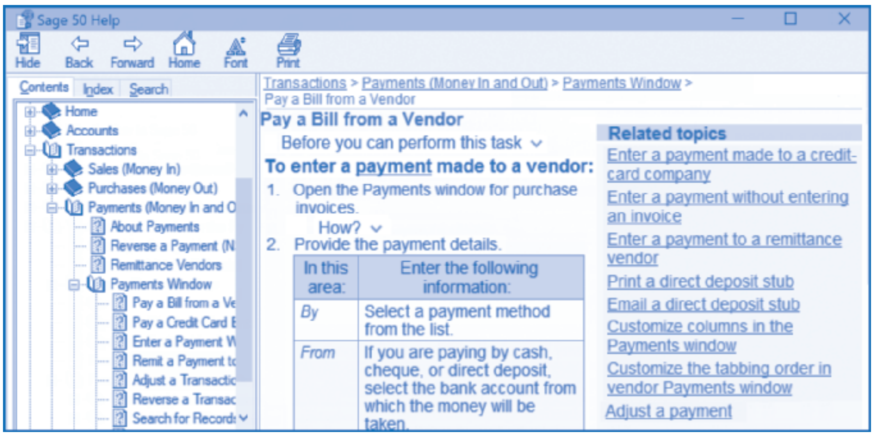
Click **Payments (Money In And Out)** in the information pane or [book icon], its closed book icon, to view the second list of subtopics.

Click **Payments Window** in the information pane or its closed book icon [book icon] to view another list of subtopics. The second list of topics has both **question icons** [?] and book icons. Book icons indicate a further level of subtopics.

Click **Pay A Bill From A Vendor** in the information pane or [?], the question icon beside it, to view the information you want:

NOTES

As usual, pointing to a tool will open a pop-up label for the tool.



NOTES

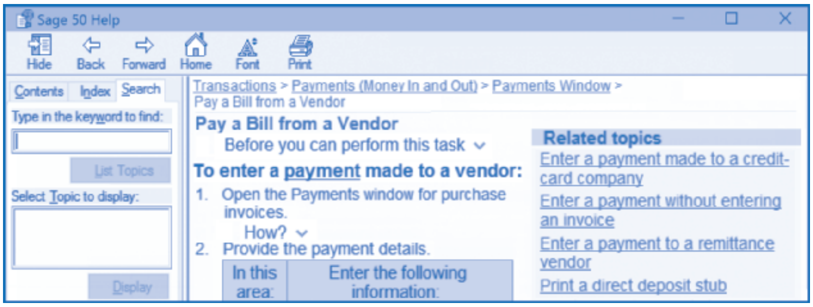
The information pane in the Help window includes a list of related topics. Click one of these topics to open the information on that topic.

At this stage, all topics under the Payments Window open book have the question icon. Because we have selected a specific topic with no more subtopics, the information pane display has changed. It now has the same set of steps obtained earlier from the Internet search for Pay A Bill From A Vendor.

As before, a header line shows the path:

Pointing to highlighted information (like Before You Can Perform This Task or How?) will add an **underlined link**, and clicking this link in the information pane will expand the list of topics related to this task or question.

Click the **Search tab** in the Options pane:

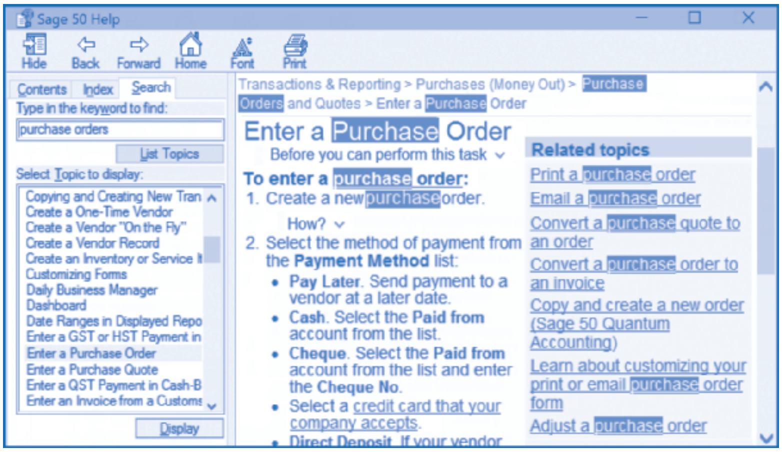


Type purchase orders in the Keyword text field.

Click the **List Topics** button below the text field.

Scroll down the new alphabetic list of topics related to Purchase Orders.

Click **Enter A Purchase Order** and then **click Display**:

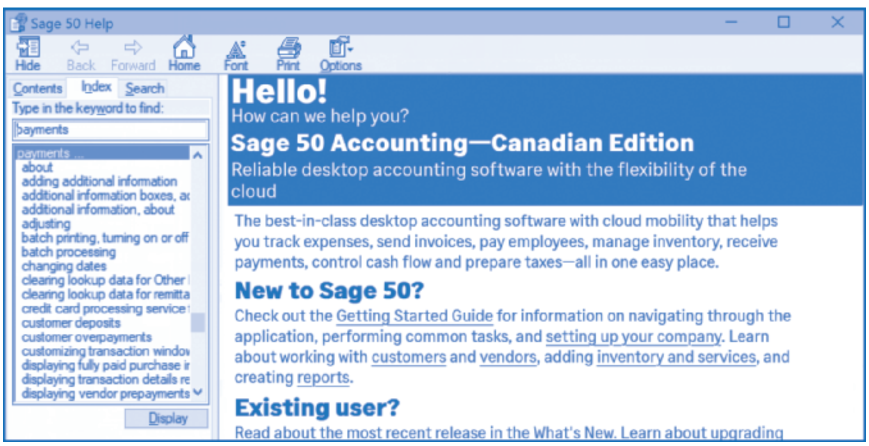


Because we have completed the request for a different search, the contents of the information pane now change and display the details we requested.

Close the **Help window** to return to the Home window.

Click the **Help menu Search field** and **type** payments

Click the **Search icon** :



The Index tab screen opens with an alphabetic list of topics. Because we entered a term in the Search field, the navigation pane has an alphabetic list of topics relating to payments, the keyword entered.

NOTES
You can click any of the tabs (Contents, Index and Search) at any time to change your method of searching for help.

NOTES
You can click the Index tab from any other Help window. The information from your previous search will remain on display until you choose to display another topic.

Scroll down, click the topic you want to look up and then click the Display button below the list to view the information on that subject. For example, choose Making To Vendors, and click Display to display this topic.

Search for **information** on other topics in the different option screens. **Close** the **Help windows** when finished.

Date Formats and Settings

NOTES

Sage 50 allows you to enter earlier session dates but warns you first. If you have advanced the date incorrectly, you can reverse the decision as long as you have not advanced to a new fiscal year. Warnings are also given when you advance the date by more than one week or when you try to advance to a new fiscal period. These warnings should serve as signals that you may have made a mistake.

Before closing the program we will review date format settings. Date accuracy is very important because dates are used for discounts, payment terms and many reports.

Sage 50 has date format control settings within each file that are independent of the display date settings for Windows. When you enter dates using a series of two digits for month, day and year, it is important to know how these will be interpreted. For example, when you type 12-06-05, this date may be June 12, December 6 or June 5 and the year may be 2005, 1905, 1912 or 2012, depending on whether month, day or year comes first and whether your computer defaults to 1900 dates or is preset for 2000 dates.

Fortunately, Sage 50 allows you to enter and display dates as text. Thus, you can type June 5, 2012, in a date field. And if you want, you can display this date as Jun 05, 2012, even if you entered numbers in the date field. Sage 50 uses three letters to display the month when the text option is selected for the screen display.

All date fields also have a **Calendar icon** that you can click to access a month-by-month calendar from which you can select a date. These two options will help you avoid making date errors from incorrect orders. To access the date settings,

CLASSIC VIEW

With no icons selected, click the Settings tool icon to open the Company Settings window. Click Date Format.

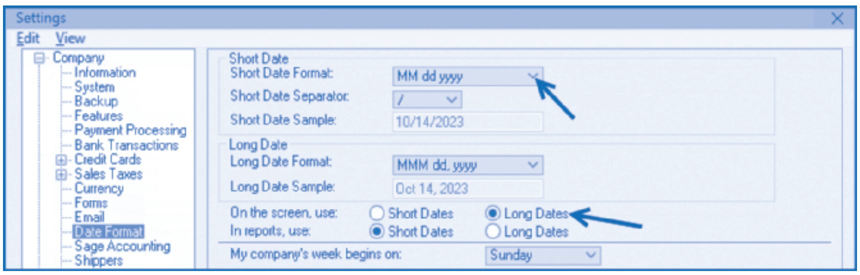
Click the **Settings icon** in the Related Tasks pane, or **choose** the **Setup menu**, then **click Settings**. **Click Company** in the list of modules on the left to open the main Company Settings window.

Each entry in the list opens the Settings screen for a different part of the program.

NOTES

Sage 50 displays only the first three letters of a month when you choose the long or text date format (entered as MMM in the selection list). Therefore, Oct is displayed for October, Jun will be displayed for June, and so on.

Click **Date Format** to open the Settings window for dates:



Each field has a drop-down list of format options. The **Short Date Format** uses two digits each for month and day. For the year, you can choose two or four digits. You can begin the date with month, day or year — the Short Date Format illustrates which comes first. The **Short Date Separator** character may be a slash, dash or period. This is the character that will appear on the screen regardless of how you enter the date. The sample illustrates the appearance for the current date (your computer system date) from your selections.

The **Long Date Format** displays the month as a three-letter text abbreviation. Either the month or the day can be first in the long date style. The sample has the current date with your selected format.

The next section allows you to select the short or long date styles for your screen and reports. You can select different date styles for your reports and screen displays.