

COMPUTERIZED ACCOUNTING *using* **SAGE 50 ACCOUNTING 2017**

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Reference
Book 2 of 3

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INTRODUCTION

Overview

The Sage 50 Accounting software is intended primarily for a wide variety of small and medium-size businesses, and is therefore designed to accommodate many different circumstances. As a result, the software has dozens of windows and hundreds of boxes in which to enter or accept information.

To help students learn to use *Sage 50 Accounting*, the Reference book is a useful guide to correctly process transactions and perform other activities. Based on experience with many students learning to use the software, those who follow the Reference book for each transaction or other activity perform better than those who do not. You will begin using the Reference book in Chapter 5.

The Reference book contains 25 sections, one for each transaction or other activity included in the *Computerized Accounting Using Sage 50 Accounting 2017* project. See the table of contents on page 1 for a list of the transactions and activities covered.

Contents of the Reference Book

There are four parts to the Reference book.

1. **Inside Front Cover Listing of Transactions and Other Activities** — This listing can be used to help you locate the appropriate pages in the Reference book for recording transactions or doing other activities.
2. **Transaction or Other Activity Overview** — The brief overview describes what happens in *Sage 50 Accounting* for the transaction or other activity. The overview for each section is located above the Quick Reference Table.
3. **Quick Reference Table** — The Quick Reference Table is a guide to help you open the correct window(s) and enter or accept the correct information in each box.
4. **Window(s) on the Page Facing the Quick Reference Table** — You will be using these windows to process the transaction or other activity that you are dealing with. The circled letters on the window(s) match the steps on the Quick Reference Table. The letters will not appear on your screen.

Suggested Way To Use the Reference Book

The information in the Instructions book in Chapters 5 through 7 will direct you to the relevant Reference book pages. For each transaction you should first read the brief overview at the top of the page to help you understand what is happening in the *Sage 50 Accounting* software. Then follow the step-by-step instructions in the Quick Reference Table and related window or windows to process the transaction or complete the other activity.

Starting in Chapter 8 and for the rest of the book you will not be told which pages include the relevant Quick Reference Table and related window or windows. For those transactions or other activities the following are suggestions to help you effectively use the Reference book:

- Determine the type of transaction or other activity you are to process. You will be able to make the determination using the information provided in the Instructions book and the knowledge gained in earlier chapters.
- Determine the applicable Reference book page numbers. You can locate the transaction or other activity on the inside front cover of the Reference book and determine the applicable page number.
- Open the Reference book to the pages for the transaction or other activity that you will be processing. Read the information in the brief overview at the top of the page to help you understand what is happening in the *Sage 50 Accounting* software.
- Follow the step-by-step instructions in the Quick Reference Table and related window or windows to process the transaction or complete the other activity.

As you become proficient with *Sage 50 Accounting*, you may decide to process the transactions and other activities using the windows as guidance and refer to the Reference book only if you forget which window to use or the appropriate steps to follow. If you make an error, it is usually easy to correct it by deleting and reentering the transaction. Even if you follow that approach, you will often find it useful to refer to the inside front cover of the Reference book to make sure you are processing the transaction or other activity in the correct window. You may also decide to follow the guidance in the Reference book for all transactions and other activities to minimize the likelihood of making errors.

SALES AND CASH RECEIPTS CYCLE ACTIVITIES

Prepare a Sales Order

Overview

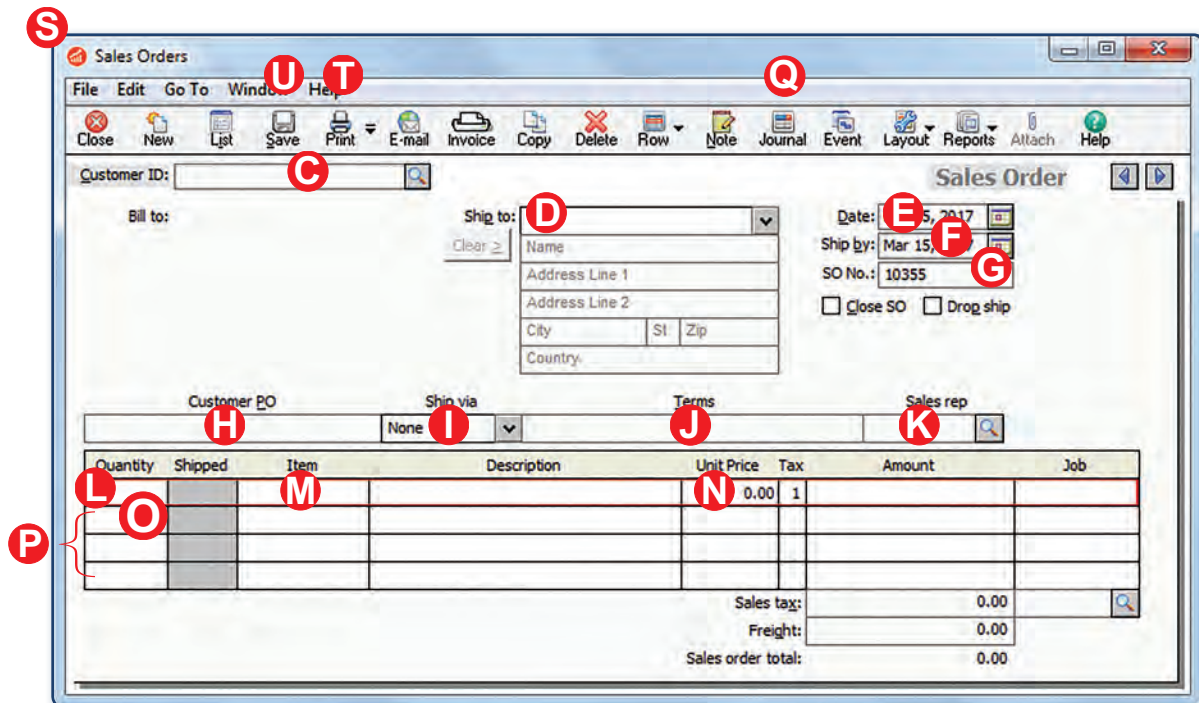
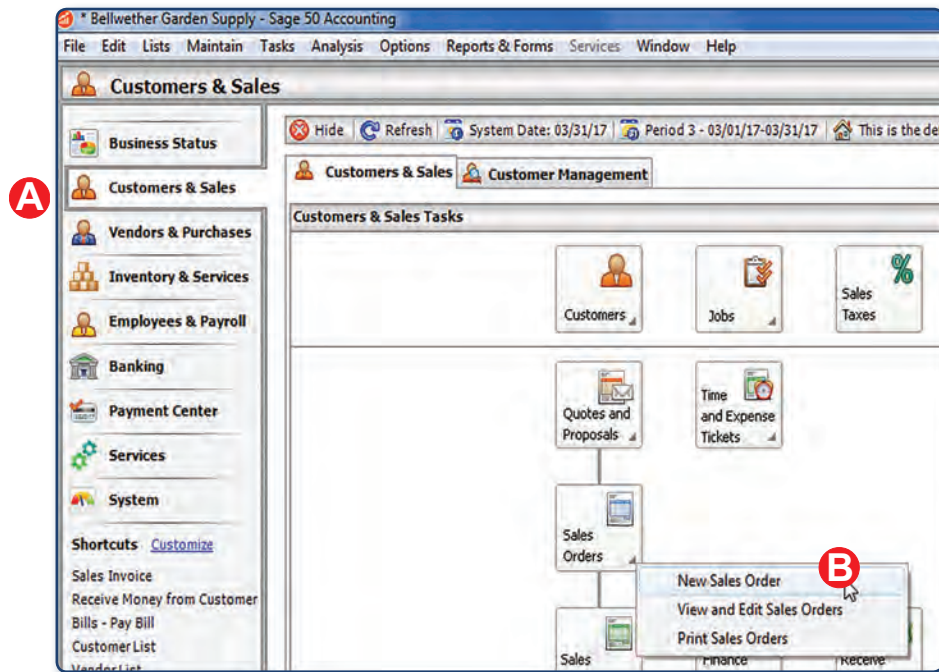
The Sales Order window is used to process and record a sales order. After the Sales Order window is posted, it is recorded in the Sales Order Journal including a debit to accounts receivable and credits to sales and sales taxes payable. A sales order is not posted to the general ledger or subsidiary ledgers because revenue is not recognized until the product is sold or a service performed.

Quick Reference Table

Step	Box or Other Location	Procedure
A	Navigation Bar	Click <i>Customers & Sales</i> .
B	Customers & Sales Tasks	Click <i>Sales Orders</i> → <i>New Sales Order</i> .
C	Customer ID	Select the customer.
D	Ship to	Accept default ship to addressee or change.
E	Date	Accept default date or change.
F	Ship by	Accept default date or change.
G	SO No.	Type the sales order number.
H	Customer PO	Type customer purchase order number, if available.
I	Ship via	Accept the default shipping method or change.
J	Terms	Accept the default terms or change.
K	Sales rep	Accept the default sales representative or select a different one.
L	Quantity	Type the quantity ordered.
M	Item	Select the inventory item ordered.
N	Unit Price	Accept the default unit selling price, select a different level, or type the correct unit price.
O	Next blank Quantity box	Move the cursor to the next blank Quantity box.
P	Various	Repeat steps L through O for each type of inventory ordered.
Q	Journal button	Click the Journal button to review Accounting Behind the Screens.
R	Accounting Behind the Screens window	Verify the general ledger distributions, change if necessary, and click the OK button. (General ledger balances are updated only when items on the sales order are invoiced.)
S	Sales Orders window	Review the Sales Orders window for completeness and accuracy.
T	Print button	Click the Print button if a printout of the sales order is desired and print the sales order. Skip step U because printing automatically posts the sales order to the Sales Order Journal.
U	Save button	Click the Save button to post the sales order if you did not print it in step T.

SALES AND CASH RECEIPTS CYCLE ACTIVITIES

Prepare a Sales Order *Sage 50 Accounting Windows*



(continued on the following page)

Sage 50 Accounting Windows (continued)

Accounting Behind the Screens

Cancel OK Help

Date: Mar 31, 2017
SO #: 10355

G/L accounts are updated only when items on the sales order are invoiced.

Sales Order Journal

Account No.	Description	Debit	Credit
11000	Accounts Receivable		
Totals:		0.00	0.00



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SALES AND CASH RECEIPTS CYCLE ACTIVITIES

Make a Credit Sale Based On a Sales Order

Overview

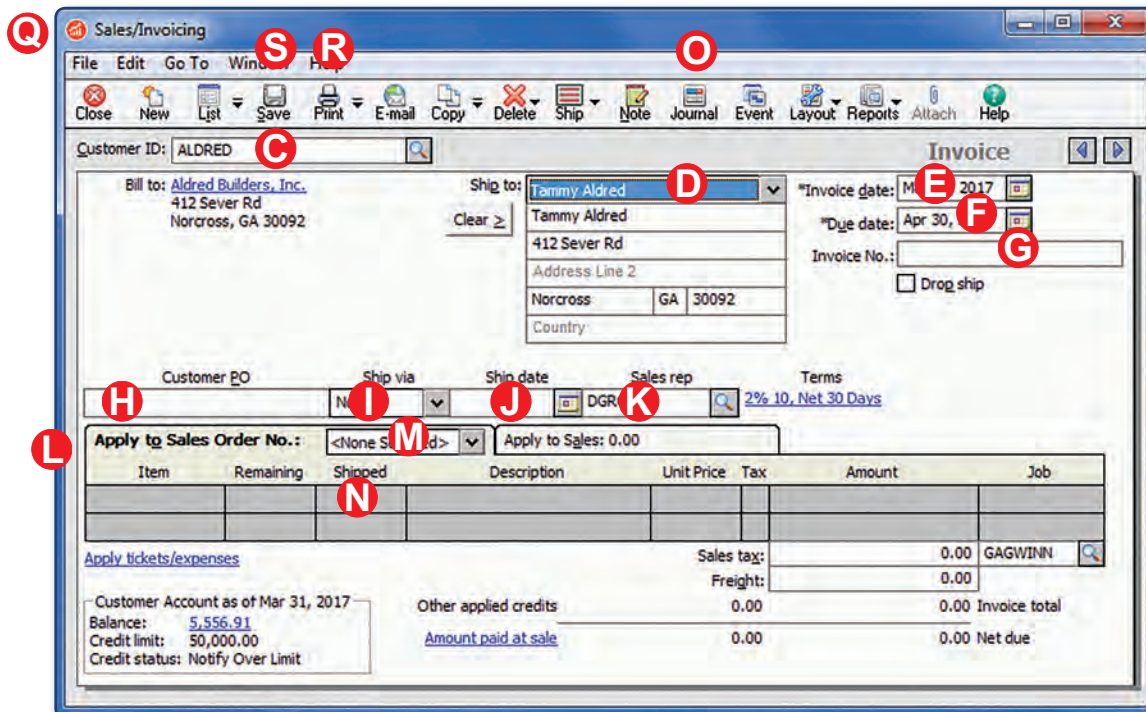
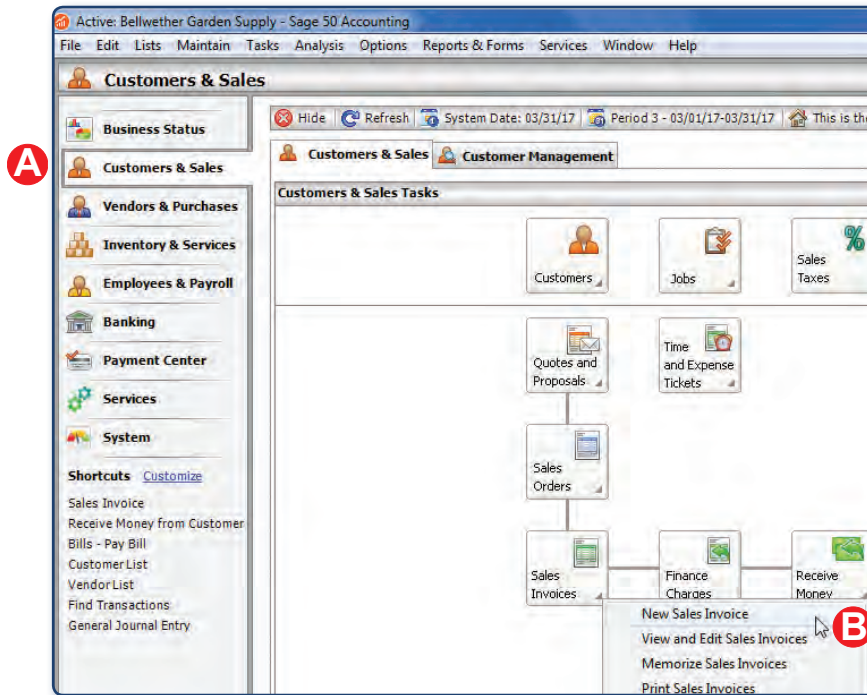
The Sales/Invoicing window is used to process and record a credit sale invoice. After the Sales/Invoicing window is posted, the accounts receivable subsidiary records and the perpetual inventory records are updated for the effects of the transaction. The sale is also posted to the general ledger, including debits to accounts receivable and cost of goods sold as well as credits to sales revenue, inventory, and sales taxes payable.

Quick Reference Table

Step	Box or Other Location	Procedure
A	Navigation Bar	Click <i>Customers & Sales</i> .
B	Customers & Sales Tasks	Click <i>Sales Invoices</i> → <i>New Sales Invoice</i> .
C	Customer ID	Select the customer.
D	Ship to	Accept default addressee or change.
E	Invoice date	Accept default date or change.
F	Due date	Accept default date or change.
G	Invoice No.	Type the sales invoice number.
H	Customer PO	Enter customer purchase order number, if available.
I	Ship via	Accept the default shipping method or change.
J	Ship date	Accept the default date or change.
K	Sales rep	Accept the default sales representative or select a different one.
L	Apply to Sales Order No. tab (see Note below)	Click the Apply to Sales Order No. tab.
M	Apply to Sales Order No. drop-down box	Select the sales order number.
N	Shipped	Type the number of items shipped for each type of inventory shipped.
O	Journal button	Click the Journal button to review Accounting Behind the Screens.
P	Accounting Behind the Screens window (not shown)	Verify the general ledger distributions, change if necessary, and click the OK button.
Q	Sales/Invoicing window	Review the Sales/Invoicing window for completeness and accuracy.
R	Print button	Click the Print button if a printout of the invoice is desired and print the invoice. Skip step S because printing automatically posts the invoice.
S	Save button	Click the Save button to post the invoice if you did not print it in step R.
Note: The Apply to Sales Order No. tab is available only when a customer with an outstanding sales order has been opened in the Sales/Invoicing window.		

SALES AND CASH RECEIPTS CYCLE ACTIVITIES

Make a Credit Sale Based On a Sales Order Sage 50 Accounting Windows



SALES AND CASH RECEIPTS CYCLE ACTIVITIES

Make a Credit Sale Without a Sales Order

Overview

The Sales/Invoicing window is used to process and record a credit sale invoice. After the Sales/Invoicing window is posted, the accounts receivable subsidiary records and the perpetual inventory records are updated for the effects of the transaction. The sale is also posted to the general ledger, including debits to accounts receivable and cost of goods sold as well as credits to sales revenue, inventory, and sales taxes payable.

Quick Reference Table

Step	Box or Other Location	Procedure
A	Navigation Bar	Click <i>Customers & Sales</i> .
B	Customers & Sales Tasks	Click <i>Sales Invoices</i> → <i>New Sales Invoice</i> .
C	Customer ID	Select the customer.
D	Ship to	Accept default addressee or change.
E	Invoice date	Accept default date or change.
F	Due date	Accept default date or change.
G	Invoice No.	Type the sales invoice number.
H	Customer PO	Type the customer purchase order number.
I	Ship via	Accept the default shipping method or change.
J	Ship date	Accept the default date or change.
K	Sales rep	Accept the default sales representative or select a different one.
L	Quantity	Type the quantity sold.
M	Item	Select the inventory item sold.
N	Unit Price	Accept the default unit selling price, select a different level, or type the correct unit price.
O	Next blank Quantity box	Move the cursor to the next blank Quantity box.
P	Various	Repeat steps L through O for each type of inventory sold.
Q	Journal button	Click the Journal button to review Accounting Behind the Screens.
R	Accounting Behind the Screens window (not shown)	Verify the general ledger distributions, change if necessary, and click the OK button.
S	Sales/Invoicing window	Review the Sales/Invoicing window for completeness and accuracy.
T	Print button	Click the Print button if a printout of the invoice is desired and print the invoice. Skip step U because printing automatically posts the invoice.
U	Save button	Click the Save button to post the invoice if you did not print it in step T. <i>Note:</i> The Apply to Sales: tab should be selected.