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and emailing invoices 9 entering and applying credit memos 10 the receive money window 11 statements and finance charges 12 selecting deposits accounts payable 1 the purchase orders window 2 entering a drop shipment 3 select for purchase orders 4 the purchases receive inventory window 5 the payments window 6 the select for payment window 7 entering vendor credit memos managing inventory 1 building and unbuilding assemblies 2 making inventory adjustments 3 changing item prices creating payroll 1 adding employees 2 adding employee beginning balances 3 performance reviews and raise history 4 paying a group of employees 5 paying an employee account management 1 writing checks 2 voiding checks 3 reconciling bank accounts 4 changing the accounting period job tracking 1 setting up a job 2 creating custom fields for jobs 3 creating phases for jobs 4 creating cost codes for phases 5 entering beginning balances for a job 6 making purchases for a job 7 invoicing for job purchases 8 job tracking 9 entering change orders for a job time and billing 1 adding time ticket employees 2 entering activity items 3 entering charge items 4 entering time tickets 5 entering expense tickets 6 billing time and expense tickets settings and tools 1 changing the company info and posting methods 2 posting and unposting 3 memorized transactions 4 using the purge wizard 5 using the year end wizard 6 data verification 7 updating encryption 8 archiving a company 9 using and restoring an archive company 10 sharing a company using remote data access 11 connect to a shared company using remote data access 12 managing user and file access using remote data access 13 finding transactions 14 sync data in microsoft 365 15 email setup 16 writing letters reporting 1 the cash flow manager 2 the collection manager 3 the payment manager 4 the financial manager 5 find on report 6 previewing and printing preset reports 7 report groups 8 modifying reports 9 exporting reports to excel 10 importing and exporting data 11 exporting reports to pdf 12 modifying task window screen templates 13 modifying forms the internal accounting review 1 using the internal accounting review action items 1 events 2 to do items 3 alerts options 1 changing global options 2 changing the system date assets and liabilities 1 assets and liabilities 2 creating an other current assets account 3 subtracting value from an other current assets account 4 creating a fixed assets account 5 accumulated depreciation 6 liability accounts 7 paying on a long term liability 8 equity help 1 using search and help topics 2 using the sage 50 user s guide complete classroom training manuals for sage 50 accounting two manuals introductory and advanced in one book 247 pages and 68 individual topics includes practice exercises and keyboard shortcuts you will learn how to setup a company file work with payroll sales tax job tracking advanced reporting and much more designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in sage 50 2018 u s edition when you need an answer fast you will find it right at your fingertips durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials with 75 topics covered this guide is perfect for someone new to sage 50 or upgrading from a previous version topics include getting acquainted with sage 50 setting up a company the general ledger sales tax entering records accounts receivable inventory payroll account management job tracking time and billing reporting settings and options sage 50 accounts is one of the most popular small business accounting software packages available with this comprehensive and friendly guide in hand you ll discover how to set up and install this software create a chart

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