



NAVIGATING SAGE 50

sage University

Navigating Sage 50

Sage 50—U.S. Edition

Length: 12:00 minutes



 CLASEN
Business Solutions



Sage

Sage 50 Accounting



ABOUT SAGE

- Sage is a top provider of Enterprise Resource Planning (ERP) software.
- Established in 1981, the company has over 40 years of industry experience.
- Founded in the North East of England, Sage still operates from its original headquarters in Newcastle while serving clients globally.
- Today, Sage supports around 6.2 million businesses worldwide, making it the 3rd largest ERP provider globally.
- *Sage 50* is one of its key solutions, designed for small to medium-sized enterprises (SMEs).



Objectives

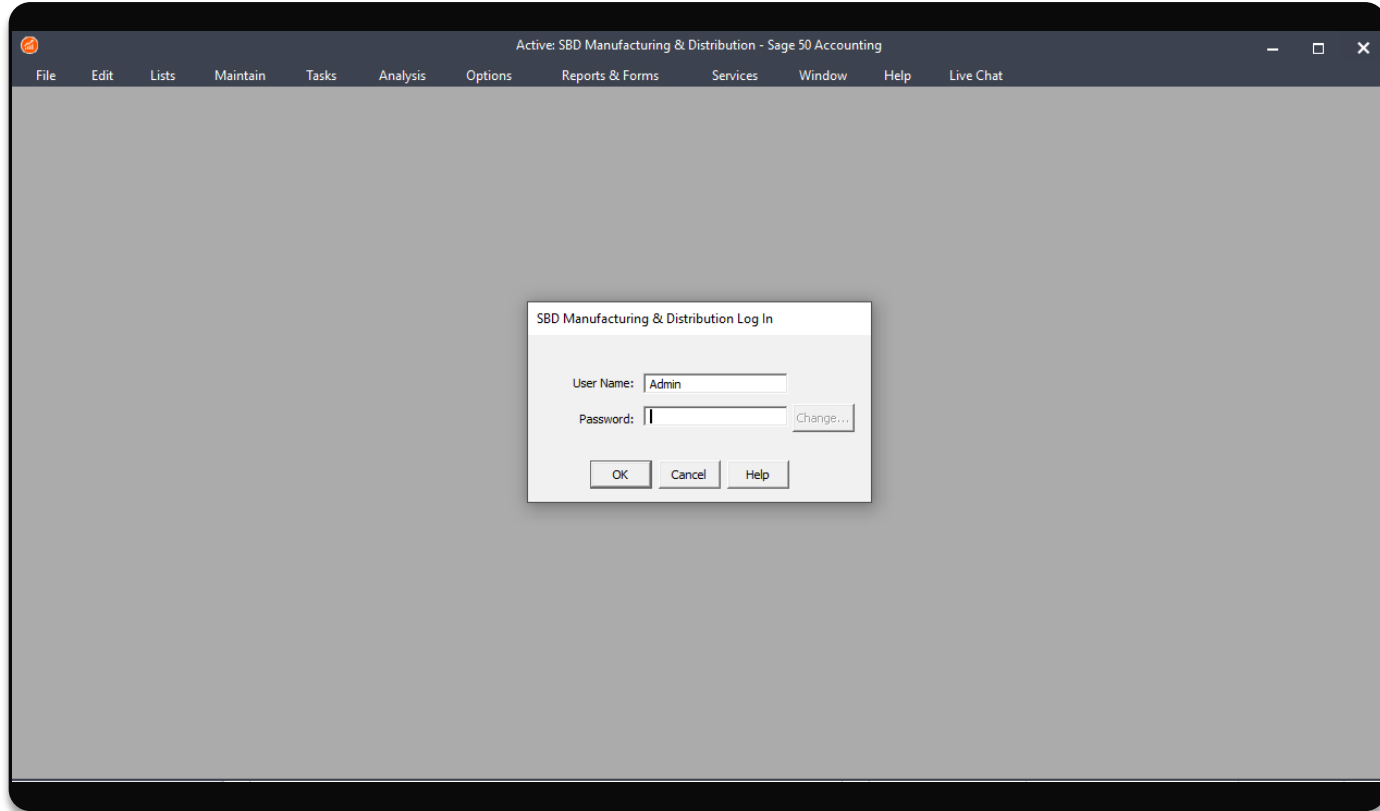
- After learning this topic you will be able to understand the navigation center of Sage 50 Using **Menus and Navigation Centers**
- After completing the installation of your company you can use the Sage 50 using the Menu bars and Navigation Centers.
- The Navigation Centers are the graphical representation of Menus in the program.

Sage 50 Interface



Welcome to Sage 50Accounting

"This is where you get started on Sage 50 Accounting. Let's start by logging in with your username and password."



My Dashboard

* SBD Manufacturing & Distribution - Sage 50 Accounting

File Edit Lists Maintain Tasks Analysis Options Reports & Forms Services Window Help Live Chat

My Dashboard Hide Refresh Default Customize Print Add Remove Inbox System Date: 03-15-21 Period 3: 03-01-21 - 03-31-21

Customers & Sales Vendors & Purchases Inventory & Services Employees & Payroll Jobs Banking Payment Center Services System Shortcuts Sales Invoice Receive Money from Customer Bills - Pay Bill Customer List Vendor List More Shortcuts ▶ SmartPosting running...

My Dashboard

Revenue: Year to Date

Total Revenue	\$152,019.98
Cost of Sales	\$76,954.15
Gross Profit	\$75,065.83
Expenses	\$52,201.97
Net Income	\$22,863.86

View Income Statement Edit a Budget
View Account Variance Report

Account Balances

Account Description	Account ID	Balance
Petty Cash	10000-00	\$300.00
Regular Checking Account	10200-00	\$15,716.52
Payroll Checking Account	10300-00	\$1,152.00
Investments-Money Market	10600-00	\$57,238.60
Accounts Receivable	11000-00	\$94,817.34
Other Receivables	11400-00	\$0.00

View Account List View Balance Sheet
Reconcile Accounts and Import Bank Statements

Aged Payables

Days Overdue	Amount	Percent
0 - 30	\$21,457.03	84.1%
31 - 60	\$4,067.65	15.9%
61 - 90	\$0.00	0.0%
Over 90 days	\$0.00	0.0%
Total	\$25,524.68	

View Vendor List Make a Payment
View Aged Payables Report Make Multiple Payments

Aged Receivables

Days Overdue	Amount	Percent
0-30	\$71,464.01	75.4%
31-60	\$22,943.33	24.2%
61-90	\$410.00	0.4%
Over 90 days	\$0.00	0.0%
Total	\$94,817.34	

View Customer List Receive Payment
View Aged Receivables Report

Assemblies Built/Unbuilt

Date Range: This Quarter 01/01/2021 - 03/31/2021 Advanced search

Banking Tasks

MENU BAR & NAVIGATION BAR



Navigation center

Revenue: Year to Date

Category	Value
Total Revenue	\$152,019.98
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[View Income Statement](#) [Edit a Budget](#)
[View Account Variance Report](#)

Account Balances [Customize](#)

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[View Account List](#) [View Balance Sheet](#)
[Reconcile Accounts and Import Bank Statements](#)

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[View Vendor List](#) [Make a Payment](#)
[View Aged Payables Report](#) [Make Multiple Payments](#)

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Total	\$94,817.34	

[View Customer List](#) [Receive Payment](#)
[View Aged Receivables Report](#)

Assemblies Built/Unbuilt [Print](#) [Send To](#) [Customize](#)

Banking Tasks

CUSTOMER & SALES



* SBD Manufacturing & Distribution - Sage 50 Accounting

File Edit Lists Maintain Tasks Analysis Options Reports & Forms Services Window Help Live Chat

My Dashboard Hide Refresh Default Inbox System Date: 03-15-21 Period 3: 03-01-21 - 03-31-21

Customers & Sales Customer Management

Customers & Sales Tasks

- Customers & Sales Tasks
- Jobs
- Sales Taxes
- Quotes and Proposals
- Time and Expense Ticket
- Sales Orders
- Sales Invoices
- Finance Charges
- Receive Money
- Bank Deposits

Customers [View Detailed List](#)

Customer ID	Customer Name	Telephone 1	Balance
BELDISCOUNT	Bellwether Discount Supplies	770-555-8700	\$15,512.05
BELLWETHER	Bellwether Garden Supply	770-555-4000	\$16,143.50
GARDEN	Garden Supplies Etc.	813-555-8300	\$25,043.00
KERNEL	Kernel Wholesale Club	912-555-8630	\$15,721.46
LANDSCAPE	Landscape Inc.	404-555-7985	\$7,209.83
THOMPSON	Thompson Nursery	404-555-1800	\$15,187.50

Aged Receivables

CUSTOMER & SALES



SBD Manufacturing & Distribution - Sage 50 Accounting

File Edit Lists Maintain Tasks Analysis Options Reports & Forms Services Window Help Live Chat

My **Maintain Customers/Prospects**

File Edit Go To Window Help

Close New Copy List Save Save & New Delete Change ID Tasks Letters Reports

Maintain Customers

*Customer ID: BELLDISCOUNT Prospect Inactive

Name: Bellwether Discount Supplies

General Contacts History Sales Info Payment & Credit

Bill-to contact: Stewart Mahon **Customer type:** Retail

Account number: Telephone 1: 770-555-8700

Billing address: 3445 Breckendridge Rd Telephone 2: 770-555-8700 ext 512

City, ST, Zip: Norcross GA 30093 Fax: 770-555-8712

Country: USA E-mail: Web site:

Sales tax: Balance as of Mar 15, 2021: **\$15,512.05**

[Copy to Ship Address 1](#)

Customizable Fields

1. Sales Contact	4. Multiple Sites?
2. Reference	5.
3. Mailing List?	
Yes	

[Customize these fields for your business](#)

Customer ID

Think of the Customer ID as a unique way to refer to the people and companies you sell products and services to. IDs are especially useful if you have two or more customers with the same name.

Where are Customer IDs used?
The customer ID is used to identify this specific customer in Sage 50. After you create this customer, you will use the customer ID to select the customer on transactions and to find the customer in lists and on reports. You can also sort and filter relevant lists and reports using the customer ID.

[Show me some examples](#)

Keep in Mind

- The Customer ID is required. If you don't enter an ID here, the ID will automatically be created using the Customer Name unless you have changed this setting on the Maintain Global Options screen.
- The ID can have up to 20 characters, including punctuation and spaces. You cannot use *, ?, or + in the ID.

	Telephone 1	Balance
Supplies	770-555-8700	\$15,512.05
Supply	770-555-4000	\$16,143.50
	813-555-8300	\$25,043.00
ub	912-555-8630	\$15,721.46
	404-555-7985	\$7,209.83
	404-555-1800	\$15,187.50

SmartPosting running... Bank Deposits Aged Receivables

CUSTOMER & SALES



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File Edit Lists Maintain Tasks Analysis Options Reports & Forms Services Window Help Live Chat

My Dashboard **Customers & Sales** Vendors & Purchases Inventory & Services Employees & Payroll Jobs Banking Payment Center Services System Shortcuts Sales Invoice Receive Money from Customer Bills - Pay Bill Customer List Vendor List More Shortcuts ▶ SmartPosting running...

Hide Refresh Default Customize

Inbox System Date: 03-15-21

Customers & Sales **Customer Management**

Customer ID: BELLDISCOUNT Find customer with: Enter Text in Customer Name Find

Recent Selections

Name: **Bellwether Discount Supplies** Bill to contact: **Stewart Mahon** Type: **Retail** Phone: **770-555-8700** Balance: **\$15,512.05**

Sales Invoices Print Send To Customize

Date Range: This Week-to-Date 03/14/2021 - 03/15/2021 Advanced search

Search for: Enter Search Text in Invoice No. Search Clear Search

Status: Both

Invoice No. ▲	Period	Date	Status	Net Due	Invoice Total
	3	3/15/2021	Unpaid	\$99.90	\$99.90
313	3	3/15/2021	Partially Paid	\$15,412.15	\$17,230.96
Totals:				\$15,512.05	\$17,330.86

Receipts Print Send To Customize

Date Range: This Quarter 01/01/2021 - 03/31/2021 Advanced search

Receipt No.	Period	Date ▲	Reference No.	Receipt Amount	Deposit Ticket ID
	1	1/5/2021	1505	\$5,968.04	
	2	2/16/2021	1593	\$12,090.87	
Totals:				\$18,058.91	

Sage 50 Quantum Accounting



List Menu

List menu display all type of accounts list in general and when user click on the specific account, it displays drill down information about that account.

File Edit **Lists** Maintain Tasks Analysis Options

- My Dashboard
- Customers & Sales
 - Customers & Sales**
 - Vendors & Purchases
 - Employees & Payroll
 - Chart of Accounts
 - General Journal Entries
 - Inventory & Services
 - Jobs
 - Time/Expense...
 - Workflow Notifications
- Vendors & Purchases
- Inventory & Services
- Employees & Payroll
- Jobs

Customer List

File Edit Go To Window Help

Close New Open Print Settings Refresh Send To

Search for: Enter Search Text in Customer ID Search Clear Search

Customer ID	Customer Name	Contact	Telephone 1	Type	Balance
ALDRED	Aldred Builders, Inc.	Tony Aldred	770-555-0654	LAND	\$5,556.91
ARCHER	Archer Scapes and Ponds	Nancy Archer	770-555-4660	LAND	\$7,434.67
ARMSTRONG	Armstrong Landscaping	Emma Armstrong	770-555-8824	LAND	\$32,080.00
CANNON	Cannon Healthcare Center	Natasha Cannon	770-555-4128	LAND	\$685.89
CHAPPLE	Chapple Law Offices	Francis Chapple	770-555-8858	LAND	\$1,110.85
CUMMINGS	Cummings Construction	Betty Cummings	770-555-1147	LAND	\$3,680.87
DASH	Dash Business Systems	McKenzie Dash	770-555-9988	LAND	\$399.90
EVERLY	Everly Property Management	Lee Everly	770-555-6660	LAND	\$9,401.54
FRANKLIN	Franklin Botanical Gardens	George Franklin	770-555-9598	PROSPECT	\$3,407.12
FREEMOND	Freemond Country Club	Delores Freemond	770-555-8967	LAND	\$4,823.43
FROST	Frost Technology Park	Kyle Frost	770-555-4153	LAND	\$49.99
GOLDEN	Golden Gardens	Mike Baxter	404-555-7763	PROSPECT	\$0.00
GORDON	Gordon Park & Recreation Center	Kathryn Gordon	770-555-0014	LAND	\$2,259.42
HENTON	Henton Park Apartments	Jacob Henton	404-555-2025	LAND	\$5,882.36
HOLLAND	Holland Properties, Inc.	Jamie Holland	770-555-9927	LAND	\$8,173.61
KENTON	Kenton Golf and Tennis Center	Kevin Kenton	770-555-4469	LAND	\$7,537.03
KNIGHT	Knight Brothers Nurseries	Brian Knight	770-555-6772	LAND	\$0.00
MASON	Mason Office Park	Troy Mason	404-555-3311	LAND	\$49.99
MCKAY	McKay Construction	Nicole McKay	404-555-4225	LAND	\$4,492.82
MEADOWVIEW	Meadow View Nursing Home	Scott Bernstein	404-555-2356	LAND	\$268.00
MOSLEY	Mosley Country Club	Sam Mosley	770-555-6948	LAND	\$16,478.13
PIERCE	Pierce Properties, Inc.	David Pierce	770-555-3765	LAND	\$0.00
RETAIL	Retail (Cash) Sales	Walk-in Customers		RETAIL	\$1,424.24
ROBERTS	Roberts Learning Centers	Sabrina Roberts	770-555-6178	LAND	\$3,599.73
ROSE	Rose University	Kelly Rose	404-555-7202	LAND	\$3,197.82
SALA	Sala's Neighborhood Nursery	Regina Sala	770-555-1684	LAND	\$14,538.04
SEAWRIGHT	Seawright Sod and Lawn Care	Mason Seawright	404-555-2246	LAND	\$6,253.85
SMITH	Smith Family Garden Center	Mindy Smith	404-555-7791	LAND	\$169.97
SNOWDEN	Snowden Interior Design	Catherine Snowden	770-555-1005	LAND	\$7,346.27
SNYDER	Snyder Securities	Troy Snyder	770-555-3524	LAND	\$3,041.02
STEVENSON	Stevenson Leasing, Inc.	Marsha Stevenson	770-555-8848	LAND	\$7,840.41
TACOMA	Tacoma Park Golf Course	Laney Aaron	770-555-7388	LAND	\$5,774.57
TEESDALE	Teesdale Real Estate	Wade Teesdale	770-555-6488	LAND	\$12,816.54
THURMAN	Thurman Golf Course Design	Briana Thurman	770-555-4029	LAND	\$3,610.39

Tasks

- View sales invoices
- View sales orders
- View quotes
- View money received
- View all jobs
- View item sales by customer
- Create sales invoice
- Create sales order
- Create quote
- Create receipt
- E-mail customer

Reports

- Aged Receivables
- Customer Transaction History
- Customer Ledgers
- Items Sold to Customers
- Job Ledger
- Quote Register
- Sales Order Register
- Ticket Listing by Customer

Customers & Sales

Customers Listed: 36
[Show inactive records](#)

VENDORS & PURCHASES



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File Edit Lists Maintain Tasks Analysis Options Reports & Forms Services Window Help Live Chat

My Dashboard Hide Refresh Default Inbox System Date: 03-15-21 Period 3: 03-01-21 - 03-31-21

Customers & Sales **Vendors & Purchases** Vendor Management

Vendors & Purchases Tasks

Vendors Write Checks 1099s

Purchase Orders Time and Expense Ticket

Enter Bills Pay Bills

Void Checks Credits and Returns Reports Intelligence Reporting

Vendors

[View Detailed List](#)

Vendor ID	Vendor Name	Telephone 1	Balance
DOWNEY	Downey Parts	770-555-4065	\$5,903.55
EASTERN	Eastern Land Management, Inc	770-555-9230	\$25,650.00
FIRST	First Hardware Supplies	478-555-4720	\$0.00
GAREVENUE	Georgia Department of Revenue	404-555-0900	\$0.00
GAUTILITY	Georgia Utilities Inc	770-555-9050	\$0.00
JACKSON	Jackson Advertising Company	404-555-9874	\$3,018.00
OTTUM	Ottum Cleaning Services	770-555-4050	\$4,400.00
RDTELE	RD Telecommunications	770-555-3400	\$219.26
REFINE	Refine Garden Supplies	770-555-4154	\$34,805.00
VIKING	Viking Steel	770-555-0089	\$600.00

Aged Payables

Days Overdue

Days Overdue	Amount	Percent
0 - 30	\$21,457.03	84.1%
31 - 60	\$4,067.65	15.9%
61 - 90	\$0.00	0.0%
Over 90 days	\$0.00	0.0%

SmartPosting running...

Sage 50 Quantum Accounting

VENDORS & PURCHASES



* SBD Manufacturing & Distribution - Sage 50 Accounting

File Edit Lists Maintain Tasks Analysis Options Reports & Forms Services Window Help Live Chat

My Dashboard Hide Refresh Default Customize Inbox System Date: 03-15-21

Vendors & Purchases Vendor Management

Vendor ID: **DOWNEY** Find vendor with: _____ in Vendor Name Find

Recent Selections

Name: **Downey Parts** Contact: **Sue Marcus** Type: **MATERIAL** Phone: **770-555-4065** Balance: **\$5,903.55**

Purchase Orders Print Send To Customize

Date Range: This Quarter 01/01/2021 - 03/31/2021 Advanced search

PO No.	Period	Date	PO Total	Open
8908	3	3/2/2021	\$400.00	
8909	3	3/7/2021	\$700.00	
Totals:			\$1,100.00	

Payments Print Send To Customize

Date Range: This Quarter 01/01/2021 - 03/31/2021 Advanced search

Check No.	Period	Date	Amount
4098	1	1/5/2021	\$3,854.90
4116	3	3/7/2021	\$686.00
Totals:			\$4,540.90

Item Purchase History Print Send To Customize

SmartPosting running...

Sage 50 Quantum Accounting

INVENTORY & SERVICES



* SBD Manufacturing & Distribution - Sage 50 Accounting

File Edit Lists Maintain Tasks Analysis Options Reports & Forms Services Window Help Live Chat

My Dashboard Hide Refresh Default Inbox System Date: 03-15-21 Period 3: 03-01-21 - 03-31-21

Customers & Sales Inventory & Services Inventory/Service Management

Inventory & Services

Inventory & Services Tasks

- Inventory Items
- Company Services
- Assemblies**
- Prices

Purchase Orders
↓
Receive Inventory

- Inventory Count
- Inventory Adjustments
- Reports
- Intelligence Reporting

Recently Used Inventory Reports

Inventory Profitability Report	View	Print
Item Costing Report	View	Print
Inventory Adjustment Journal	View	Print

SmartPosting running...

Inventory [View Detailed List](#)

Item ID	Description	No. Units Sold	Qty on Hand
EQFF-13120	Hand Sprayer/Mister	300.00	195.00
EQFF-13130	Hose-End Sprayer	200.00	140.00
EQFF-13140	Soil Test Kit	230.00	396.00
EQLW-14100	Aerator-Long Spike	0.00	5.00
EQLW-14110	Leaf Blower/Vac	50.00	95.00
EQLW-14150	Elect. Nylon String Trimmer	55.00	0.00
EQLW-14160	Seed Spreader - Broadcast	175.00	175.00
EQLW-14170	Seed Spreader - Drop	25.00	0.00
EQLW-35200	Turf Edger - Flat	74.00	116.00
EQLW-35310	Turf Edger - Beveled	0.00	110.00

Cost of Sales Trend

Date	Revenue	Cost of Sales	Gross Profit
1/31/21	~\$60,000	~\$40,000	~\$20,000
2/28/21	~\$120,000	~\$50,000	~\$70,000
3/31/21	~\$150,000	~\$60,000	~\$90,000

[View Inventory Profitability Report](#)

Sage Advisor [Expand](#)

Sage 50 Quantum Accounting

INVENTORY & SERVICES



- My Dashboard
- Customers & Sales
- Vendors & Purchases
- Inventory & Services**
- Employees & Payroll
- Jobs
- Banking
- Payment Center
- Services
- System
- Shortcuts
- Sales Invoice
- Receive Money from Customer
- Bills - Pay Bill
- Customer List
- Vendor List
- More Shortcuts ▶

Hide Refresh Default Customize Inbox System Date: 03-15-21

Inventory & Services **Inventory/Service Management**

Item ID: Find item with: in

Description: **Hand Sprayer/Mister** Item class: **Stock item** Qty on hand: **195.00000** Location: **B130**

Item/Service Information Print Send To Customise

Retail	UPC / SKU	Part Number	Item Type
\$9.99	589022-2		DISTR

Totals Customise

Name	Date Range	No. of Trans.	Hours	Amount
Sales Invoices	This Quarter	7		\$9,849.69
Purchases/Inventory Received	This Quarter	2		\$4,740.00
Time Tickets	This Quarter	0	0.00	\$0.00

Sales Backorders Print Send To Customise

As of: Advanced search

Customer ID	SO/Proposal No.	Ship By ▲	Order Qty	Qty Outstanding

Sales Orders Print Send To Customise

Date Range: Advanced search

SO No.	Date ▲	Customer ID	Line Quantity	Unit Price	Line Amou. ▲
15610	1/22/2021	BELLDISCOUNT	3.00	\$199.80	\$599.
15611	1/24/2021	GARDEN	15.00	\$179.80	\$2,697.
15612	1/26/2021	THOMPSON	1.00	\$199.80	\$199.
15614	2/6/2021	BELLWETHER	15.00	\$195.80	\$2,937.

Purchase Orders Print Send To Customise

Date Range: Advanced search

PO No.	Date ▲	Vendor ID	Line Quantity	Unit Price	Line Amount
8904	1/29/2021	REFINE	4.00	\$790.00	\$3,160.00
8907	2/12/2021	REFINE	2.00	\$790.00	\$1,580.00
Totals:			6.00		\$4,740.00

JOBS



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File Edit Lists Maintain Tasks Analysis Options Reports & Forms Services Window Help Live Chat

My Dashboard Hide Refresh Default Customize Inbox System Date: 03-15-21

Customers & Sales

Vendors & Purchases

Inventory & Services

Employees & Payroll

Jobs

Banking

Payment Center

Services

System

Shortcuts

Sales Invoice

Receive Money from Customer

Bills - Pay Bill

Customer List

Vendor List

More Shortcuts ▶

SmartPosting running...

Jobs **Job Management**

Job ID: Find job with: in

Customer Information [Print](#) [Send To](#) [Customize](#)

Customer Name	Contact	Telephone 1	Type

Purchases/Inventory Received [Print](#) [Send To](#) [Customize](#)

Date Range: 01/01/2021 - 03/31/2021 [Advanced search](#)

Vendor ID	Invoice No.	Date ▲	Status	Net Job Total	Invoice Total	Invoice Net Due

Sales Invoices [Print](#) [Send To](#) [Customize](#)

Date Range: 01/01/2021 - 03/31/2021 [Advanced search](#)

Invoice No.	Period	Date ▲	Status	Net Job Total	Invoice Total	Invoice Net Due

Job-to-date Profitability [Print](#) [Send To](#) [Customize](#)

As of: [Advanced search](#)

Phase ID	Cost Code ID	Actual Revenue	Actual Expenses	Gross Profit \$	Gross Profit %

View Job Profitability Report

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BANKING



* SBD Manufacturing & Distribution - Sage 50 Accounting

File Edit Lists Maintain Tasks Analysis Options Reports & Forms Services Window Help Live Chat

Hide Refresh Default

Inbox System Date: 03-15-21 Period 3: 03-01-21 - 03-31-21

My Dashboard

Customers & Sales

Vendors & Purchases

Inventory & Services

Employees & Payroll

Jobs

Banking

Payment Center

Services

System

Shortcuts

Sales Invoice

Receive Money from Customer

Bills - Pay Bill

Customer List

Vendor List

More Shortcuts ▶

SmartPosting running...

Banking Tasks

Write Checks Account Register Analysis Tools Chart of Accounts

Receive Money Enter Bills

Bank Deposits Pay Bills

Void Checks Reconcile Accounts General Journal Entry

Reports Intelligence Reporting

Recently Used Banking Reports

Account Register View Print

Bills to Pay

[View Detailed List](#)

Vendor ID	Vendor Name	Amount	Invoice No.	Due Date
DOWNEY	Downey Parts	\$1,168.90	87516	1/31/2021
DOWNEY	Downey Parts	\$2,498.75	87560	1/31/2021
DOWNEY	Downey Parts	\$400.00	87908	1/31/2021
DOWNEY	Downey Parts	\$1,027.30	88010	3/31/2021
OTTUM	Ottum Cleaning Services	\$400.00	CLN20073	3/31/2021
REFINE	Refine Garden Supplies	\$17,402.50		4/4/2021
VIKING	Viking Steel	\$600.00	77155	4/4/2021
RDTELE	RD Telecommunications	\$109.63	MAR-07	4/5/2021
EASTERN	Eastern Land Management, Inc	\$2,850.00	E20074	4/6/2021

Account Balances

[Customize](#)

Account Description	Account ID	Balance
Petty Cash	10000-00	\$300.00
Regular Checking Account	10200-00	\$15,716.52
Payroll Checking Account	10300-00	\$1,152.00
Investments-Money Market	10600-00	\$57,238.60
Accounts Receivable	11000-00	\$94,817.34
Other Receivables	11400-00	\$0.00

[View Account List](#) [View Balance Sheet](#)

[Reconcile Accounts and Import Bank Statements](#)

Sage Advisor

[Expand](#)

[What banking tasks can I do?](#)

SYSTEM

sage

*SBD Manufacturing & Distribution - Sage 50 Accounting

File Edit Lists Maintain Tasks Analysis Options Reports & Forms Services Window Help Live Chat

Hide Refresh Default Customize

Inbox System Date: 03-15-21

My Dashboard

Customers & Sales

Vendors & Purchases

Inventory & Services

Employees & Payroll

Jobs

Banking

Payment Center

Services

System

Shortcuts

Sales Invoice

Receive Money from Customer

Bills - Pay Bill

Customer List

Vendor List

More Shortcuts ▶

SmartPosting running...

Back Up And Restore Data

[How to prevent data loss with Backup and Restore](#)

Back Up Data

⚠ Back Up Now!

Last backup: 612 day(s) ago on September 16, 2019
We recommend that you back up your data every day.

Back Up Now

Automatic Backup

You can make sure your company data is backed up regularly by scheduling automatic backups.

Automate Backups

Restore Data

If your company data gets deleted or corrupted, you can restore it from a backup. This is why it is important to make regular backups.

Restore Now

System Check

Memory Check

✓ OK

Total RAM:	16,384.00 MB
Required RAM:	1 GB
Recommended RAM:	4 GB

Disk Space Check

Data Maintenance

Make Records Inactive

Quickly make multiple customer and vendor records inactive. Inactive records can be excluded from lists and deleted during purge.

Make Records Inactive

Year End Processing

To enter data in a new year, you need to close the first of your two open years.

Run Year End Wizard Now

Clean up your company and improve performance by purging data. We recommend doing this after closing a year.

Purge Data Now

Import and Export Data

Add data or copy data from your company.

Import/Export Data Now

Archive Data

Create a read-only copy of your company data for future reference.

Archive Data Now

Licensing Information

Plan Details

Plan level:	Sage Business Care
Auto-renews on:	1/21/2022

Payroll Licensing

Sage 50 Quantum Accounting

SOME OF THE REPORTS

SAMPLE BALANCE SHEET REPORT



SBD Manufacturing & Distribution2
Balance Sheet
February 28, 2020

		Current	Previous
ASSETS			
Current Assets			
10000-00	Petty Cash	300.00	300.00
10200-00	Cash in Bank-BPI	(1,455,362.05)	(1,301,195.38)
10300-00	CIB-BDO	(9,558.00)	(9,558.00)
10600-00	Investments-Money Market	57,238.60	57,238.60
11000-00	Accounts Receivable	805,495.50	796,873.18
12000-00	Raw Materials Inventory	1,423,260.06	1,423,260.06
12100-00	Work in Progress Inventory	3,446.82	3,446.82
12150-00	Finished Goods Inventory	48,149.85	49,342.35
14000-00	Prepaid Expenses	600,000.00	600,000.00
14100-00	Input Vat	77,301.73	77,301.73
	Total Current Assets	1,550,272.51	1,697,009.36
Property and Equipment			
15000-00	Furniture and Fixtures	33,900.00	33,900.00
15100-00	Equipment	5,157,804.63	5,157,804.63
17000-00	Accum. Depreciation - Furnitur	(39,264.26)	(23,264.26)
17100-00	Accum. Depreciation - Equipmen	(26,300.72)	(26,300.72)
	Total Property and Equipment	5,126,139.65	5,142,139.65
Other Assets			
	Total Other Assets	0.00	0.00
	Total Assets	6,676,412.16	6,839,149.01

SAMPLE ANNUAL PROFIT & LOSS REPORT

SBD Manufacturing & Distribution2
Income Statement - 12 Periods
For January 1, 2019 through December 31, 2019

	January	February	March	April	May	June	July
Revenues							
Sales - Equipment	114,044.78	120,369.87	123,045.75	123,045.75	123,045.75	122,875.85	122,875.85
Sales - Manufacturing	34,920.74	23,879.05	27,869.21	27,869.21	27,869.21	27,869.21	27,869.21
Total Revenues	148,965.52	144,248.92	150,914.96	150,914.96	150,914.96	150,745.06	150,745.06
Cost of Services							
Raw Materials-EQ	60,196.92	59,032.93	57,792.25	57,792.25	57,792.25	57,712.75	57,712.75
Cost of Goods Sold - Manufact	25,912.33	19,272.48	17,718.50	17,718.50	17,718.50	17,718.50	17,718.50
Purchase Discounts	(798.75)	(918.28)	(965.40)	(965.40)	(965.40)	(965.40)	(965.40)
Direct Labor	(1,321.64)	(1,255.98)	(1,395.00)	(1,395.00)	(1,395.00)	(1,395.00)	(1,395.00)
Total Cost of Services	83,988.86	76,131.15	73,150.35	73,150.35	73,150.35	73,070.85	73,070.85
Gross Profit	64,976.66	68,117.77	77,764.61	77,764.61	77,764.61	77,674.21	77,674.21
Administrative Expenses							
Advertising Expense	11,906.22	11,500.00	13,009.00	13,009.00	13,009.00	13,009.00	13,009.00
Communication Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense	3,729.44	3,729.44	5,594.16	7,458.88	9,323.60	11,188.32	13,053.04
Cleaning Expense	1,293.01	1,200.00	1,200.00	1,600.00	2,000.00	2,400.00	2,800.00
Repairs & Maintenance Expense	0.00	0.00	408.60	408.60	408.60	408.60	408.60
Meals and Entertainment Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Expense	349.38	702.27	714.33	714.33	714.33	714.33	714.33
SSS/PHIC/HDMF Premium Expense	3,087.36	3,094.31	3,302.38	3,302.38	3,302.38	3,302.38	3,302.38
Payroll Tax Expense - Manuf	373.79	424.50	458.00	458.00	458.00	458.00	458.00
Lease Expense	7,899.54	7,899.54	8,550.00	11,400.00	14,250.00	17,100.00	19,950.00
Salaries and Wages Expense	27,701.45	28,457.15	29,690.00	29,690.00	29,690.00	29,690.00	29,690.00
Wage Expense - Manufact	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00
Allocated Wages and Taxes - MF	(1,784.06)	(3,314.06)	(3,525.00)	(3,525.00)	(3,525.00)	(3,525.00)	(3,525.00)

Stone Arbor Construction
Consolidated Income Statement
For the Three Months Ending March 31, 2024



	Current Month		Year to Date	
Revenues				
Sales	80,618.59	100.74	320,311.26	100.19
Sales Discounts	<u>(593.42)</u>	<u>(0.74)</u>	<u>(593.42)</u>	<u>(0.19)</u>
Total Revenues	<u>80,025.17</u>	<u>100.00</u>	<u>319,717.84</u>	<u>100.00</u>
Cost of Sales				
Labor Burden	3,990.00	4.99	18,826.92	5.89
Direct Labor	15,330.00	19.16	72,639.00	22.72
Materials Cost	25,843.98	32.29	81,686.83	25.55
Subcontractors	<u>330.00</u>	<u>0.41</u>	<u>2,670.00</u>	<u>0.84</u>
Total Cost of Sales	<u>45,493.98</u>	<u>56.85</u>	<u>175,822.75</u>	<u>54.99</u>
Gross Profit	<u>34,531.19</u>	<u>43.15</u>	<u>143,895.09</u>	<u>45.01</u>
Operating Expenses				
Freight	250.00	0.31	250.00	0.08
Advertising Expense	-	0.00	1,785.68	0.56
Auto Expenses	604.20	0.76	1,184.99	0.37
Depreciation Expense	2,625.18	3.28	7,875.54	2.46
Insurance Expense	620.68	0.78	1,862.04	0.58
Legal and Professional Expense	1,456.89	1.82	1,456.89	0.46
Office Expense	-	0.00	167.28	0.05
Payroll Tax Exp	2,810.46	3.51	15,021.16	4.70
Printing Offsite Expense	212.18	0.27	636.54	0.20
Postage Expense	38.95	0.05	116.85	0.04
Rent or Lease Expense	3,280.00	4.10	9,840.00	3.08
Salaries Expense	13,461.54	16.82	67,307.70	21.05
Supplies Expense	288.37	0.36	581.60	0.18
Utilities Expense	98.45	0.12	311.44	0.10
Applied Labor Burden	<u>(3,990.00)</u>	<u>(4.99)</u>	<u>(18,826.92)</u>	<u>(5.89)</u>
Total Operating Expenses	<u>21,756.90</u>	<u>27.19</u>	<u>89,570.79</u>	<u>28.02</u>
Net Income	<u><u>12,774.29</u></u>	<u><u>15.96</u></u>	<u><u>54,324.30</u></u>	<u><u>16.99</u></u>

SAMPLE CONSOLIDATED INCOME STATEMENT

SAMPLE PER PROFIT CENTER / DEPARTMENT

SBD Manufacturing & Distribution2 Departmental Gross Profit Totals Year To Date Totals For the Month Ending January 31, 2020									
	Equipment Distribution		Manufacturing		Ceramics		Equipment		Total
Revenues									
Sales - General	0.00	0.00	1,000.00	100.00	0.00	0.00	0.00	0.00	22,000.00
Total Revenues	0.00	0.00	1,000.00	100.00	0.00	0.00	0.00	0.00	22,000.00
Cost of Sales									
Raw Materials-EQ	3,548.45	0.00	0.00	0.00	0.00	0.00	3,548.45	0.00	3,548.45
Cost of Goods Sold - Manufact	0.00	0.00	96.00	9.60	0.00	0.00	0.00	0.00	96.00
Total Cost of Sales	3,548.45	0.00	96.00	9.60	0.00	0.00	3,548.45	0.00	3,644.45
Gross Profit	(3,548.45)	0.00	904.00	90.40	0.00	0.00	(3,548.45)	0.00	18,355.55

SAMPLE CASH FLOW

SBD Manufacturing & Distribution2
Statement of Cash Flow
For the one Month Ended January 31, 2020

	Current Month	Year to Date
Cash Flows from operating activities		
Net Income	(25,244.45)	(25,244.45)
Adjustments to reconcile net income to net cash provided by operating activities		
Accum. Depreciation - Furnitur	16,000.00	16,000.00
Accounts Receivable	(23,800.00)	(23,800.00)
Raw Materials Inventory	96.20	96.20
Work in Progress Inventory	(39.75)	(39.75)
Finished Goods Inventory	(7,984.50)	(7,984.50)
Accounts Payable	(127,894.17)	(127,894.17)
Withholding tax expanded-2%	300.00	300.00
Withholding tax expanded-15%	1,890.00	1,890.00
VAT Output	1,800.00	1,800.00
Total Adjustments	(139,632.22)	(139,632.22)

Cash Flows from investing activities
Used For

Net cash used in investing	0.00	0.00
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Cash Flows from financing activities
Proceeds From
Used For

Net cash used in financing	0.00	0.00
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Net increase <decrease> in cash	(164,876.67)	(164,876.67)
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Summary

Cash Balance at End of Period	(1,253,214.78)	(1,253,214.78)
Cash Balance at Beg of Period	1,088,338.11	1,088,338.11

Net Increase <Decrease> in Cash	(164,876.67)	(164,876.67)
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SAMPLE INVENTORY REPORT



Inventory Profitability Report
For the Period From Jan 1, 2019 to Jan 31, 2019

Filter Criteria includes: 1) Stock/Assembly/Serialized. Report order is by ID. Report is printed with shortened descriptions.

Item ID Item Description	Units Sold	Sales(\$)	Cost(\$)	Gross Profit(\$)	Gross Profit(%)	% of Total
EQFF-13130 Hose-End Sprayer	300.00	3,833.20	1,560.00	2,273.20	59.30	7.94
EQFF-13140 Soil Test Kit	30.00	599.70	238.50	361.20	60.23	1.26
EQLW-14100 Aerator-Long Spike	155.00	6,198.45	2,472.25	3,726.20	60.12	13.02
EQLW-14110 Leaf Blower/Vac	45.00	6,299.55	2,697.75	3,601.80	57.18	12.59
EQLW-14150 Elect. Nylon String Trimmer	140.00	8,349.60	4,613.00	3,736.60	44.75	13.06
EQLW-14160 Seed Spreader - Broadcast	60.00	3,599.40	1,437.00	2,162.40	60.08	7.56
EQLW-14170 Seed Spreader - Drop	245.00	7,179.45	5,867.75	1,311.70	18.27	4.58
EQLW-35200 Turf Edger - Flat	320.00	5,368.80	2,544.00	2,824.80	52.62	9.87
EQLW-35210 Turf Edger - Rotary	40.00	719.60	318.00	401.60	55.81	1.40
MOWER-164W	55.00	11,814.45	7,692.10	4,122.35	35.65	14.73

SAMPLE PROJECT P & L - TOTAL

Stone Arbor Construction
Job Profitability Report
For the Period From Mar 1, 2024 to Mar 31, 2024

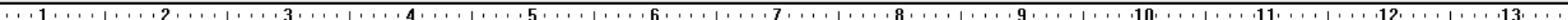
Filter Criteria includes: 1) IDs: Multiple IDs. Report order is by ID. Report is printed including Balance Forward and excluding Retainage and Summarized by Job, Phase.

Job ID Job Description	Phase ID Phase Description	Actual Rev.	Actual Exp.	Net DR/CR	Profit \$	Profit %	Est Reve	Est Expe	Remainin
Archer	03-Flooring	4,638.48	1,885.79	-2,752.69					
Archer Kitchen	Flooring Installation								
	04-Painting	1,084.16	1,037.54	-46.62					
	Painting								
	06-Electrical	700.00	256.00	-444.00					
	Electrical								
	07-Plumbing	148.56	338.00	189.44					
	Plumbing								
	08-Cabinets	9,640.60	3,570.56	-6,070.04					
	Cabinet Installation								
	09-Countertops	3,042.98	1,656.83	-1,386.15					
	Countertop Installation								
Archer Total		19,254.78	8,744.72	-10,510.06	10,510.06	54.58	19,705.00	8,887.00	307.94
Everly	03-Flooring	1,932.00	1,531.14	-400.86					
Everly Kitchen	Flooring Installation								
	04-Painting	1,068.98	1,000.15	-68.83					
	Painting								
	05-Carpentry	1,067.50	722.79	-344.71					
	Carpentry								
	06-Electrical	350.00		-350.00					
	Electrical								
	07-Plumbing	139.00	366.88	227.88					
	Plumbing								
	08-Cabinets	6,334.90	4,162.08	-2,172.82					
	Cabinet Installation								
	09-Countertops	5,509.00	4,691.07	-817.93					
	Countertop Installation								
Everly Total		16,401.38	12,474.11	-3,927.27	3,927.27	23.94	16,940.00	12,080.00	932.73
Report Total		35,656.16	21,218.83	-14,437.33	14,437.33	40.49	36,645.00	20,967.00	1,240.67

SAMPLE PROJECT ACTUAL VS BUDGET

Estimates

Go To Window Help



Stone Arbor Construction Job Estimates As of Mar 31, 2024

Filter Criteria includes: 1) IDs: Everly. Report order is by ID.

Job ID Job Description For Customer	Phase ID	Cost Code ID	Est. Exp. Units	Act. Exp.	Diff. Exp.	Est. Expenses	Act. Expen	Diff. Expen	Est. Reven	Act. Revenue	Diff. Reven	Tot. Est. D
Everly	03-Flooring	040-Flooring Labor	25.00	24.00	-1.00	400.00	552.96	152.96	875.00	840.00	-35.00	475.00
Everly Kitchen		100-Flooring Mtrls				850.00	978.18	128.18	1,150.00	1,092.00	-58.00	300.00
Everly	04-Painting	050-Painting Labor	49.00	40.00	-9.00	380.00	921.60	541.60	1,225.00	1,000.00	-225.00	845.00
		110-Painting Mtrls				60.00	78.55	18.55	85.00	68.98	-16.02	25.00
	05-Carpentry	060-Carpentry Labor	29.00	26.00	-3.00	520.00	624.64	104.64	1,000.00	910.00	-90.00	480.00
		120-Carpentry Mtrls				100.00	98.15	-1.85	150.00	157.50	7.50	50.00
	06-Electrical	070-Electrical Labor	11.00		-11.00	200.00		-200.00	380.00	350.00	-30.00	180.00
	07-Plumbing	080-Plumbing Subcon		8.00	8.00	200.00	240.00	40.00				-200.00
		085-Plumbing Mtrls				100.00	126.88	26.88	150.00	139.00	-11.00	50.00
	08-Cabinets	055-Cabinet Labor	25.00	24.00	-1.00	350.00	552.96	202.96	1,000.00	840.00	-160.00	650.00
		095-Cabinet Mtrls				4,000.00	3,609.12	-390.88	5,600.00	5,494.90	-105.10	1,600.00
	09-Countertops	065-Countertop Labor	15.00	16.00	1.00	220.00	368.64	148.64	525.00	560.00	35.00	305.00
		105-Countertop Mtrls				4,700.00	4,322.43	-377.57	4,800.00	4,949.00	149.00	100.00
Everly	Total		154.00	138.00	-16.00	12,080.00	12,474.11	394.11	16,940.00	16,401.38	-538.62	4,860.00
Report	Total		154.00	138.00	-16.00	12,080.00	12,474.11	394.11	16,940.00	16,401.38	-538.62	4,860.00

Thank you

Sage Business Partner