

# Sage 50<sup>®</sup> Advanced

## Table of Contents

- TABLE OF CONTENTS ..... 1
- LESSON 1: RESTORING A FILE - REVIEW ..... 3**
  - RESTORING A COMPANY FILE..... 3
- LESSON 2: PROJECTS ..... 5**
  - ACTIVATING THE PROJECTS FEATURE ..... 5
  - PROJECT SETTINGS..... 6
  - ADDING A PROJECT/EVENT ..... 7
  - VIEWING, MODIFYING AND REMOVING PROJECTS/EVENTS ..... 9
    - Viewing Events* ..... 9
    - Modifying Events*..... 9
    - Removing Events* ..... 9
  - TRACKING EVENTS ..... 10
    - Income Tracking* ..... 10
    - Expense Tracking*..... 11
    - Project/Event Reports* ..... 12
- LESSON 3: DEPARTMENT TRACKING ..... 13**
  - USING ACCOUNT DEPARTMENTS..... 13
    - Enabling Department Tracking* ..... 13
    - Creating Departments*..... 14
    - Department Tracking Reports*..... 16
- LESSON 4: PLANNING AND BUDGETING ..... 18**
  - CREATING BUDGETS..... 18
    - Enabling the Revenue and Expense Budget* ..... 19
    - Adding Amounts to your Budget*..... 19
    - Budgeting Projects/Events* ..... 21
    - Budgeting Reports and Graphs* ..... 22

<b>LESSON 5: INVENTORY MANAGEMENT .....</b>	<b>24</b>
MANAGING INVENTORY.....	24
<i>Setting up Inventoried Items</i> .....	24
<i>Creating Categories</i> .....	26
<i>Adjust Inventory Levels</i> .....	28
<i>Adjusting the Chart of Account</i> .....	29
<i>The Inventory Section</i> .....	30
<i>Purchasing Inventoried Items</i> .....	31
<i>Selling Inventoried Items</i> .....	32
<b>LESSON 6: GENERAL JOURNAL ENTRIES.....</b>	<b>33</b>
REGULAR TRANSACTIONS.....	33
GENERAL JOURNAL ENTRIES POSTED USING THE GST/HST PAYABLE ACCOUNTS.....	34
ACCOUNTS PAYABLE OR ACCOUNTS RECEIVABLE TRANSACTIONS.....	36
YEAR END ADJUSTING ENTRIES .....	37
<i>Account Numbering System</i> .....	37
CLOSING YEAR END.....	39
<b>LESSON 7: ADVANCED REPORTING .....</b>	<b>40</b>
CUSTOMIZING REPORTS AND FORMS .....	40
<i>Customizing Reports</i> .....	40
<i>Customizing Forms</i> .....	42
<i>Modifying Reports</i> .....	48
MEMORIZING REPORTS .....	52
<i>Displaying Multiple Reports</i> .....	55
<i>Exporting Reports</i> .....	56