

# CHAPTER FIVE



## GROEN FIELDS

*After completing this chapter, you should be able to*

### OBJECTIVES

- **open** the General and Payables journals
- **enter** supplier- or vendor-related purchase transactions
- **enter** supplier-related payment transactions
- **enter** partial payments to suppliers
- **enter** payments to suppliers with early payment discounts
- **enter** cash purchase transactions
- **enter** sales taxes in the General Journal
- **create** shortcuts in the Home window
- **store** recurring purchase transactions
- **add** new supplier accounts
- **edit** supplier accounts
- **edit** and **review** transactions in the journals
- **recall, use** and **edit** stored purchase transactions
- **adjust** and **reverse** purchase invoices and payments after posting
- **understand** Payables Ledger linked accounts
- **display** and **print** payables transactions and reports
- **graph** payables reports

## COMPANY INFORMATION

### Company Profile

**Groen Fields**, located outside of Truro, Nova Scotia, is owned by Arjen Groen and Ryan Field. (Arjen is a cousin of Julie and Jules Jardin, who own Shady Corners in Halifax. Groen is the Dutch name/translation and equivalent of the English name Green.) The nursery and tree farm supplies a number of garden centres in the area with annual bedding plants, perennials and ornamental trees. Most of the plants are grown from their own seed supplies, and the greenhouse allows Groen Fields to start the annual bedding plants in time for spring sales and garden planting. Trees and specialty plants are purchased when they are still small

#### NOTES

Groen Fields  
RR #2  
Truro, NS B2N 5B1  
Tel 1: (902) 454-6111  
Tel 2: (800) 454-6000  
Fax: (902) 454-6990  
Business No.: 186 522 333

and then grown to the more mature sizes desired by customers. They also sell packaged seeds harvested from their own flowers.

Arjen Groen, together with his partner Ryan Field, manage the day-to-day activities of the business. Both specialized in horticulture at the Nova Scotia Agricultural College at Dalhousie University, where they met as undergraduates. Field continued his studies in Business Administration while Groen went on to complete a Master’s degree in Agriculture. Most of the day-to-day farming work is carried out by their employees. One full-time manager looks after the greenhouse plants and lives in the main farmhouse during the winter. During the summer months, the manager shares the freshly painted three-bedroom bungalow with four co-op students from the Agricultural College. They prepare their own meals, but all other expenses are covered by the owners. The payroll is managed by the bank for a small fee.

Groen Fields has set up accounts with regular vendors or suppliers, such as the suppliers of seedlings, as well as the utility companies. Some suppliers offer discounts for early payment. Cleaning and maintenance of the office space in the large farmhouse and the bungalow are done professionally once a week by Spotless Company. They have maintenance contracts for repairs of their farm equipment and delivery vehicles.

The nursery is classified as an agricultural business for tax purposes, and charges HST on all sales and pays HST on most purchases. Some business-related purchases, however, are zero rated.

Field currently manages all the accounting records for the nursery and has just closed the books for the income tax year on April 30. Using the following information, Field has finished converting the manual records to Sage 50 for the new year beginning May 1, which is also the start of the planting season and Groen Fields’ busiest month:

- Chart of Accounts
- Post-Closing Trial Balance
- Supplier Information
- Accounting Procedures

**NOTES**

HST, Harmonized Sales Tax, is charged instead of GST and PST in Nova Scotia. HST at 15 percent includes both GST at 5 percent and PST at 10 percent. Refer to the Accounting Procedures on page 109 and Chapter 2 for further details. For zero rated goods, the HST rate is 0.0 percent.

**CHART OF POSTABLE ACCOUNTS**

**GROEN FIELDS**

**ASSETS**

- 1080 Chequing Bank Account
- 1300 Seed Supplies
- 1310 Fertilizer
- 1320 Plant Care Supplies
- 1330 Office Supplies
- 1420 Annual Bedding Plants
- 1440 Perennial Plant Stock
- 1460 Tree Inventory
- 1480 Planters and Hangers
- 1510 Computer Software
- 1520 Computer Equipment
- 1540 Office Furniture
- 1560 Farming Equipment
- 1570 Greenhouse ▶

▶ 1580 Buildings & Property

**LIABILITIES**

- 2100 Bank Loan
- 2200 Accounts Payable
- 2650 HST Charged on Sales
- 2670 HST Paid on Purchases
- 2850 Mortgage Payable

**EQUITY**

- 3100 GF, Capital
- 3150 GF, Drawings
- 3600 Net Income ▶

▶ **REVENUE**

- 4100 Revenue from Sales

**EXPENSE**

- 5020 Advertising and Promotion
- 5040 Bank Charges
- 5050 General Expense
- 5060 Cleaning Expenses
- 5070 Maintenance and Repairs
- 5080 Cost of Goods Sold
- 5090 Purchase Discounts
- 5100 Entertainment Expense
- 5110 Supplies Expense
- 5120 Hydro Expense
- 5130 Data Management ▶

▶ 5140 Interest Expense

- 5150 Soil Treatment Expenses
- 5160 Property Taxes
- 5190 Telephone and Internet
- 5220 Payroll Services
- 5240 Wages

**NOTES:** The Chart of Accounts includes only postable accounts and the Net Income or Current Earnings account. Sage 50 uses the Net Income account for the Income Statement to calculate the difference between revenue and expenses before closing the books.

## POST-CLOSING TRIAL BALANCE

### GROEN FIELDS

May 1, 2017	Debits	Credits
1080 Chequing Bank Account	\$ 59 640.00	
1300 Seed Supplies	1 230.00	
1310 Fertilizer	780.00	
1320 Plant Care Supplies	2 145.00	
1330 Office Supplies	895.00	
1420 Annual Bedding Plants	5 890.00	
1440 Perennial Plant Stock	8 995.00	
1460 Tree Inventory	4 885.00	
1480 Planters and Hangers	2 255.00	
1500 Computer Software	5 295.00	
1520 Computer Equipment	8 310.00	
1540 Office Furniture	2 490.00	
1560 Farming Equipment	73 400.00	
1570 Greenhouse	120 500.00	
1580 Buildings & Property	625 800.00	
2100 Bank Loan		\$120 000.00
2200 Accounts Payable		3 225.00
2650 HST Charged on Sales		4 555.00
2670 HST Paid on Purchases	2 465.00	
2850 Mortgage Payable		450 000.00
3100 GF, Capital		347 195.00
	\$924 975.00	\$924 975.00

## SUPPLIER INFORMATION

### GROEN FIELDS

Supplier Name (Contact)	Address	Phone No. Fax No.	E-mail Web Site	Terms Tax ID
Bloomers (C. D. Budd)	RR #3 Clyde River, NS B0W 1R0	Tel: (902) 544-6292 Fax: (902) 544-5217	budd@bloomers.com bloomers.com	2/10, n/30 385 345 865
Crop Savers (Gen Nitro)	910 Main Street Greenfield, NS B0T 1E0	Tel 1: (902) 622-3188 Tel 2: (800) 622-2881	GN@cropsavers.com cropsavers.com	1/10, n/30 901 200 862
Data Savers (N. T. Buggs)	4 Industrial Road Truro, NS B2C 8J6	Tel: (902) 721-5121 Fax: (902) 721-5522	ntbuggs@datasavers.com datasavers.com	net 30 567 321 447
Dust Busters (Joan Waters)	60 Water Street Dartmouth, NS B2W 6R9	Tel 1: (902) 366-1551 Tel 2: (877) 366-1500	waters@dustbusters.com dustbusters.com	net 1 345 667 211
Intertel (Les Chatter)	2 Communicate Road Truro, NS B2A 2K4	Tel: (902) 456-2355	chatter@intertel.ca intertel.ca	net 7
NS Gas (N. Bridge)	355 Pipeline Road Truro, NS B2A 5B1	Tel: (902) 454-8110	nbridge@naturalgas.com naturalgas.com	net 7
NS Hydro (N. Ergie)	83 Water Street Truro, NS B2W 6S9	Tel: (902) 455-5120	n.ergie@nshydro.ns.ca nshydro.ns.ca	net 7
Rural Property Repairs (Hy Drangea)	71 Ridge Way Currys Corner, NS B0N 1H0	Tel: (902) 499-3481 Fax: (902) 499-3482	hd@RPR.com RPR.com	1/20, n/30 124 653 779
Spotless Company (Dee Tergent)	49 Scrub Street Truro, NS B2G 1V0	Tel: (902) 454-6611 Fax: (902) 454-3216	dtergent@spotless.com spotless.com	1/30, n/60 481 532 556
Yardworks Inc. (J. Bigge)	20 Oceanview Drive Sydney, NS B1P 2L2	Tel 1: (902) 777-2346 Tel 2: (888) 337-4599	jbigge@yardworks.com yardworks.com	net 10 288 411 755

## OUTSTANDING SUPPLIER INVOICES

### GROEN FIELDS

Supplier Name	Terms	Date	Inv/Chq No.	Amount	Total
Crop Savers	1/10, n/30	Apr. 26/17	CS-1044	\$ 800	\$ 800
Data Savers	net 30	Apr. 6/17	DS-361	\$1 200	\$1 200
Rural Property Repairs	1/20, n/30	Apr. 25/17	RPR-1341	\$1 725	
		Apr. 25/17	Chq #3394	<u>500</u>	
			Balance owing		\$1 225
Grand Total					\$3 225

## Accounting Procedures

### The Harmonized Sales Tax (Provincial Sales Tax and Goods and Services Tax)

In Nova Scotia, federal and provincial taxes are combined in the Harmonized Sales Tax, or HST, a single tax at the rate of 15 percent. The HST is applied to most goods and services. Groen Fields uses the regular method for calculating and remitting the HST. All items sold by the farm have HST added to them. At the end of each quarter, the HST liability to the Receiver General is reduced by any HST paid to suppliers on purchases. Some items, such as large farm equipment and fertilizer and seeds purchased in large quantities are zero rated for HST purposes. Groen Fields' *HST Owing (Refund)* subgroup total account shows the amount of HST that is to be remitted to the Receiver General for Canada on the last day of each quarter. (For details, please read Chapter 2 on the GST and HST.)

### Open-Invoice Accounting for Payables

The open-invoice method of accounting for invoices allows a business to keep track of each individual invoice and partial payment made against the invoice. This is in contrast to methods that keep track only of the outstanding balance by combining all invoice balances owed to a supplier. Sage 50 uses the open-invoice method. Fully paid invoices can be cleared (removed) periodically; outstanding invoices cannot be cleared.

### Discounts

When discounts for early payment are offered by suppliers, Groen Fields takes advantage of them by paying invoices before the discount period ends. When the payment terms are set up correctly for the supplier and invoice, and dates are entered correctly, discounts are calculated automatically by Sage 50 and credited to *Purchase Discounts*, a contra-expense account that has a credit balance and reduces overall expenses.

### Purchase of Inventory Items and Cost of Goods Sold

Inventory items and supplies purchased are recorded in the appropriate inventory or supplies asset account. Periodically, these are counted to determine the value of items remaining and the cost price of inventory sold and supplies used. The manager then issues a memo to reduce the inventory or supplies asset account and to charge the cost price to the corresponding expense account. For example, at the end of each month the *Annual Bedding Plants* asset account (1420) is reduced (credited) and the *Cost of Goods Sold* expense account (5080) is increased (debited) by the cost price of the amount sold.

### NOTES

For zero rated goods the HST rate is 0 percent. None of the sales are zero rated.

Most bank services and other financial institution services are exempt from HST charges. Bank payroll services are subject to HST charges.

Provincial sales tax is not levied as a separate tax in Nova Scotia. PST will be introduced in Chapter 6.

### NOTES

Discounts for early payment may be calculated on pretax amounts or on the full invoice amounts. This choice is entered in the ledger settings for the vendor or supplier.

# INSTRUCTIONS

- Enter** the **source documents for May** in Sage 50 using the Chart of Accounts, Trial Balance, Supplier Information and Accounting Procedures for Groen Fields. The procedures for entering each new type of transaction for this application are outlined step by step in the Keystrokes section with the source documents. These transactions are indicated with a ✓ in the upper part of the completion check box beside the source document. Source document numbers are included below or in the lower part of the check box.
- Print** the **reports and graphs** indicated on the printing form below after you have completed your entries. Instructions for reports begin on page 144.

REPORTS		GRAPHS
<b>Accounts</b> <input type="checkbox"/> Chart of Accounts <input type="checkbox"/> Account List <input type="checkbox"/> General Journal Entries	<b>Banking</b> <input type="checkbox"/> Cheque Log Report	<input type="checkbox"/> Payables by Aging Period
<b>Financials</b> <input checked="" type="checkbox"/> Comparative Balance Sheet dates: May 1 and May 31 with difference in percentage <input checked="" type="checkbox"/> Income Statement from May 1 to May 31 <input checked="" type="checkbox"/> Trial Balance date: May 31 <input type="checkbox"/> All Journal Entries <input checked="" type="checkbox"/> General Ledger accounts: 1420 4100 5080 from May 1 to May 31	<b>Payables</b> <input type="checkbox"/> Supplier List <input checked="" type="checkbox"/> Supplier Aged Detail for all suppliers May 31 <input type="checkbox"/> Aged Overdue Payables <input checked="" type="checkbox"/> Purchases Journal Entries: May 1 to May 31 <input checked="" type="checkbox"/> Payments Journal Entries: May 1 to May 31	<input checked="" type="checkbox"/> Payables by Supplier <input type="checkbox"/> Revenues by Account <input type="checkbox"/> Expenses by Account <input checked="" type="checkbox"/> Expenses and Net Profit as % of Revenue
	<b>Mailing Labels</b> <input type="checkbox"/> Labels	

## KEYSTROKES

### Opening Data Files

**Open** **SageData15\FIELDS\FIELDS** to access the data files for Groen Fields. Refer to page 7 if you need assistance with opening data files.

You are prompted to enter the session date, which is May 7, 2017, for the first group of transactions in this application.

**Type** **May 7 17**

**Click** **OK** to enter the first session date for this application.

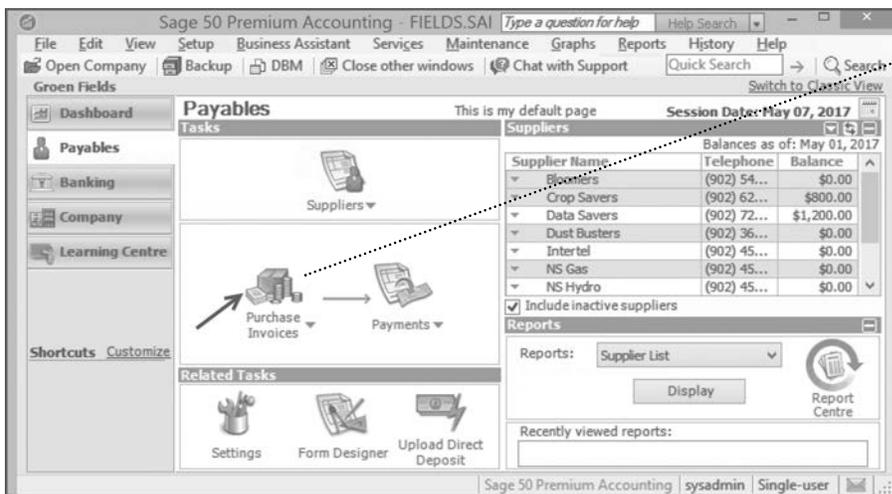
The Payables module appears. This is the default page for Groen Fields.

### Accounting for Purchases

All supplier-related transactions can be entered from the Payables module window. Purchases from suppliers are entered in the Purchases Journal, which is accessed from the Purchase Invoices icon as shown here:

#### NOTES

If you are working from backup files, restore SageData15\FIELDS1.CAB or FIELDS1 to SageData15\FIELDS\FIELDS. You should create the new folder. Refer to Chapter 1, page 21, if you need assistance with restoring files.



**NOTES**

Access to the Receivables, Payroll, Inventory and Division ledgers is hidden because these ledgers are not set up or ready to use.

**PRO VERSION**

Pro replaces Premium in the title bar. The term Vendors will replace Suppliers for all icon labels and fields.

The first transaction is a normal purchase invoice.

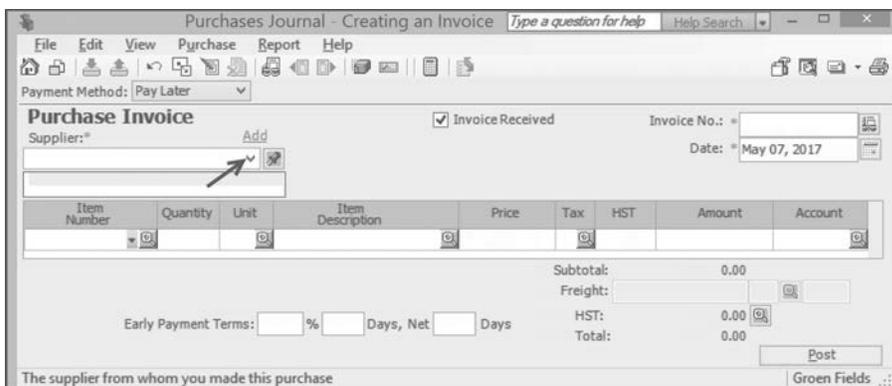


**Purchase Invoice #DS-642**

**Dated May 1/17**

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.

**Click** the **Purchase Invoices icon** to open the Purchases Journal input form:



**CLASSIC VIEW**

In the Classic view Home window, click the



Purchases icon to open the Purchases Journal.

**PRO VERSION**

The Refresh tool applies to multi-user mode and does not appear in the Pro version.

Move the mouse pointer across the various tool buttons and input fields and observe the labels and status bar messages.

Creating An Invoice is indicated in the title bar and the option to Pay Later is correct because this is a credit purchase. Payment methods include cheque, cash, direct deposits and credit cards (when these are set up).

Most tool buttons should already be familiar. Notice that the Calculator tool button appears again in the tool bar.

Several tool buttons have been added to the Purchases Journal window:

Look Up An Invoice , Look Up Previous  and Next Invoice , Track Shipments , Printer Settings , Print Preview , E-mail  and Print .

Each tool will be discussed when used. The Projects or Divisions module is hidden, so there is no column for it in the journal.

Required fields are marked with \* (an asterisk), as they are in other journals and ledgers.

**NOTES**

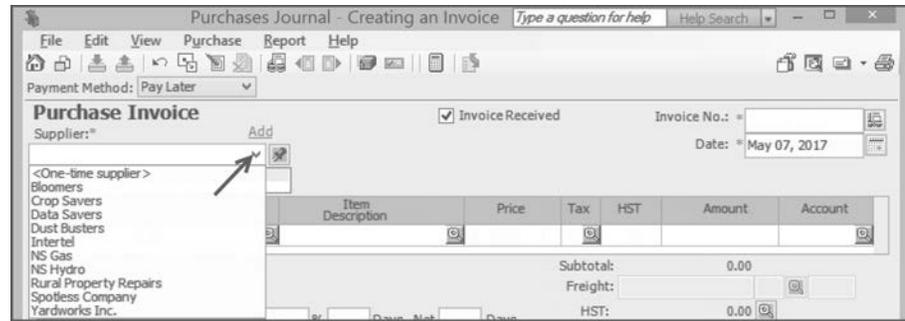
When the other features are not hidden, you will see a pull-down menu for Transaction types that includes quotes and purchase orders.

When payment is by cheque, a drop-down list of bank accounts is available. These topics are covered in later chapters.

**WARNING!**

You must click the list arrow to see the supplier list. Clicking the field will place an insertion point to prepare for typing a name.

**Click** the **Supplier** (or **Vendor**) **field list arrow** to expand the supplier list:



Whenever you see this arrow  beside a field, you can make a selection from a drop-down list. Type the first letter of the supplier's name to advance to the names beginning with that letter. When you type in the Supplier field, the program fills in a name from the supplier list by trying to match the letters you type.

**Click** **Data Savers**, the supplier for this purchase, to select and enter it.

Notice that the supplier's name and address have been added to your input form, making it easy to check whether you have selected the correct supplier. Many other details have also been added by default from the supplier's record. The tax code and the account number usually stay the same for a supplier, so they are set up as defaults. The payment terms for the supplier are also included. Any of these details can be edited if required. If you have made an error in your selection, click the Supplier field list arrow and start again. If you have selected correctly,

**Press** **tab**. The cursor moves to the Same Supplier (pin) icon .

Click the **Same Supplier** icon to preselect this supplier for the next purchase. When selected, the pin is pushed in . Click it again to turn off the selection.

**Click** the **Invoice No. field** where you should type the alphanumeric invoice number.

**Type** DS-642

**Press** **tab** to select the Invoice Lookup icon.

**Press** **tab** again to advance to the Date field.

Enter the date the transaction took place, May 1, 2017. The session date appears by default, in long (text) format according to the settings for the company file. It is highlighted, ready to be accepted or changed. You need to change the date.

**Type** may 1

Many of the invoice fields (Item Number, Quantity, Unit, Item Description and unit Price) pertain mainly to inventory items. Because we are not using the Inventory Ledger for this application, you can skip the inventory-related fields. Any information you type in these fields does not appear in the journal report.

You can click the Item Description field and type a description.

**Click** the **Item Description field**.

**Type** data backup service

To select a different tax code, or to see the codes set up and available,

**Click** the **Tax field List icon**  to see the tax codes for Groen Fields:

**NOTES**

If you use the same supplier for consecutive purchases, preselecting the supplier can save data entry time. You can still select a different supplier from the list.

**NOTES**

The year is automatically added when you enter the month and day in the Date field of the Purchases Journal.

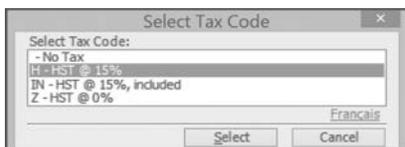
**NOTES**

Inventory is introduced in Chapter 10.

When orders and quotes are used, fields for these features will also be added to the journal. (See Chapter 11.)

**NOTES**

When you are selling multiple quantities of an item, you can enter the quantity in the Quantity field and the unit price in the Price field. Sage 50 will then calculate the total amount.



The selected tax code is H, that is, HST is charged on the purchase at 15 percent, and the tax is not included in the price. You can select a different code if needed, but in this case the tax code is correct.

**Click** **Cancel** so that the selection remains unchanged.

**Click** the **first line of the Amount field**, where you will enter the total amount for this purchase.

**Type** 1320

**Press** **tab**.

The cursor moves to the Account field. The Account field for this purchase refers to the debit part of the journal entry, normally the acquisition of an asset or the incurring of an expense. It could also be used to decrease a liability or to decrease equity if the purchase were made for the owner's personal use. When you work in the subsidiary Payables journal, Sage 50 will automatically credit your *Accounts Payable control account* in the General Ledger for the purchase. In fact, you cannot access *Accounts Payable* directly when the Payables Ledger is set up and linked. If you click the Account List icon, you will see that this account is not included.

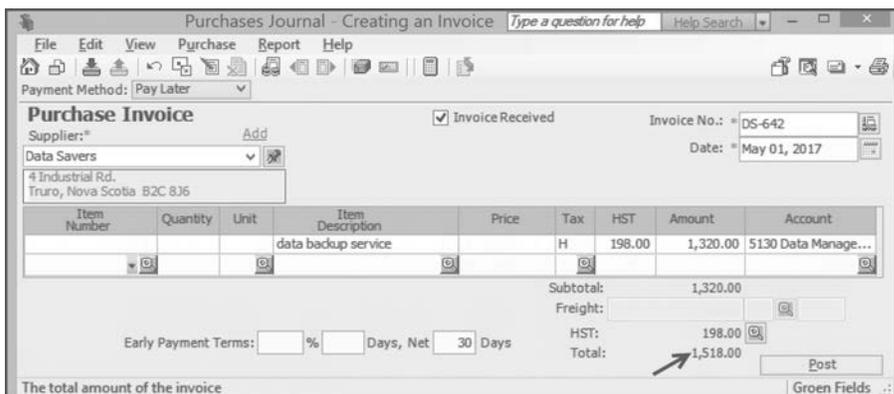
In this example, the business has incurred an expense and the correct account, *Data Management*, is entered as the default for this supplier.

To select a different account, click the List icon  for the Account field, double-click the Account field or press **enter** to show the Select Account screen. You can also add a new account from the Select Account screen.

**Press** **tab** to advance the cursor to the next invoice line. You can now enter additional purchases from this supplier if there are any.

Sage 50 uses the tax code to calculate and enter the tax amount automatically in the HST field when you enter the amount for the purchase.

Your screen should now resemble the following:



The payment terms have been set up as defaults for this supplier and are entered automatically. They can be edited if needed for specific purchases, but in this case they are correct. There is no discount, and full payment is due in 30 days. The **subtotal** (amount owing before taxes) and the **total** amounts are calculated and added automatically, so the entries for this transaction are complete and you are ready to review the transaction. By reviewing the journal entry, you can check for mistakes.

## NOTES

For this application, the sales tax rate is set to 15 percent, the harmonized single tax rate for Nova Scotia. For provinces that have a separate or no provincial sales tax, the rate is 5 percent and tax codes will display as GST @ 5%.

Since the provincial and federal retail sales taxes are harmonized, there is no separate amount for PST. When PST is applicable and is set up in the defaults for the company, the program will calculate PST as well, based on the tax rates and codes entered for PST.

## NOTES

Typing negative amounts will generate a credit entry with a debit for Accounts Payable. This is similar to entering a negative amount in the General Journal to switch debits to credits and vice versa.

## NOTES

The account name may not fit in the account column if the column is very narrow. To change the width of a column, point to the heading column margin. When the pointer changes to a double-sided arrow, drag the margin line to the new location. Make a journal window wider by dragging the side frame. You can also maximize a journal window to occupy the entire screen.

**NOTES**

Pressing **ctrl** + J will also display the journal entry.

**NOTES**

Other linked accounts for the Payables Ledger include a bank account, a freight expense account and a purchase discounts account. Each linked account will be explained when it is used in this workbook.

**NOTES**

Using the Payables journals also makes it less likely to reverse debit and credit amounts in error.

**NOTES**

To correct a Purchases Journal entry after posting, refer to page 127 and Appendix C.

**NOTES**

You can press **alt** + P to post the journal entry.

## Reviewing the Purchases Journal Entry

**Choose** the **Report** menu and **click Display Purchases Journal Entry**:

Account Number	Account Description	Debits	Credits
2670	HST Paid on Purchases	198.00	-
5130	Data Management	1,320.00	-
2200	Accounts Payable	-	1,518.00
Additional Date: Additional Field:		1,518.00	1,518.00
Generated On: Oct 25, 2014			

Note that Sage 50 automatically updates the *Accounts Payable* **control account** because the Payables and General ledgers are linked or fully integrated. Even though you did not enter account 2200, Sage 50 uses it because it is defined as the linked account to which all purchases should be credited. In fact, you cannot select *Accounts Payable* directly for posting when it is used as a linked account. *HST Paid on Purchases*, the linked tax account, is also automatically updated. Using the Purchases Journal instead of the General Journal to enter purchases is faster because you need to enter only half the journal entry. You should use this journal for purchases because the program credits the account of the selected supplier directly, prevents you from choosing an incorrect payables account and updates the total payables and tax amounts directly. The automatic selection of tax codes and accounts and calculation of tax amounts also makes the transaction simpler to enter and increases accuracy.

**Close** the **display** to return to the Purchases Journal input screen.

### CORRECTING THE PURCHASES JOURNAL ENTRY BEFORE POSTING

Move to the field that has the error. **Press** **tab** to move forward through the fields or **press** **shift** and **tab** together to move back to a previous field. This will highlight the field information so you can change it. **Type the correct information and press** **tab** to enter it.

You can also use the mouse to **point** to a field and **drag through the incorrect information** to highlight it. **Type the correct information and press** **tab** to enter it.

If the supplier is incorrect, reselect from the supplier list by **clicking the Supplier field list arrow**. **Click the name of the correct supplier**. If the supplier terms or account are now incorrect, you should reverse the entry instead. Refer to page 139.

**Click an incorrect amount** to highlight it, **type the correct amount and press** **tab** to enter the change.

To select a different account, **click the Account List icon** to display the list of accounts. **Click the correct account number** to highlight it, then **click Select and press** **tab** to enter the change.

To insert a line or remove a line, **click the line** that should be moved. **Choose the Edit menu and click Insert Line or Remove Line** to make the change.

To discard the entry and begin again, **click** **X** (**Close**) to close the journal or **click** **↶** (**Undo**) on the tool bar to open a blank journal window. When Sage 50 asks whether you want to discard the entry, **click Yes** to confirm your decision.

## Posting

When you are certain that you have entered all the information correctly, you must post the transaction to save it.

**Click** the **Post** button **Post** or **choose** the **Purchase** menu and **click Post** to save your transaction.

**Click** **OK** to confirm successful posting.

A new blank Purchases Journal form appears on the screen.

## Storing a Recurring Journal Entry

The second transaction is the recurring purchase of soil treatment. Businesses often have transactions that are repeated regularly. For example, loan payments, bank charges and rent payments usually occur on the same day each month; supplies may be ordered daily or weekly; insurance payments may occur less frequently but nonetheless regularly. Groen Fields is invoiced weekly for this service. By storing an entry and indicating the frequency, it can be recalled when it is needed without re-entering all the information.



### Purchase Invoice #CS-1243

Dated May 1/17

From Crop Savers, \$640 for soil testing and follow-up fertilizer treatment plus \$96 HST. Invoice total, \$736. Terms: 1/10, n/30. Store as a weekly recurring entry.

The Purchases Journal should still be open with the correct payment method and date.

**Choose** **Crop Savers** from the supplier list. Or,

**Click** the **Supplier field** and **type** C

**Click** the **Invoice field**.

**Type** CS-1243

**Enter** a **description** for the purchase.

The tax code is correct; HST is charged on this service. The payment terms and account are also correct by default.

**Click** the **Amount field**, **type** 640 and **press** **tab** to complete the transaction.

**Choose** the **Report menu** and **click Display Purchases Journal Entry** to review the entry.

**Close** the **display** and **make corrections** if necessary.

**Click** the **Store tool**  on the tool bar (or **choose** the **Purchase menu** and **click Store**) to open the following Store Recurring Transaction screen:

Sage 50 enters the supplier and Monthly as the default name and frequency for the entry. The cursor is in the name field. You can type another descriptive name to change it. Be sure to use one that you will recognize easily as belonging to this entry. The default frequency is incorrect since the invoices for soil treatments are received weekly.

**Click** **Monthly** to display the list of choices for the recurring frequency:

The frequency options are Random (for irregular purchases), Daily, Weekly, Bi-Weekly, Semi-Monthly, Monthly, 13-Period, Bi-Monthly, Quarterly, Semi-Annually and Annually.

### NOTES

Typing the first letter of a supplier name in the Supplier field will add the first supplier name beginning with that letter. Since Crop Savers is the first supplier name starting with "C," it will be entered.

### NOTES

The procedure for storing entries is the same for all journals when the option is available. Choose Store, assign a name to the entry, then choose a frequency and click OK to save it.

The shortcut for storing a transaction is **ctrl** + T.

### NOTES

The recurring frequency options are Daily, Weekly (52 times per year), Bi-Weekly (26 times per year, or every two weeks), Semi-Monthly (24 times per year), Monthly (12 times per year), 13-Period (13 times per year, or every four weeks), Bi-Monthly (six times per year, or every two months), Quarterly (four times per year, or every three months), Semi-Annually (twice per year, or every six months), Annually (once per year) and Random (irregular intervals using the session date when the entry is recalled).

**Click Weekly.**

Sage 50 will advance the default journal date when you recall the stored entry according to the frequency selected. The session date is entered if the Random frequency is chosen.

**Click OK** to return to the Purchases Journal window.

Notice that  (the **Recall tool**) is now darkened and can be selected because you have stored a journal entry. The journal title bar label has also changed. It now shows Using Recurring Crop Savers.

**CORRECTING A STORED JOURNAL ENTRY**

If you notice an error in the stored journal entry before posting, you must first **correct** the journal entry in the Purchases Journal window, then **click Store**. When asked to confirm that you want to overwrite or replace the previous version, **click Yes**.

If you edit the journal entry after storing it and do not want to store the changed entry, Sage 50 will warn you that the entry has changed. **Click Yes** to proceed.

**Posting**

When you are sure that you have entered all the information correctly and you have stored the entry, you must post the transaction to save it.

**Click** the **Post button**  or **choose** the **Purchase menu** and **click Post** to save your transaction. **Click OK** to confirm successful posting.

A new blank Purchases Journal form appears on the screen. The Recall tool is now available so we can recall the purchase we stored. Our next transaction is a payment, however, not a purchase.

**Close** the **Purchases Journal window** to return to the Payables window.

**Accounting for Payments**

Payments are made from the Payments Journal icon in the Tasks pane indicated by the arrow in the following screen:



**Click** the **Payments icon list arrow**, as shown above, to see a list of shortcuts for different payment types.

When you click on one of these shortcuts, the journal will open with the correct type of transaction preselected.

**Click Pay Purchase Invoices** to open the Payments Journal:

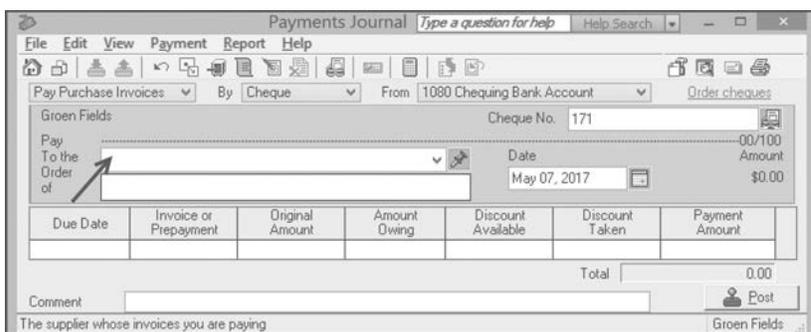
**Classic CLASSIC VIEW**

From the Classic view Home window, click the Payments icon



to open the Payments Journal. Pay Invoices will be selected as the default type of transaction.

**PRO VERSION**  
The term Vendors replaces Suppliers.



Pay Invoices is selected as the type of payment in the type of Pay transaction field because we made this selection in the Home window. Pay Invoices is also the default transaction type when you click the Payments icon. Cheque appears as the method of payment in the By field and *1080 Chequing Bank Account* is the account the payment is made from. These defaults are correct for the first payment.



**Payment Cheque #171 Dated May 2/17**

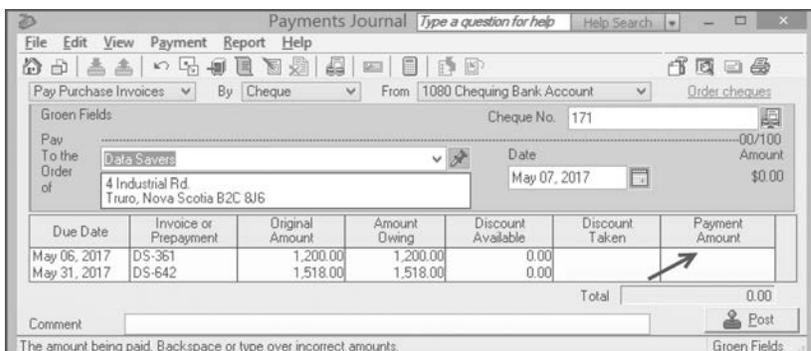
To Data Savers, \$780 in payment of account. Reference invoice #DS-361.

**Click** the **To The Order Of (Supplier) field list arrow** to see the familiar list of suppliers displayed in alphabetic order.

**Click** **Data Savers** (or **type D**) to choose and enter the supplier to whom the payment is made.

The journal input form is updated with the supplier’s name, address and outstanding invoice(s), making it easy to see whether you have selected correctly.

The updated journal is shown here:



If you need to change the supplier, click the Supplier field list arrow again to select from the supplier list. The cheque number is entered in the Number field. The next cheque number appears according to the settings for the company. It is correct, so you can accept it. Normally the cheque number should be correct. It can be edited, if necessary, for reversing or correcting entries.

The default session date is entered and is incorrect; you must change it.

**Click** the **Calendar icon**  for the Date field.

**Click** **2** in the May section. **Press** **(tab)**.

The year will also be added correctly when you type the month and day in the Payments Journal Date field.

The cursor moves to the Due Date field for the first outstanding invoice. All outstanding invoices, including both the amount of the original invoice and the balance owing for the selected supplier, are listed on the screen.

**PRO VERSION**  
The Refresh tools do not appear in the Pro version.

**NOTES**  
The To The Order Of field has the Same Supplier tool  we saw in the Purchases Journal.

**NOTES**  
When more than one bank account is set up, you can select the bank from the drop-down list beside From. In Chapter 11, you will use these upper fields to work with multiple bank accounts.

**NOTES**  
You can type D in the Supplier field to enter Data Savers because this is the only supplier beginning with “D.”

**NOTES**  
When several invoices from the same supplier are paid with separate cheques, you can click , the Same Supplier push pin tool, to keep this supplier selected after you post a payment.

**NOTES**  
From the Pay drop-down list, you can select the other kinds of transactions for this journal, or you can choose the transaction type from the Payments icon shortcuts list in the Payables module window.

**NOTES**  
Click  (the Include Fully Paid Invoices tool) to display all paid and unpaid invoices for the selected supplier.

**NOTES**  
The Lookup icon  appears beside the cheque number and in the tool bar so you can look up previous payments.

**WARNING!**

Neither the amount for the next invoice nor its discount should be highlighted since this invoice is not being paid. If its amount is highlighted or entered, you must delete it by pressing **del** and then **tab** to correct the total cheque amount, as we show on page 130.

**NOTES**

The Print Preview tool  allows you to review the cheque. The display will show the cheque to be printed, plus two copies of the related invoice number and payment amount applied: one to submit and one for reference.

**NOTES**

The direct link between the Payments and Purchases journals for each supplier provides a further reason for using the Purchases Journal for purchases. Outstanding amounts (and discounts) are calculated and displayed automatically, and ledger account balances and supplier records are updated automatically.

Furthermore, you cannot reverse debit and credit amounts in error.

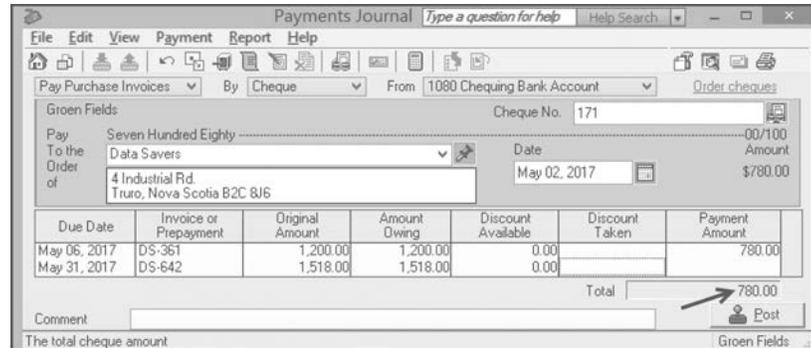
**Press** **tab** to advance to the Discount Taken field. Since there is no discount, the field is blank and you can skip it.

**Press** **tab** again.

The amount outstanding for the selected invoice is highlighted as the payment amount. You can accept the highlighted amount or type another amount for partial payments. This is a partial payment so we need to change the amount.

**Type** 780

**Press** **tab** to update the Total and advance the cursor to the Discount Taken field for the next invoice and complete the payment as shown:



Due Date	Invoice or Prepayment	Original Amount	Amount Owing	Discount Available	Discount Taken	Payment Amount
May 06, 2017	DS-361	1,200.00	1,200.00	0.00		780.00
May 31, 2017	DS-642	1,518.00	1,518.00	0.00		
Total						780.00

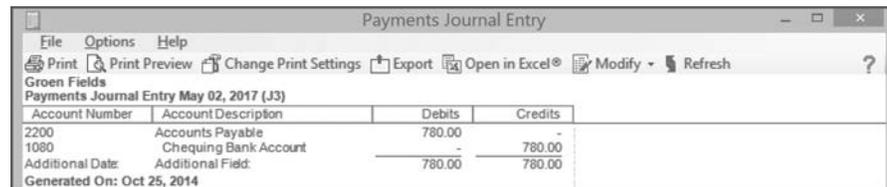
Notice that the upper cheque portion of the form is also complete. Notice too that there is no field for account numbers in the Payments Journal. You need to enter only the amount of the payment on the appropriate invoice line.

As you pay invoices in the subsidiary Payments Journal, you do not enter any accounts, so you cannot make an incorrect selection. Sage 50 chooses the default linked accounts defined for the Payables Ledger to create the journal entry.

The entries for this transaction are complete, so you are ready to review and post your transaction.

## Reviewing the Payments Journal Entry

**Choose** the **Report** menu and **click Display Payments Journal Entry** to display the transaction you have entered:



Account Number	Account Description	Debits	Credits
2200	Accounts Payable	780.00	-
1080	Chequing Bank Account	-	780.00
Additional Date: Additional Field:		780.00	780.00

Generated On: Oct 25, 2014

You can see that Sage 50 automatically creates a related journal entry when you complete a Payments Journal entry. The program updates *Accounts Payable* and *Chequing Bank Account* because the Payables and General ledgers are fully linked. *Chequing Bank Account* has been defined as the default Payables linked account to which payments are credited. The payment is also recorded to the supplier's account to reduce the balance owing.

**Close** the **display** to return to the Payments Journal input screen.

You can print the cheque, but you must do so before posting. However, you should check that you have selected the correct printer and forms for printing cheques (see Chapter 4, page 84) and make corrections first, if necessary.

### CORRECTING THE PAYMENTS JOURNAL ENTRY BEFORE POSTING

Move to the field that has the error. Press **tab** to move forward through the fields or press **shift** and **tab** together to move back to a previous field. This will highlight the field information so you can change it. Type the correct information and press **tab** to enter it.

You can also use the mouse to point to a field and drag through the incorrect information to highlight it. Type the correct information and press **tab** to enter it.

If the supplier is incorrect, click  to undo the entry or reselect from the Supplier list by clicking the Supplier list arrow. Click the name of the correct supplier. You will be asked to confirm that you want to discard the current transaction. Click **Yes** to discard the incorrect supplier entry and display the outstanding invoices for the correct supplier. Re-enter the payment information for this supplier.

**Make corrections.** Click the **Print tool**  if you want to print the cheque.

## Posting

When you are certain that you have entered all the information correctly, you must post the transaction to save it.

Click the **Post button**  (or choose the **Payment menu** and click **Post**) to save your transaction and then click **OK** to confirm.

## Entering Cash Purchases

The property tax statement on May 2 is to be paid immediately on receipt of the assessment notice. Instead of recording the purchase and payment separately, you can record the payment with the purchase in the Payments Journal. This transaction also involves a company that is not listed as a supplier, so you must add Truro City Treasurer to the supplier list to record the transaction.

Suppliers can be added directly from the Payables Ledger or from the supplier field in the Purchases Journal or the Payments Journal. We will add the new supplier from the Payments Journal. The Payments Journal should still be open.

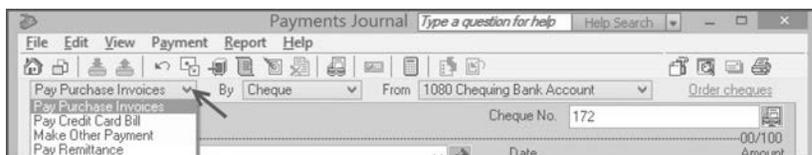


### Cash Purchase Invoice #Truro-17 Dated May 2/17

From Truro City Treasurer (use Quick Add for the new supplier), \$1 425 for annual property taxes. Paid by cheque #172.

The date and the cheque number are correct. The date is unchanged from the previous Payments Journal transaction. The next available cheque number is entered by default, and the bank account is selected for the payment. Cheque numbers are updated in sequence for both invoice payment entries and cash purchases.

Click **Pay Purchase Invoices** to see the options for payment transactions:



Click **Make Other Payment** from the drop-down list.

If you have closed the Payments Journal, you can open the form for cash purchases from the Home window. Click the Payments icon list arrow and click **Pay Expenses** (see page 116). In this case, you must enter May 2 as the date.

### NOTES

You can correct payment amounts after posting by clicking the Adjust Payment tool. Select the payment to adjust, just as you select a purchase invoice or General Journal entry for editing. Make the correction and post the revised payment.

To correct a payment after posting, refer to page 137 and to the section on NSF cheques on page 176.

### NOTES

When the batch printing option is selected in the settings for Forms, you can print cheques in batches after posting them. The Print Batches tool will be added to the tool bar. Batch printing is covered in Chapter 14.

 To check printer settings, click the Change The Default Printer Settings tool in the journal.

 Turn on the printer and click the Print tool.

### CLASSIC VIEW

From the Classic view Home window, click the Payments icon



to open the Payments Journal. Click Pay Invoices and then click Make Other Payment as the type of transaction.

**WARNING!**

If you have closed the Payments Journal, the session date will be displayed and you must change it to May 2.

**PRO VERSION**

Remember that you will see the term Vendor instead of Supplier in all journals.

**NOTES**

The Continue option will add the supplier's name to journal entries for purchase invoices entered in the Purchases Journal, but not for Other Payments entered in the Payments Journal.

If you create a partial supplier record with Quick Add, you can add more supplier details later by editing the record.

**NOTES**

If you scroll down the list when you select All Accounts, you will see that 2200 Accounts Payable is not included.

Journal input fields are added to the payment form:

**Click** the **To The Order Of (Supplier)** field to move the cursor.

**Type** Truro City Treasurer and then **press** **tab** to display the message:

The program recognizes that the name is new and gives you four options. **Continue** will add the name to the journal and the journal report and apply the default settings for the ledger. This option will not create a supplier record or include the name in the supplier list. **Quick Add** will create a partial record with only the supplier's name and will apply the default settings for the ledger. **Full Add** will open a new ledger record for the supplier where you can add complete details. **Cancel** will return you to the journal. You can then type or choose another name if the one you typed was incorrect.

If you are making a cash purchase and you will not be making additional purchases from this supplier, you can choose **One-Time Supplier** from the Supplier list instead of adding the supplier. Type the supplier's name and address in the text box area below the To The Order Of field. The default settings for the ledger will apply to the invoice, but you can change them if needed. The transaction will be included in the GST/HST report, but the supplier's name will not appear in supplier lists or in the journal reports.

We want to add a partial record for the new supplier.

**Click** **Quick Add** to return to the Payments Journal.

The supplier's name is added to the journal. Because an account is not set up for the supplier, you must enter the asset or expense account that is debited for the transaction.

**Click** the **Account field List icon**  to see the Select Account list.

**Click** **Suggested Accounts** to modify the list as shown:

The list now shows only the expense accounts, the ones used most often for purchases. This list is easier to work with because it is shorter. When you enter sales in the Sales Journal, the suggested accounts will list only revenue accounts.

**Scroll down** and **click 5160 Property Taxes**.

**Click Select** to add the account and advance to the Description field.

**Type** annual property taxes

**Press**  to advance to the Amount field.

**Type** 1425 **Press** .

Since no sales tax is charged on property taxes, the default entry of No Tax is correct.

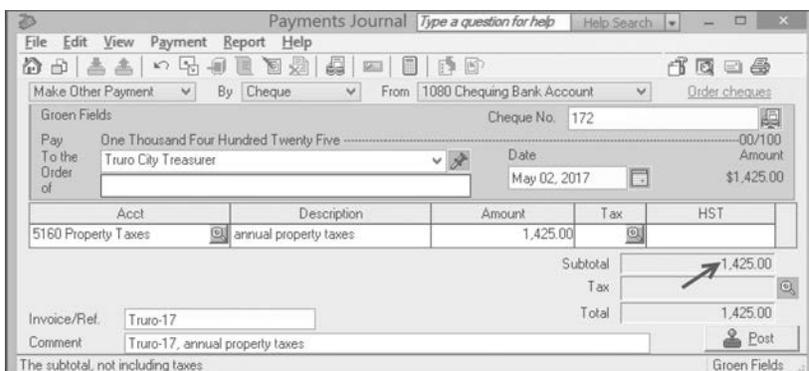
**Click** the **Invoice/Ref. field**.

**Type** Truro-17 **Press**  to advance to the Comment field.

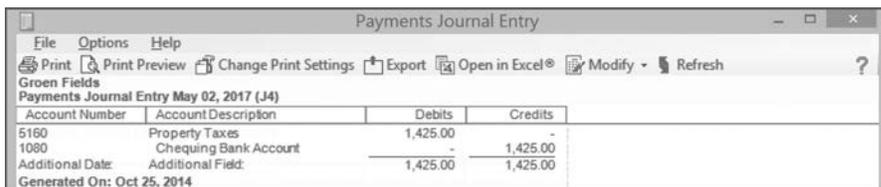
The comment will become part of the journal record, so you should include it.

**Type** Truro-17, annual property taxes

The subtotal and total amounts are entered automatically. Your completed payment form should now look like the one shown here, and you are ready to review it:



**Choose** the **Report menu** and **click Display Payments Journal Entry**. Your display should look like the following:



Notice that the program has automatically credited *Chequing Bank Account*, the Payables linked bank account, for the cash purchase instead of *Accounts Payable*.

**Close** the **display** when you have finished.

**Make** any **corrections** necessary. Double-click an incorrect entry and type the correct details.

**Click** the **Post button**  to save the **entry** when you are certain that it is correct. **Click OK**.

**Close** the **Payments Journal** to return to the Home window.

Notice that the Balance amounts in the Suppliers list pane have been updated to include the transactions we have recorded.

**NOTES**  
You can use keyboard shortcuts to copy text. Click the text you want to copy and press  + C. Then click the field you want the text copied to and press  + V.

**NOTES**  
If the purchase has taxes added, choose the tax code from the Tax field List icon selection list.

**NOTES**  
You can preview this expense payment, just as you can preview invoice payment cheques. Two copies of the invoice details are added to the upper cheque portion.

**NOTES**

Entering cash purchases in the Payments Journal as an Other Payment or in the Purchases Journal is a personal preference.

**NOTES**

- BuyMore
- ✓ Terms: net 1
- Expense account: 5020
- Tax code: H - HST @ 15%

## Adding a New Supplier Record

Cash purchases and new suppliers may be recorded in the Payments Journal or the Purchases Journal. We will record the next cash purchase in the Purchases Journal after we add a full record for the supplier. You can create a new supplier record on the fly, as in the previous transaction, by choosing Full Add, or you can open the Payables Ledger for a new supplier record from the Add Supplier option in the Suppliers shortcuts list. For this transaction, we will use the ledger option.

The next purchase is from a new supplier and requires a complete new record.

**Memo #12****Dated May 3/17**

Add a new record for BuyMore (contact B. S. Fullovit)  
 Located at 447 Slick St., Halifax, NS B3B 8J5  
 Tel: (902) 564-8907  
 E-mail: fullovit@buymore.ca

**Click** the **Suppliers icon shortcuts list arrow** as shown:



**Click** **Add Supplier** to open the Payables Ledger input form:

You are ready to enter the new supplier. The Supplier Address tab information screen appears first. Note that **required fields** have an \* beside them as they do in the General Ledger. The supplier name is the only required field. As soon as you begin to type in the field, the \* is removed.

**Type** BuyMore **Press** **(tab)**.

The cursor advances to the Contact field, where you enter the name of Groen Fields' contact person at BuyMore. This field can also be used to enter a third address line if two street lines are insufficient. This field or any other may be left blank by pressing **(tab)** or clicking the next field for which you have information.

**Type** B. S. Fullovit

**Press** **(tab)**. The cursor moves to the Street 1 field.

**Type** 447 Slick St.

The Street 2 field can be used for a second address line, if there is one.

By default, the program has entered the city, province and country from the Payables Ledger Address settings. We need to change the city.

**PRO VERSION**

Click Add Vendor in the Vendors shortcuts list.

**NOTES**

The centred window title (Payables Ledger) is hidden in Windows 8 because you cannot resize ledger windows.

**CLASSIC VIEW**

From the Classic view Home window, click the Suppliers icon

to open the Suppliers window. Then click the Create tool, or choose the File menu and click Create, or press **ctrl** + N. Close the Suppliers window after saving the new record.

**PRO VERSION**

The Refresh tool does not appear in the Pro version. The term Vendor replaces the term Supplier in all fields.

**NOTES**

If you are missing any information for a supplier, you can leave the field blank and enter the details later by editing the record. See page 136.

Although the extra fields are not required, entering the details in the ledger record will speed up journal entry when you choose the supplier.

**Double-click Truro** in the City field and **type** Halifax

**Click** the **Postal Code field** to move the cursor. The default entry for Province is correct.

When you enter a Canadian postal code, you do not need to use capital letters or leave a space within the postal code. The program makes these adjustments for you.

**Type** b3b8j5 **Press** .

Notice that the format of the postal code has been corrected automatically. The cursor moves to the Country field. You can leave this field blank.

**Press** . The cursor moves to the Phone 1 field.

You do not need to insert a dash, space or bracket when you enter a telephone number. Telephone and fax numbers may be entered with or without the area code.

**Type** 9025648907 **Press** .

The format for the telephone number has been corrected automatically. The cursor advances to the Phone 2 field for the supplier's second phone number. We do not have additional phone or fax numbers at this time. They can be added later when they are obtained. The Tax ID number refers to the business's federal tax or GST registration number. Adding e-mail and Web site information allows you to send purchase orders by e-mail and connect to the supplier's Web site directly from Sage 50. Type e-mail and Web addresses just as you enter them in your Internet program.

**Click** the **E-mail field**. **Type** fullovit@buymore.ca

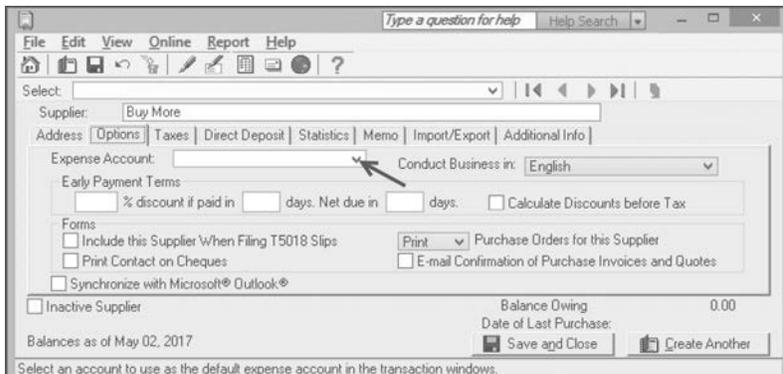
The date in the Supplier Since field is the session date or the date of the earliest transaction you enter for this supplier in Sage 50. You can enter a different date if this is appropriate. The Date Of Last Purchase is added automatically by the program based on the transactions you enter for the supplier.

**Press**  **twice** to advance to the Supplier Since date field.

**Type** May 3

The last option concerns the supplier's status. You can make a supplier inactive and remove the name from the selection lists and reports. Suppliers that you will not use again can be made inactive.

**Click** the **Options tab** to open the next supplier information screen:



The Options screen has several important fields. In the first part of the Options screen, you can choose the default account and preferred language (English or French) for the supplier. Forms you send to that supplier will be in the selected language, although your own screens will not change. You can also enter a default account for the

**NOTES**  
Most reports have the option to include or omit inactive suppliers.

**NOTES**

Any account — except the type X account and Accounts Payable — can be used as the default expense account, including capital accounts. This allows you to set up the owner as a supplier and link the transactions to the Drawings account.

**NOTES**

If you need to create a new account for this supplier, type the new account number in the Expense Account field and press **tab**. Click Add to confirm that you want to create the account. The Add An Account wizard will open.

**NOTES**

Typing 0 (zero) in the Net Days field will leave the payment terms fields on the invoice blank. Therefore, we enter net 1 (one) when payment is due immediately.

**PRO VERSION**

The option to Synchronize With Microsoft Outlook is not available in the Pro version.

**WARNING!**

The tax exempt option Yes should be selected only if all purchases from the supplier are tax exempt because this setting prevents taxes from being calculated on any purchases from the supplier.

supplier. Although the field is named Expense Account — often an expense account is the default — you may select any postable account. If you usually buy the same kinds of goods from a supplier, entering a default account saves time and prevents errors when completing journal entries. BuyMore provides promotional materials.

**Click** the **Expense Account list arrow** to see the accounts available.

**Scroll down** and **click 5020 Advertising and Promotion**.

In the **Early Payment Terms** section of the ledger, you can enter the discount for early settlement of accounts and the term for full payment. Discounts may be calculated on the amount before taxes or on the full invoice (after-tax) amount. Three fields are used to enter the discount. The first shows the discount rate as a percentage, and the second holds the number of days over which the discount remains valid. In the final field, enter the number of days in which net payment is due. According to the source document, immediate payment is expected.

**Click** the **Net Due In \_\_\_ Days field** (Early Payment Terms section).

**Type** 1

The next fields appear as check boxes. There are no discounts from this supplier. Leave the check box for Calculate Discounts Before Tax blank.

Include This Supplier When Filing **T5018 Slips** applies to amounts paid to subcontractors for construction services and does not apply to Groen Fields. Selecting **Print Contact On Cheques** will add the name of the contact person to the cheque written to the supplier. If the Contact field contains address information, check this box; otherwise, leave it unchecked.

The next option allows you to choose **Print or E-mail Purchase Orders For This Supplier** as the default setting, but you can change the selection for individual purchase orders if necessary. If you usually e-mail the orders, you should also check the **E-mail Confirmation Of Invoices And Quotes** option by clicking it.

If you want to synchronize lists in Sage 50 with Microsoft Outlook, click the **Synchronize With Microsoft Outlook** check box.

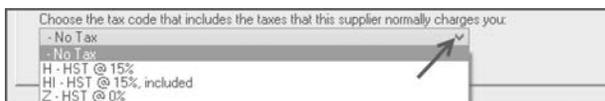
The next input screen defines the tax options for this supplier.

**Click** the **Taxes tab** to open the screen:

All the taxes Groen Fields usually pays are set up for the company and appear on the list. HST is the only applicable tax. The default option is to pay the tax — the option under Tax Exempt is set at No — that is, Groen Fields is not exempt from taxes on purchases from this supplier. Clicking No will change the tax exemption setting to Yes. This change would be appropriate for suppliers that do not provide goods or services, such as the Receiver General. Refer to Chapter 2 for further information about taxes.

To enter a default tax code for purchases from the supplier, we can choose a code from the drop-down list in the next field. The default setting, No Tax, is incorrect.

**Click** **No Tax** to see the codes available:



Four codes are defined for Groen Fields: **No Tax** and **Z** (zero rated – HST @ 0%) for suppliers, from which purchases are exempt from tax; **H** for suppliers of normal taxable goods or services when HST is not included in the price; and **HI** for suppliers of taxable goods such as gasoline or liquor when the tax is included in the purchase price.

BuyMore charges HST but does not include it in the price.

**Click H - HST @ 15%.**

The remaining input screens will be introduced in later applications. The **Direct Deposit** tab screen holds the details for automatic payments from your bank account, the **Statistics** tab screen stores cumulative historical transactions, the **Memo** tab screen allows you to add messages to the Daily Business Manager and the **Import/Export** tab screen allows you to specify corresponding inventory item codes for your business and your suppliers. The **Additional Info** tab screen has customizable fields for other information.

### CORRECTING A NEW SUPPLIER ACCOUNT

Move to the field that has the error by pressing **tab** to move forward through the fields or pressing **shift** and **tab** together to move back to a previous field. **Type the correct information.**

You can also highlight the incorrect information by dragging the cursor through it. You can now type the correct information.

After a field has been corrected, press **tab** to enter the correction.

To open a different tab screen, **click the tab you want.**

Check your work carefully before saving the information because the options you select will affect the invoices directly.

When you are certain that all the information is correct,

**Click Save And Close**  to save the supplier information and return to the Home window.

## Entering Vendor Records from the Purchases Journal

Click the Purchase Invoices icon  to open the journal and click the Suppliers field.

Type the new supplier's name in the Supplier field. Click the Add link (just above the Supplier field) to open a ledger record at the Address tab screen.

Or, press **tab** after typing the name. The program recognizes the name as new:



Click Full Add to open a Payables Ledger record at the Address tab screen. The new supplier name will be entered as you typed it in the Supplier field. Enter the remaining details for the supplier as described above. Click the Save And Close button to return to the invoice. The supplier's address, tax code and expense account will be added to the invoice form.

### NOTES

When the tax exempt settings are No, you can change the tax codes in the journals and the tax calculations will be correct. If the tax exempt settings are Yes, you can change the codes but no taxes will be calculated.

### NOTES

The Daily Business Manager is covered in Chapter 11 and the Import/Export options are explained in Appendix J on the Student DVD. Direct deposits are covered in Chapter 13.

The Additional Info tab fields are used for the Payroll Ledger in Chapter 9.

### CLASSIC VIEW

From the Classic view Home window, click the Purchases icon

 to open the Purchases Journal.

### NOTES

If you click Add before typing the name, add the name when the ledger record opens.

## Entering Cash Purchases in the Purchases Journal

**Open** the **Purchases Journal**.



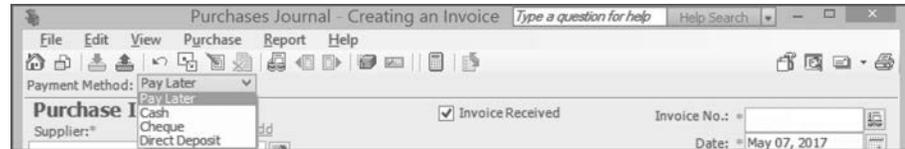
**Cash Purchase Invoice #BM-3492**      **Dated May 3/17**

From BuyMore, \$1 200 plus \$180 HST for updating online sales catalogue. Terms: cash on receipt. Invoice total \$1 380 paid in full by cheque #173.

**Choose BuyMore** from the Supplier drop-down list. **Press** **(tab)**.

We can now enter the transaction details as we did for previous purchases. We need to change the payment method because this is a cash purchase.

**Click Pay Later** in the Payment Method field to see the payment options:



The payment options are the same as those in the Payments Journal for Other Payments, with the addition of Pay Later.

**Click Cheque.**

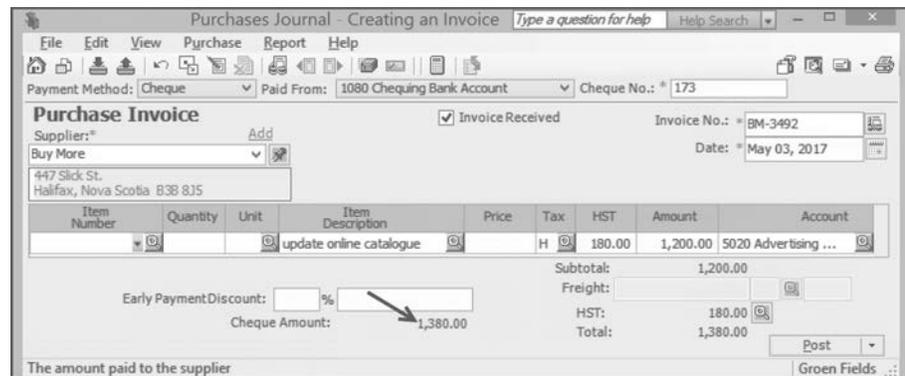
A cheque number field with the next cheque number is added in the upper right-hand corner of the invoice form. The cheque number is updated automatically. The account number and payment terms are added from the supplier record information we entered. You need to add the invoice number, transaction date and amount.

**Click** the **Invoice No. field** and **type** BM-3492

**Click** the **Calendar icon** and **choose May 3**.

**Click** the **Amount field**.

**Type** 1200 **Press** **(tab)**. Add a description to complete the invoice:



You should review the journal entry before posting it.

**Choose** the **Report menu** and **click Display Purchases Journal Entry**:

Account Number	Account Description	Debits	Credits
2670	HST Paid on Purchases	180.00	-
5020	Advertising and Promotion	1,200.00	-
1080	Chequing Bank Account	-	1,380.00
Additional Date: Additional Field:		1,380.00	1,380.00

This journal entry is the same as the one from the Payments Journal when we chose Make Other Payment. *Chequing Bank Account* is credited instead of *Accounts*

### NOTES

Remember that we use the term *cash purchase* for purchases with payment by cheque.

### NOTES

The Net Days field is removed for the immediate payment, but discounts for early payment may still apply.

### NOTES

Sometimes a business uses more than one bank account. If multiple accounts are set up, all bank accounts will be listed in the Paid From drop-down list. You can choose the appropriate bank account from the list for purchases by cheque and for payments. Credit cards, direct deposits and multiple bank accounts are used in later applications.

### NOTES

You can preview this cash purchase, just as you can preview invoice payment cheques. Two copies of the invoice details are added to the upper cheque portion.

*Payable*. The supplier record is updated for the transaction by including both an invoice and a payment for the same date. Because the journal entries are the same, the method you choose for entering cash purchases — either in the Purchases Journal or as Other Payments in the Payments Journal — is a personal preference.

**Close** the **display**.

**Check** the **invoice** for errors and **make corrections** just as you would for regular purchases. When the information is correct,

**Click** **Post**  to save the transaction. **Click OK**.

## Adjusting a Posted Invoice

In the same way that you can correct or adjust a previously posted entry in the General Journal, you can edit a Purchases Journal invoice after posting. Sage 50 will create the necessary reversing entry when you post the revised invoice.



### Memo #13

Dated May 4/17

From Owner: Adjust invoice #DS-642. The invoice from Data Savers included a one-time charge of \$350 plus \$52.50 HST to restore system and recover data after data was compromised. The corrected invoice total is \$1 920.50.

The Purchases Journal should still be open.

**Click** the **Adjust Invoice tool**  or **choose** the **Purchase menu** and **click Adjust Invoice** to open the Search Purchase Invoices screen:

This is similar to the Search screen for the General Journal, but you have the additional option of searching for invoices by the name of the supplier. The program enters default start and finish dates. These dates can be edited like any other date fields or you can choose dates from the calendars. The default dates include all transactions for the journal, so we can accept them.

We will search all invoices by accepting the default to Search All Suppliers.

If you know the invoice number, journal entry number or amount, you can enter this in the corresponding field and click OK to select the invoice directly.

**Click OK** to see the requested list of Purchases Journal invoices:

Date	Supplier	Invoice #	Journal Entry #	Original Amt
May 03, 2017	Buy More	BH-3492	5	1,380.00
May 01, 2017	Crop Savers	CS-1243	2	736.00
May 01, 2017	Data Savers	DS-642	1	1,518.00

Invoices are presented in order with the most recent one listed first and selected. The invoice that we need is Journal Entry #1, DS-642. You can change the order of the listed transactions by selecting from the **View Invoices By** drop-down list. You can list in order by date, supplier, invoice number, journal entry number or amount. And you can reverse the order of any list by clicking the  button.

### NOTES

The Post button now includes a list arrow. From the drop-down list, you can select Print & Post instead of Post as your default. With this selection, you will print the cheque automatically when you enter the invoice.

This option is available only for cash purchases because the printed invoices include cheques.

### NOTES

You can also press  + A to open the Adjust Invoice window from any journal. See Appendix B for a list of keyboard shortcuts.

### NOTES

From the Home window, you can choose Adjust Invoice from the Purchase Invoices drop-down shortcuts list to open the Search window.

### NOTES

Searching by Invoice Number is the equivalent of searching by Source in the General Journal.

### NOTES

Notice that the cash purchases entered in the Payments Journal are not included in this list. You can adjust these transactions from the Payments Journal after choosing Make Other Payment, or from the Payments icon Adjust Payment shortcut (see page 129).

**NOTES**

The Post button for Pay Later invoices does not have a list arrow with the option to print.

You can still print the invoice from the File menu Print option or from the Print tool.

**Click DS-642.** (Click anywhere on the line to highlight the invoice.)

**Click Select or double-click the entry** to recall the selected transaction:

Item Number	Quantity	Unit	Item Description	Price	Tax	HST	Amount	Account
			data backup service		H	198.00	1,320.00	5130 Data Manage...
Subtotal:							1,320.00	
Freight:								
HST:							198.00	
Total:							1,518.00	

All fields are available for editing. We need to edit the amount.

**Click line 2** in the Amount field below 1320.

**Type** 350

**Press** `tab` to update the tax code and amount, totals and account.

**Add** an appropriate **description**. You can add -R to the invoice number to indicate that this is the revised invoice.

Your completed entry should now resemble the following:

Item Number	Quantity	Unit	Item Description	Price	Tax	HST	Amount	Account
			data backup service		H	198.00	1,320.00	5130 Data Manage...
			data recovery charge		H	52.50	350.00	5130 Data Manage...
Subtotal:							1,670.00	
Freight:								
HST:							250.50	
Total:							1,920.50	
Amount Owing:							1,920.50	

If you change the supplier, you will see a warning:

Before posting the revised transaction, review it for accuracy.

**Choose the Report menu and click Display Purchases Journal Entry:**

Account Number	Account Description	Debits	Credits
2670	HST Paid on Purchases	250.50	-
5130	Data Management	1,670.00	-
2200	Accounts Payable	-	1,920.50
Additional Date: Additional Field:		1,920.50	1,920.50

Although only one journal entry is shown, three entries are posted — J1, the first one that was incorrect, J6, the second created by Sage 50 to reverse the incorrect entry, and J7, the final correct one you see displayed. All use the original posting date. The previous transaction we posted was entry #5 (see screenshot on page 126).

**NOTES**

When you change the supplier, the default settings for the previously selected supplier will still be used. Check your entry carefully before posting.

To change the supplier, it is easier and safer to reverse the invoice and then enter it correctly. Refer to page 139.

**NOTES**

Dates should be changed only if they were incorrect. If you edit the date, the final correct entry will be posted with the revised date and will affect the payment terms. To see all three entries in the journal report, Corrections must be selected (see pages 147–148).

**Close** the **report display** when you have finished and **make** additional **corrections** if necessary.

**Click** the **Post** button , **click OK** and **close** the **Purchases Journal**.

**CORRECTING CASH PURCHASES AND PAYMENTS FROM THE PAYMENTS JOURNAL**

Purchases entered as Other Payments in the Payments Journal do not appear on the Search Purchase Invoices list from the Purchases Journal. You can, however, adjust these other payments from the Payments Journal as follows:

- **Click** the Home window **Payments icon**  **shortcuts list arrow**, and **click Adjust Payment**.
- **Select** your search parameters: the **date range**, **supplier** or **cheque number**. **Click OK**.
- **Click** the **cheque/invoice** you want to adjust. All cheques used to pay invoices and cash purchases will appear on this list.
- **Double-click** the **entry** or **click Select** to open the cheque.
- **Make the corrections**. **Review** your **entry** and **post** the revised transaction.
- If the **Payments Journal** is already open, **click Make Other Payment** from the transaction list if you want to adjust a cash purchase payment.
- **Click Pay Invoices** from the transaction list if you want to adjust a cheque used to pay invoices.
- **Click** the **Adjust Payment** or **Adjust Other Payment tool**  or choose the **Payment menu** and **click Adjust Payment** or **Adjust Other Payment**.
- **Select** your search parameters. **Click OK** to open the list of cheques. Your list will include either payment or cash purchase (other payment) cheques, depending on the type of transaction you started from.
- **Make the corrections**. **Review** your **entry** and **post** the revised transaction.

Refer to page 137 for detailed instructions on correcting a payment cheque.

**NOTES**

The confirmation message shows that two journal entries were posted.

## Entering Discounts for Early Payments

Entering discounts for early payments is very much like entering regular payments. The discounts show up automatically when the invoices and dates are correct and the discount period has not expired.

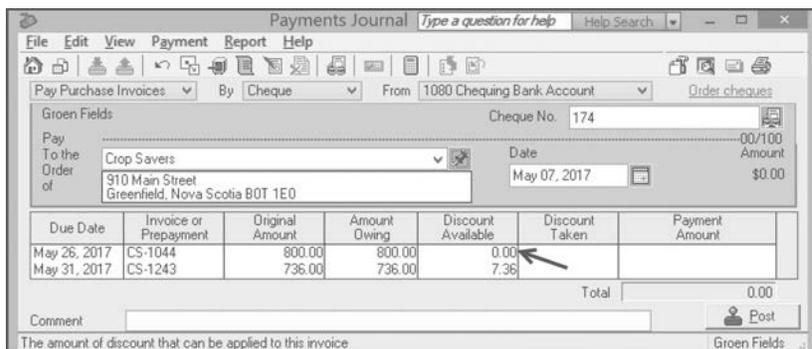


**Payment Cheque #174 Dated May 4/17**

To Crop Savers, \$792 in payment of account, including \$8 discount for early payment. Reference invoice #CS-1044.

**Click** the **Payments icon**  to open the Payments Journal.

**Choose Crop Savers** from the list to display the outstanding invoices:



Initially, no discount is available for invoice #CS-1044 because the session date is beyond the discount period, that is, more than 10 days past the April 26 invoice date.

**NOTES**

The Payments Journal shows the due date for the invoice, the net 30 date that is 30 days after the invoice date of April 26 for invoice #CS-1044.

The discount shows for the second invoice because the session date lies within the 10-day discount period.

**Enter** **May 4** as the date of the payment. **Press** **(tab)**.

Both discounts are now available because the payment date falls within the 10-day discount period for them:

**Press** **(tab)** twice to advance to the Discount Taken field and enter the amount.

**Press** **(tab)** to advance to the Payment Amount field and accept the discount.

Notice that the discount has been subtracted from the invoice amount.

**Press** **(tab)** to accept the amount in the Payment Amount field and update the total and the cheque portion of the journal as shown:

**Press** **(ctrl) + J** to see the payment as you have it entered so far:

Groen Fields Payments Journal Entry May 04, 2017 (J8)			
Account Number	Account Description	Debits	Credits
2200	Accounts Payable	807.36	-
1080	Chequing Bank Account	-	792.00
5090	Purchase Discounts	-	15.36
Additional Date:	Additional Field:	807.36	807.36

### WARNING!

If a second discount amount is displayed, you must delete it. It will be included in the journal entry even though the total payment and cheque amount appear correct. If you post at this stage, the discount will be accepted and included.

### WARNING!

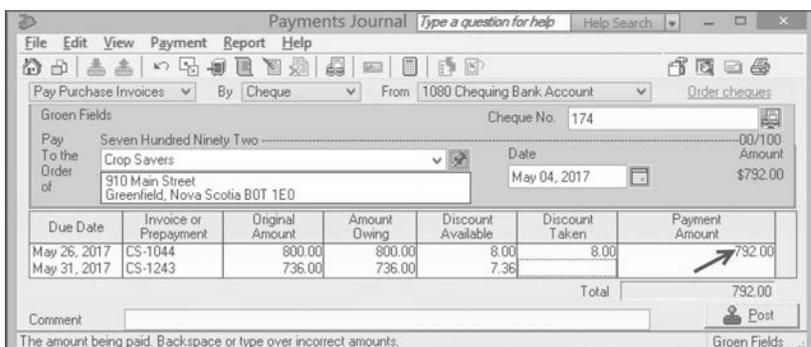
Do not press **(tab)** after deleting the discount because this will add an amount paid for the second invoice. To be safe, you should click somewhere in the upper cheque portion of the form.

At this stage, a discount amount is entered for the second invoice, but this invoice is not being paid. Therefore you must delete this entry to avoid adding it to the invoice.

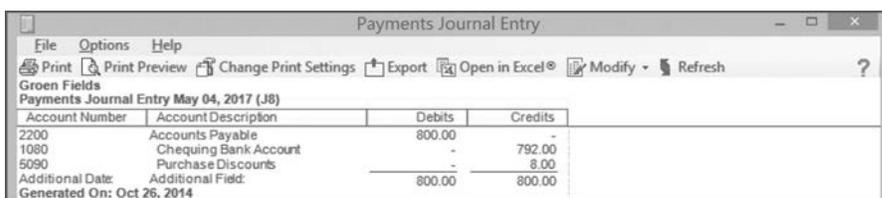
If you do not delete this second discount, your entry will be posted as shown. Both discount amounts are included — the total *Purchase Discounts* amount is \$15.36 instead of \$8.00. The cheque amount is correct, but *Accounts Payable* is reduced by \$807.36 instead of \$800, the invoice amount. If the next invoice is not paid within the discount period, its balance owing would be shown as \$728.64 because the discount was already taken.

**Close** the journal display.

**Press** **(del)** to remove the highlighted second Discount Taken amount and complete the payment form as shown:



**Choose** the **Report** menu and **click Display Payments Journal Entry** to review the transaction before posting:



In the related journal entry, the program has now updated the General Ledger *Accounts Payable* control account for the full amount of the invoice and reduced the balance owing to the supplier by the same amount. The amount taken from *Chequing Bank Account* is the actual amount of the payment, taking the single discount amount into consideration. The discount amount is automatically debited to the linked *Purchase Discounts* account. *Purchase Discounts* is a contra-expense account. It has a credit balance, so it reduces total expense and increases net income.

**Close** the **display** to return to the Payments Journal input screen and **correct** your **work** if necessary. (Refer to page 119 for assistance.)

**Post** the **transaction**. **Click OK**. **Close** the **Payments Journal**.

## Using Continue to Enter New Suppliers

Sometimes you may want to include the name of a supplier in the journal record without creating a supplier record. In these situations, you can use the Continue feature. For the cheque to Anything on Paper, a cash purchase, we will use this approach.



**Cash Purchase Invoice #AP-5899 Dated May 7/17**

From Anything on Paper (choose Continue), \$320 plus \$48 HST to create and print packages for selling seeds (use Seed Supplies account). Invoice total \$368 paid in full by cheque #175.

**Click** the **Purchase Invoices icon**  to open the Purchases Journal.

**Click** the **Supplier field** and **type** Anything on Paper

**Press** **(tab)** to open the message about a new supplier name:



### NOTES

If a second discount is not displayed, you can skip the step of deleting the discount amount.

Notice that the status bar message advises you how to enter or change the amounts.

### NOTES

When you choose One-Time Supplier, you can type the supplier's name in the Address field. The supplier's name will not be included in journal reports.

### NOTES

When you choose Continue for a new supplier in the Make Other Payment journal, the name is not added to the journal entry.

**NOTES**

Pay Later is not an option when you choose Continue or One-Time Supplier. Only immediate payment is allowed – Cash and Cheque. Cash is the default.

**WARNING!**

Remember to change the payment method for the Spotless Company invoice to Pay Later and to store the entry before posting.

**CLASSIC VIEW**

Users who are more familiar with Sage 50 may prefer to work from the Classic view. You can access all journals and ledgers from a single Classic view Home window, but you cannot add shortcuts.

**PRO VERSION**

You will not see the entry for Time & Billing in the list of links.

**Click** **OK** to return to the journal. (Continue was already selected.) **Press** **tab**. Cash is the default payment method when you choose Continue.

**Choose** **Cheque** as the Payment Method and then **enter** the **remaining details** of the cash purchase as usual. **Review** and **post** the **transaction**.

**Enter** the next **two purchase transactions**.

10

**Cash Purchase Invoice #BF-100 Dated May 7/17**

From Better Foods (choose Quick Add for the new supplier), \$95 to purchase food for weekly appreciation barbecue for employees. Issue cheque #176. Charge to Entertainment Expense account. No tax is charged on basic groceries. Store this transaction as a weekly recurring entry.

11

**Purchase Invoice #SC-701 Dated May 7/17**

From Spotless Company, \$180 plus \$27 HST for weekly cleaning of office. Purchase invoice total \$207. Terms: 1/30, n/60. Store as a weekly recurring transaction.

**Close** the **Purchases Journal**.

## Entering Sales Taxes in the General Journal

The sales summary on May 7 is entered in the General Journal because Groen Fields does not use the Receivables Ledger. When you set up and link sales tax accounts, you can add General Journal sales tax entries to the tax reports. A Sales Taxes button becomes available when you use one of these linked tax accounts in the General Journal. Groen Fields has two linked tax accounts, *HST Charged on Sales* and *HST Paid on Purchases*.

The General Journal is accessed from the Company module window that we used in the previous two chapters.

To open the Company module window, click Company in the list of modules in the upper left-hand Modules pane. Click the General Journal icon.

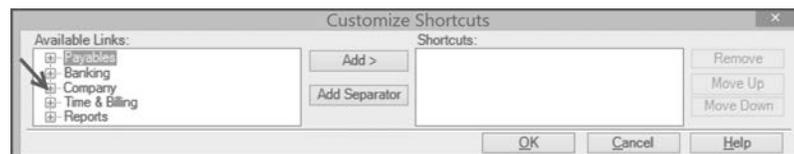
Instead, we will create a shortcut to open the General Journal.

## Creating Shortcuts

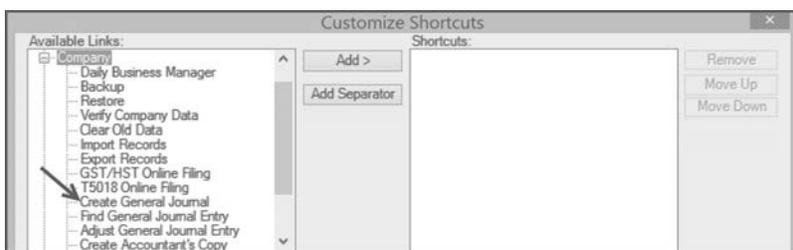
**Click** **Customize** in the Shortcuts pane below the modules as shown:



The Customize Shortcuts window opens:



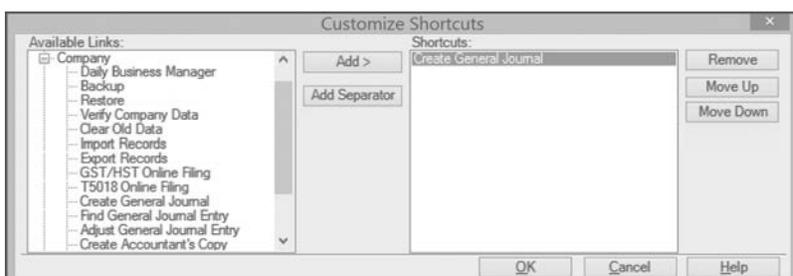
**Click** the **+** beside **Company** to expand the list of Company tasks:



You can create up to 10 shortcuts for each user. The expanded list for each module shows the items for which you can create shortcuts. Once you create it, you can click the name in the Shortcuts pane to access that journal or task directly.

**Click** **Create General Journal** in the list of Company tasks.

**Click** **Add >** to move this task to the Shortcuts box as shown:



**Click** **OK** to return to the Home window. Create General Journal now appears in the Home window Shortcuts pane as shown:



**Click** **Create General Journal** in the Shortcuts pane. The General Journal opens immediately. This shortcut will be available in the Home window for all modules.

**NOTES**  
You can remove a shortcut if it is not needed. Just click Customize in the Home window. Click the shortcut in the Shortcuts pane and click Remove and OK.

✓  
12

**Cash Sales Summary #34 Dated May 7/17**

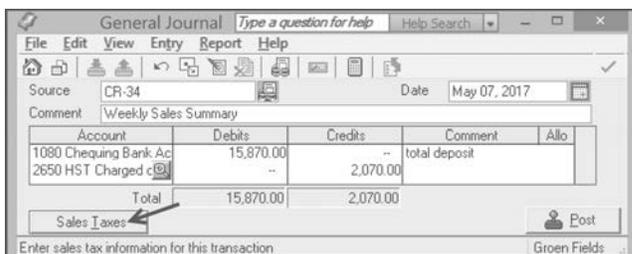
From garden centres, \$13 800 plus \$2 070 HST for hardy spring annual bedding plants and hanger and planter arrangements. Total receipts \$15 870 deposited in bank. Add a shortcut for the General Journal.

**Enter** the **Source** and **Comment** for the sale. The session date is correct.

**Choose** **Chequing Bank Account** as the account to be debited and **type** 15870 as the amount. **Enter** an appropriate **Comment** for the account.

**Choose** **HST Charged on Sales** as the account. Advance to the credit column.

**Type** 2070 as the amount to be credited. **Press** (tab). Your screen should now resemble the one shown here:



The Sales Taxes button became available as soon as you entered the tax amount.

**NOTES**  
Use the General Journal for sales in this application. We will introduce the Sales Journal in Chapter 6.

**NOTES**  
Follow the keystroke instructions for the General Journal from the Muriel's Murals application starting on page 36.

**NOTES**

HST Charged on Sales is the linked tax account for sales. When you enter HST Paid on Purchases as the account, Purchase will be selected as the default transaction type because this account is linked to the Payables module.

**Click** the **Sales Taxes** button to open the tax detail screen:

Account	Tax	Tax Code	Amount Subject to Tax	Tax Charged on Revenues	Other Taxes Charged
2650 HST Charged on S	HST	HST	0.00	2,070.00	0.00
Total				2,070.00	0.00

Because you entered *HST Charged on Sales* as the account, the transaction is recognized as a sale. You can change the transaction type if it is not correct. The account and tax amount are already entered on the form. We need to add the tax code.

**Click** the **List icon**  in the Tax Code field to open the tax code list:

The same three tax codes we saw in the Purchases and Payments journals are available. Sales have HST at 15 percent added to the price, so the correct code is H.

**Click** **Select** because code H is already highlighted. You will return to the tax detail screen:

Account	Tax	Tax Code	Amount Subject to Tax	Tax Charged on Revenues	Other Taxes Charged
2650 HST Charged on S	HST	H	13,800.00	2,070.00	0.00
Total				2,070.00	0.00

Because the tax amount was already entered, the sales amount — the Amount Subject To Tax — is calculated as soon as you select the tax code. The sales amount is correct, so we can continue. If the amount is not correct because there are other taxes included, you can edit the default amount and enter an amount for Other Taxes Charged.

**Click** **OK** to return to the journal.

**Enter** a **Comment** for the tax line and then add the final account line — **choose** account **4100**, accept the amount and **add** an appropriate **comment** to complete your journal entry as shown here:

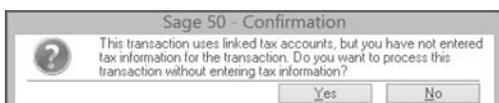
Account	Debits	Credits	Comment	Allo
1080 Chequing Bank Ac	15,870.00	--	total deposit	
2650 HST Charged on S	--	2,070.00	HST @ 15%	
4100 Revenue from S	--	13,800.00	total sales	
Total	15,870.00	15,870.00		

Notice that the Sales Taxes button has a ✓ on it to indicate that tax details have been added. Clicking the button again will show the details and allow you to edit them.

**Review** the **journal entry** and then **close** the **display**. When the entry is correct,

**Click** the **Post** button . **Click** **OK**.

If you forgot to enter the tax codes for *HST Charged on Sales*, you will see the warning message to confirm you do not want to add tax details:



If you forgot to add the tax details, click No to cancel posting and open the Sales Taxes window. Add the missing details and then post the journal entry.

**Close** the **General Journal** to return to the Home window.

**Advance** the **session date** to **May 14**. **Back up** your **data file** when prompted.

## Recalling a Stored Entry

The first journal entry for the May 14 session date is the recurring purchase from Crop Savers. Since we have stored this purchase, we do not need to re-enter all the information.

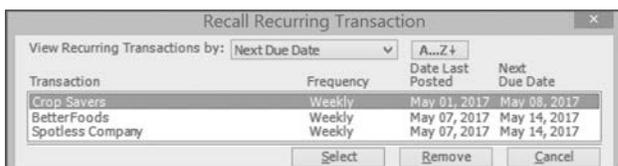
✓  
13

### Purchase Invoice #CS-2100 Dated May 8/17

From Crop Savers, \$640 for soil testing and follow-up fertilizer treatment plus \$96 HST. Invoice total, \$736. Terms: 1/10, n/30. Recall stored entry.

**Click** the **Purchase Invoices icon**  to open the Purchases Journal.

**Click** the **Recall tool**  in the tool bar (or **choose** the **Purchase menu** and **click Recall**) to display the Recall Recurring Transaction dialogue box:



The stored entries are listed in order according to the next date that they will be repeated. If you want, you can display the stored entries in a different order.

**Click** the **View Recurring Transactions By list arrow** to see the options:



You can choose to view the stored entries in order by Transaction Name (which is the supplier's name if you did not change the default), Frequency (how often the transaction is repeated), the Date Last Posted or the Next Due Date. If you have a large number of stored entries it may be easier to find the one you need with a different order. You can also reverse the order for any of the order selections with the **A...Z+** button. For our stored entries, the default order, Next Due Date, placed the one we want first. Do not change the default.

From the Recall Stored Entry dialogue box you can remove an entry that is incorrect or no longer needed. Click an entry to select it. Click Remove and then click Yes to confirm that you want to delete the entry. (See page 443.)

Crop Savers, the name of the entry we want to use, should be selected because it is the recurring entry that is due next.

**Click** **Crop Savers** if it is not already selected.

**Click** **Select** or press **enter** to return to the Purchases Journal.

**NOTES**  
You can press **ctrl** + R to recall a stored entry.

The entry we stored is displayed just as we entered it the first time, except that the date has been changed to one week past the previous posting date, as needed, and the Invoice field is blank so we can enter the new invoice number. Remember that Sage 50 does not accept duplicate invoice numbers.

**Click** the **Invoice No. field** to move the cursor.

**Type** CS-2100 to complete the entry. You should review it before posting.

**Choose** the **Report menu** and **click Display Purchases Journal Entry**.

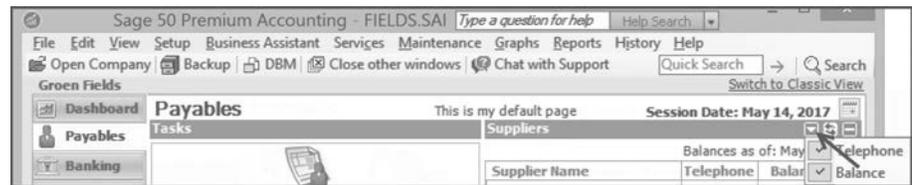
**Close** the **display** when finished and **make** any necessary **corrections**.

**Click** the **Post button** . **Click OK** and then **close** the **journal**.

## Editing Supplier Information

The Home window Suppliers pane has the option to hide or display account phone numbers and balances. There may be times when it is appropriate to hide these details for security purposes.

Click the  button above the Suppliers list to see the options:



Checkmarks indicate that the information is displayed.

To hide the additional details, click the  button and click the detail you want to hide. To restore the detail, click this button and the option to add the .

To refresh or update the supplier balance amounts, click .

Click  to hide the entire suppliers list. Click  to restore the list.

Sometimes a supplier record must be revised after it is saved because the initial information has changed or because information initially unavailable is now known. We need to edit the record for NS Gas to add the default expense account.

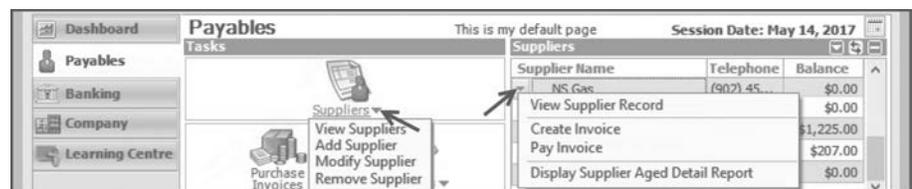


### Memo #14

Dated May 9/17

From Owner: Edit the supplier record for NS Gas to include a default expense account. Create a new Group account 5170 Heating Expense.

Supplier records are accessed from the Suppliers icon shortcuts list, the Suppliers list or the Suppliers window. The list arrow beside the supplier in the Suppliers list pane has shortcuts for several tasks for the selected vendor. The journal or ledger will open with that supplier and task already selected. The drop-down shortcuts list with the Suppliers icon also has several options. As shown here, both provide access to supplier records:

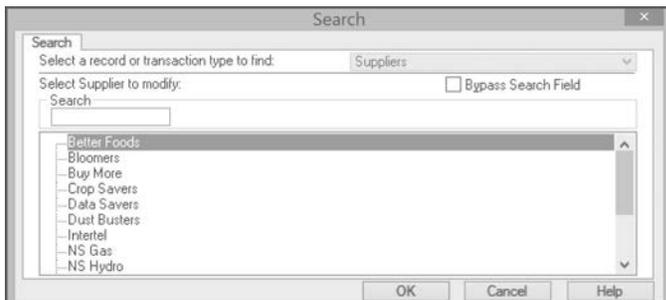


**PRO VERSION**  
Remember that the term Vendors will replace the term Suppliers.

**NOTES**  
You can open the Suppliers window by clicking the Suppliers icon in the Home window in either the Classic or the Enhanced view. From the Suppliers window, double-click the supplier you want to open the record at the Address tab screen.

**Click** **NS Gas** in the Suppliers list (or click its list arrow and select View Supplier Record) to open the Address tab information screen. Or,

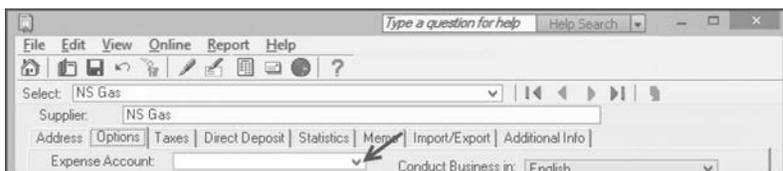
**Click** the **Suppliers icon shortcuts list arrow** and **click Modify Supplier** to open the Search Suppliers window:



Each supplier on record is listed on the Search Suppliers selection window. Suppliers is entered as the search area. Notice that Anything on Paper is not listed.

**Double-click** **NS Gas** to open the Address tab information screen.

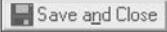
**Click** the **Options tab** to access the Expense Account field:



**Click** the **Expense Account field**.

You can choose an account from the list provided by the list arrow, type the account number or add a new account. We need to create an account.

**Type** 5170 **Press** **tab** and then **click Add** to start the Add An Account wizard. **Enter Heating Expense** as the account name and accept the remaining default settings. **Click Finish** to return to the ledger.

**Click** **Save And Close**  to close the Payables Ledger (supplier record) window to return to the Payables module window.

**Click** **Pay Expenses** from the Payments icon shortcuts list to open the Payments Journal or **click** the **Purchase Invoices icon**.

**Enter** the **cash purchase from NS Gas**; the account will appear automatically.

15

### Cash Purchase Invoice #NSG-559932 Dated May 9/17

From NS Gas, \$200 plus \$30 HST for monthly supply of natural gas on equal billing method. Invoice total \$230 paid in full by cheque #177. Because equal billing applies, store as a monthly recurring entry.

## Adjusting a Posted Payment

Just as you can correct a purchase invoice after posting, you can correct a cheque that has been posted.

**Choose** **Pay Purchase Invoices** from the Payments transaction list in the Payments Journal. Open the Payments Journal first if necessary.

**PRO VERSION**  
Click the Vendors icon shortcuts list arrow and click Modify Vendor.

**NOTES**  
Remember that although the field is named Expense Account, you can choose any postable account as the default for the supplier. You can also select a different account in the journal if necessary.

**NOTES**

Pressing **ctrl** + A will also open the Search window to begin the adjusting procedure.

**NOTES**

When you choose Adjust Payment from the Home window Payments icon shortcuts list, you will see the list of all cheques – those used to pay invoices and those for other payments.

**NOTES**

Notice that cash purchases entered in the Payments Journal are not included in this list. You can adjust these transactions from the Payments Journal after you select Make Other Payment (see page 129).

**Memo #15****Dated May 9/17**

From Owner: Adjust cheque #171 to Data Savers. The numbers were transposed. The correct cheque amount was \$870 in partial payment of invoice #DS-361.

**Click** the **Adjust Payment** tool  or **choose** the **Payment** menu and **click Adjust Payment** to open the Search screen for Adjust Payments:

Again we see the familiar Search window for the selected journal.

**Click OK** to see the list of cheques already posted for this date range:

Date	Supplier	Payment	Journal Entry #	Original Amt
May 04, 2017	Crop Savers	174	8	792.00
May 02, 2017	Data Savers	171	3	780.00

Only the two cheques used to pay invoices are listed because we started from the Pay Invoices window. When you start from the Make Other Payment window, you will see only the cash purchase payment transactions. When you begin from the Home window Payments icon drop-down shortcuts list, both Make Other Payment and Pay Invoices transactions will be listed.

**Double-click Data Savers** to see the cheque we posted:

Due Date	Invoice or Prepayment	Original Amount	Amount Owing	Discount Available	Discount Taken	Payment Amount
May 06, 2017	DS-361	1,200.00	1,200.00	0.00		780.00
Total						780.00

The cheque appears as it was completed. You can edit all the details (except the supplier).

**Click 780.00** in the Payment Amount field.

**Type** 870

**Click** the **Comment** field.

**Type** previous chq amount incorrectly entered

**Check** your **work** carefully. **Click Post** to save the changes:

A message about the cheque number being out of sequence appears because we have already used this cheque number. The cheque number is correct so we should continue without changing it.

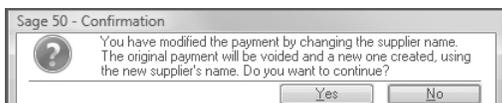
**NOTES**

If you cannot reprint the cheque using the same cheque number, you should click Yes to change the number.

**Click No** to accept the number and continue.

Sage 50 will create an entry that reverses the original payment, and the original entry is also saved for a complete audit trail.

If you change a payment by selecting a different supplier, Sage 50 advises you that the original payment will be reversed and a new one created:



Click Yes to accept the changes or No to cancel the supplier change.

**Enter** the next group of three **transactions**.

17

**Cash Purchase Invoice #NSH-45321 Dated May 9/17**

From NS Hydro, \$240 plus \$36 HST for one month of hydro service. Invoice total \$276 paid in full by cheque #178.

18

**Payment Cheque #179 Dated May 9/17**

To Crop Savers, \$728.64 in payment of account, including \$7.36 discount for early payment. Reference invoice #CS-1243.

19

**Cash Purchase Invoice #BC-6110 Dated May 12/17**

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.

## Reversing a Posted Purchase Entry

The cash purchase entered for Bloomers selected an incorrect supplier. We will reverse this entry rather than adjust it because the default details such as account or payment terms may also be incorrect. These details do not change when you adjust the invoice by selecting a different supplier. Refer to the confirmation message on page 128.

Any journal that has an Adjust option also has the option to reverse an entry. You can also use the Lookup feature to begin.

The journal you used to enter the purchase should still be open, either the Payments Journal with Make Other Payment selected or the Purchases Journal. In each case, you can follow the steps below.

20

**Memo #16 Dated May 12/17**

Cash Purchase Invoice #BC-6110 was entered for an incorrect supplier and account. The purchase was from Better Crop Tree Farms, a new supplier. Reverse the original entry.

**Click** the **Look Up Other Payment tool**  in the Payments Journal with Make Other Payment selected, or the **Look Up An Invoice tool** in the Purchases Journal. Or,

**Click** the **Adjust Other Payment (Adjust An Invoice) tool**  to open the Search screen.

**Click OK** to see the list of cheques (or purchases) already posted.

**Double-click Bloomers** to see the cash purchase. Notice that the entry (in the Purchases Journal) has a Paid stamp on it. This is a User Preference View option.

### NOTES

If you change the supplier for a cheque, Sage 50 will void (reverse) the cheque paid to the supplier named in the original transaction and create a new one for the revised supplier. You will be warned of this action so you can confirm the change or cancel it before it is made.

### WARNING!

Remember to delete the discount taken amount for the second invoice.

### NOTES

Other payments in the Payments Journal do not show the Paid stamp.

**NOTES**

This screenshot was taken from the Adjusting option for an Other Payment.

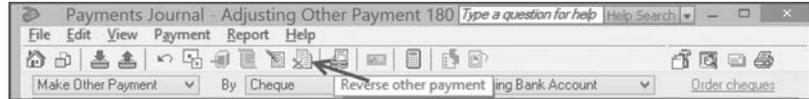
**NOTES**

The Receipts Journal Display in Chapter 6, page 177, shows the two entries that result when you reverse a transaction.

**NOTES**

Better Crop Tree Farms  
(contact Cedar Pines)  
44 Grove Line, RR #4,  
Halifax, NS B3Y 1E1  
Tel: (800) 566-7521  
Web: BCTF.com  
Terms: net 1  
Expense account: 1460  
Tax code: H - HST @ 15%

The Reverse tool  in the tool bar is now available:



**Click** the **Reverse tool** , or **choose** the **Payment** (or **Purchase**) **menu** and **click Reverse Other Payment** (or **Invoice**) to see the confirmation:



**Click** **Yes** to confirm.

Sage 50 will create the entry that reverses the original one automatically. You can see both the original and the reversing entry in the journal report when you choose Show Corrections.

**Click** **OK**. Sage 50 confirms that the entry was successfully reversed.

**Enter** the **purchase** for the correct supplier and date this time.

21	<b>Cash Purchase Invoice #BC-6110</b>	<b>Dated May 12/17</b>
	From Better Crop Tree Farms (use Full Add for the new supplier), \$1 280 plus \$192 HST for tree saplings. Invoice total \$1 472 paid in full by cheque #181.	

## Changing a Stored Entry

The next entry is the purchase from Spotless Company. Going forward, Groen Fields will be invoiced on a monthly basis and at a different rate. Therefore, we need to update the stored entry. If a change is for a single purchase and will not be repeated, edit the entry after recalling it but do not store the entry again.

✓ 22	<b>Purchase Invoice #SC-1219</b>	<b>Dated May 14/17</b>
	From Spotless Company, \$1 200 plus \$180 HST for one month of office cleaning as per new contract. Purchase invoice total \$1 380. Terms: 1/30, n/60. Recall the stored transaction. Edit the amount and store the revised transaction as a monthly recurring entry.	

**Click** the **Purchase Invoices** icon  in the Payables window to open the journal.

**Click** the **Recall tool**  on the tool bar, or **choose** the **Purchase menu** and **click Recall** to display the Recall Recurring Transaction dialog box.

**Double-click** **Spotless Company**, the entry we want to use to display the purchase entry with the new date.

**Click** the **Invoice No. field** so you can add the invoice number.

**Type** SC-1219

**Click** **180.00**, the Amount, to highlight it so that you can edit it. Double-click if necessary to select the amount.

**Type** 1200

**Press** tab to enter the change.

**Review** the **journal entry** as usual to make sure that it is correct before proceeding.

**Click** the **Store button** , or **choose** the **Purchase menu** and **click Store**.

**Choose Monthly** as the new frequency and accept the name without change.

The following warning appears:



**Click Yes** to confirm that you want to replace the previous stored version and return to the Purchases Journal.

**Click** the **Post button**  to save the entry. **Click OK** and **close** the **Journal**.

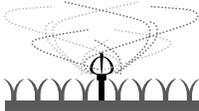
**Enter** the **remaining journal transactions** for May.

23

**Cash Purchase Invoice #BF-101 Dated May 14/17**

From Better Foods, \$95 to purchase food for weekly barbecue for employees. Issue cheque #182. Recall stored entry.

24



**DUST BUSTERS**  
WWW.DUSTBUSTERS.COM  
60 Water Street  
Dartmouth, NS B2W 6R9  
Phone: (902) 366-1551 Toll free: (877) 366-15001

**Invoice:** DB-4857  
**Delivery Date:** May 14, 2017  
**Sold to:** Groen Fields  
RR #2 Truro, NS  
B2N 5B1  
(902) 454-6111

**Your Hydration Experts**

Date	Description	Tax Code	Amount
May 14/17	Repairs to irrigation system	1	700.00
May 14/17	Install additional drip irrigation pipe	1	1 300.00
	Received cheque #183 in full payment		

Thank you.

Signature <i>Arjen Groen</i>	<b>Payment Terms:</b> Net 1 days	<b>HST</b>	300.00
	<b>Business No.:</b> 345 667 211	<b>TOTAL</b>	2 300.00

25

**Bank Debit Memo #AT-53186 Dated May 14/17**

From Agri-Trust Credit Union, withdrawals from bank account for bi-weekly payroll:

Wages, including payroll taxes	\$3 400.00
Payroll services	40.00
HST Paid on Purchases (payroll services)	6.00



**NOTES**

You can press **ctrl** + R to recall a stored entry.



**NOTES**

Use the General Journal for the payroll transaction in this application.  
Remember to enter the sales tax code for the payroll services charge.

26

**Cash Sales Summary #35**

**Dated May 14/17**

From garden centres, \$16 400 plus \$2 460 HST for early spring bedding plants and planter arrangements. Total receipts \$18 860 deposited in bank.

**SESSION DATE – MAY 21, 2017**

27

**Purchase Invoice #CS-2987**

**Dated May 15/17**

From Crop Savers, \$640 for soil testing and follow-up fertilizer treatment plus \$96 HST. Invoice total, \$736. Terms: 1/10, n/30. Recall stored entry.

28

**Cash Purchase Invoice #YI-345**

**Dated May 16/17**

From Yardworks, Inc., \$26 000 for rototiller and tractor to prepare adjacent fields for business expansion. Invoice paid in full by cheque #184.

**NOTES**

Large farm equipment purchased for business is zero rated for tax purposes.

29



**INTERTEL**

**Account Inquiries: (902) 456-2355**

**2 Communicate Rd.**  
**Truro, NS**  
**B2A 2K4**  
**www.intertel.ca**  
**chatter@intertel.ca**

**Account Number**  
902 454-6111

**Account Address**  
 Groen Fields  
 RR #2 Truro, NS  
 B2N 5B1

Billing Date: May 17, 2017

ACCOUNT SUMMARY	
Current Charges (April 13 - May 12)	
Business phone complete package	80.00
Mobile phone services	110.00
Internet service	<u>55.00</u>
	245.00
HST (93436 8699)	<u>36.75</u>
<b>Total Current Charges</b>	<b>281.75</b>
Previous Charges	
Amount of last bill	281.75
Payment Received April 19 – thank you	281.75
Adjustments	<u>0.00</u>
Balance Forward	0.00

Paid in full by cheque #185  
 Arjen Groen 05/17/17

<b>Invoice:</b> IT 557121	<b>PLEASE PAY THIS AMOUNT UPON RECEIPT</b> ➡	\$281.75
------------------------------	--	----------

30

**Cash Purchase Invoice #BF-102**

**Dated May 17/17**

From Better Foods, \$95 to purchase food for weekly barbecue for employees. Issue cheque #186. Recall stored entry. Edit the date and replace the stored entry.

31

**Cash Purchase Invoice #IFI-8250**

**Dated May 18/17**

From Industrial Fuels Inc. (use Full Add for the new supplier), \$1 260 including HST to fill diesel fuel tank on property. The diesel fuel supplies all farm vehicles. Issue cheque #187. Create new expense account, 5180 Fuel Expense.

32

**Purchase Invoice #RPR-9257**

**Dated May 18/17**

From Rural Property Repairs, \$1 500 plus \$225 HST to repair broken glass panes in greenhouse (Maintenance Expense account). Invoice total \$1 725. Terms: 1/20, n/30.

**NOTES**

Industrial Fuels Inc.  
 Terms: net 1  
 Tax Code: HI  
 Expense Account: 5180 Fuel Expense

33

 <p><b>GROEN FIELDS</b></p>	Groen Fields RR #2 Truro, NS B2N 5B1 (902) 454-6111	Agri-Trust Credit Union 55 Freedom Ave. Truro, NS B2C 6S0	No: 188
	Date <input type="text" value="20170518"/>		
Pay <u>Seven hundred twenty-eight dollars &amp; 64 cents</u> \$ <input type="text" value="728.64"/>			
TO THE ORDER OF	Crop Savers 910 Main Street Greenfield, NS B0T 1E0	PER <u>Arjen Groen</u>	
Re: <u>pay invoice #CS-2100</u> \$728.64 No: 188 <u>Includes \$7.36 discount</u> <u>May 18, 2017</u>			

**NOTES**  
Remember to delete the discount taken amount for the second invoice.

34

**Cash Sales Summary #36 Dated May 21/17**  
From garden centres, \$17 300 plus \$2 595 HST for annual bedding plants, hanger and planter arrangements, perennials and ornamental trees. Total receipts \$19 895 deposited in bank.

**SESSION DATE – MAY 28, 2017**

35

**Purchase Invoice #CS-3429 Dated May 22/17**  
From Crop Savers, \$900 for soil testing and follow-up fertilizer treatment plus \$135 HST. Invoice total \$1 035. Terms: 1/10, n/30. Recall stored entry. Change the amount and store the revised transaction as a bi-weekly recurring entry.

36

**Purchase Invoice #DS-3168 Dated May 23/17**  
From Data Savers, \$500 for updating Web site, plus \$75 HST. Invoice total, \$575. Terms: net 30 days.

37

**Payment Cheque #189 Dated May 24/17**  
To Crop Savers, \$728.64 in payment of account, including \$7.36 discount for early payment. Reference invoice #CS-2987.

38

**Bank Debit Memo #AT-99553 Dated May 28/17**  
From Agri-Trust Credit Union, withdrawals from bank account for bi-weekly payroll. Create new Group account 5250 Salaries.

Wages, including payroll taxes	\$3 400.00
Salaries	4 000.00
Payroll services	70.00
HST Paid on Purchases (payroll services)	10.50

**NOTES**  
Remember to enter the sales tax code for the payroll services charge.

39

**Cash Purchase Invoice #BF-103 Dated May 28/17**  
From Better Foods, \$95 to purchase food for weekly barbecue for employees. Issue cheque #190. Recall stored entry. Edit the date and re-store the entry.

40

**Cash Sales Summary #37 Dated May 28/17**  
From garden centres, \$18 400 plus \$2 760 HST for annual bedding plants, hanger and planter arrangements, perennials and ornamental trees. Total receipts \$21 160 deposited in bank.

**SESSION DATE – MAY 31, 2017**

**41 Purchase Invoice #B-8995 Dated May 31/17**  
 From Bloomers, \$600 plus \$90 HST for perennial seedlings to start growth for future sales. Invoice total \$690. Terms: 2/10, n/30.

**42 Bank Debit Memo #AT-100223 Dated May 31/17**  
 From Agri-Trust Credit Union, withdrawals for bank charges and loan and mortgage payments:  
 Bank charges \$ 65  
 Mortgage payment (included \$2 250 interest and \$250 principal) 2 500  
 Loan payment (included \$90 interest and \$2 000 principal) 2 090

**43 Memo #17 Dated May 31/17**  
 From Owner: Make adjusting entries to reflect inventory sold and supplies used during May. The end-of-month inventory counts indicate the following amounts were used or sold:  
 Trees sold \$3 900  
 Bedding plants sold 4 800  
 Perennials sold 4 320  
 Planters sold 1 300  
 Seed inventory and supplies sold 900  
 Fertilizer used 520  
 Plant care supplies used 1 350

**NOTES**  
 Charge used inventory to Cost of Goods Sold, fertilizer to Soil Treatments and plant care supplies to Supplies Expense.

**44**

 <p><b>GROEN FIELDS</b></p> <p>Green Fields                  RR #2                  Truro, NS B2N 5B1                  (902) 454-1611</p>	<p><b>Agri-Trust Credit Union</b>                  55 Freedom Ave.                  Truro, NS B2C 6S0</p>	<p>No: 191</p>
<p>Date <input type="text" value="20170531"/>  <small>Y Y Y Y M M D D</small></p>		
<p>Pay <u>One thousand, five hundred seventy-one dollars &amp; 13 cents</u> \$ <input type="text" value="1,571.13"/></p>		
<p>TO THE ORDER OF</p> <p>Spotless Company                  49 Scrub St.                  Truro, NS B2B 2M6</p>	<p>PER <u>Arjen Groen</u></p>	
<p>-----21292...60385 191-----</p>		
<p>Re: <u>pay invoice #SC-701 and #1219</u></p> <p><u>Includes \$15.87 discount</u></p>		<p><u>\$1,571.13</u> No: 191  <u>May 31, 2017</u></p>

**Displaying Supplier Reports**

Like General Ledger reports, supplier-related reports can be displayed and printed from multiple starting points, including the Suppliers window.

**Click** the **Suppliers icon**  to open the Suppliers window. The Reports menu in this window now lists only supplier reports. **Select** the **report** you want from this list to open the report options window.

**Choose** the **Reports menu** in the Home window, then **choose Payables** and **click** the **report** you want in order to see its options window.

**PRO VERSION**  
 The term Vendor will replace Supplier in all report and graph names and fields.  
 Grouped lists are not available.

**Click** the **Reports list arrow** in the Reports pane to see the list of supplier reports:



We will work from the Report Centre again so that we can see the report samples, descriptions and options.

## Reporting from the Report Centre

**Click** the **Report Centre icon**  in the Home window.

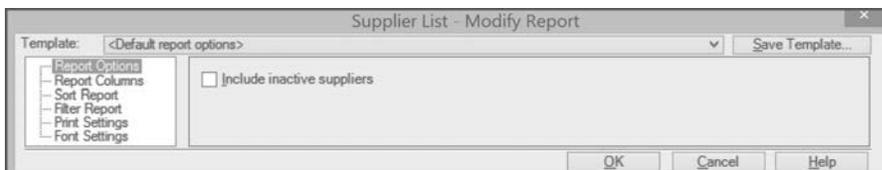
**Click** **Payables** in the Select A Report Type list to open the list of available supplier reports:



You should see a general description of the Payables module reports with some suggestions of how the reports may assist with business decisions.

## Displaying Supplier Lists

**Click** **Supplier List** in the Select A Report list to see the sample report and description. **Click Modify This Report** to see the report options:



In any Home window, you can choose the Reports menu, then choose Lists and click Suppliers to see the report options.

By default, the supplier address and balance owing are displayed. To select additional supplier details, you can choose the supplier record fields by customizing the Report Columns. You can include suppliers marked as inactive if you want.

**Click** **OK** to see the report.

**Close** the **display** when you have finished viewing the report.

You will return to the starting point for the report.

If you want to organize the list of suppliers, you can group them automatically by a number of criteria with the **Grouped Supplier List**. Organizing the list may be helpful for assigning suppliers to different staff for phone calls.

Click Grouped Supplier List and then click Modify This Report. Click the Grouped By list arrow to see your options. Close the display when you have finished viewing the report.

### NOTES

The Supplier Purchases Report deals mainly with inventory. It will be introduced in a later application.

### NOTES

The Report Centre can also be accessed from the Reports menu.

### CLASSIC VIEW

Click the Report Centre icon in the My Business column or open the Report Centre from the Reports menu.

### PRO VERSION

Forecast & Analysis reports and Grouped Lists are not available in the Pro version.

### CLASSIC VIEW

From the Home window, right-click the Suppliers icon

. (Clicking the left mouse button will open the ledger.) The Display tool label changes to the name of the report for the selected icon.

Click the Display tool  on the tool bar.

### NOTES

You can drill down to the Supplier Aged Detail Report from the Supplier List.

**NOTES**

The Supplier Aged Summary and Detail reports are both available directly from the Report Centre.

**NOTES**

If you chose either One-Time Supplier or Continue for Anything on Paper, it will not be included by name in the list of suppliers for reports and graphs. Suppliers for whom you used Quick Add will be included.

**NOTES**

For the Detail Report, you can also choose the number of days worth of paid invoices to add to the report.

**NOTES**

From the Supplier Aged Detail Report, you can drill down to look up invoices and supplier ledgers. From the Summary Report, you can drill down to the Detail Report.

**NOTES**

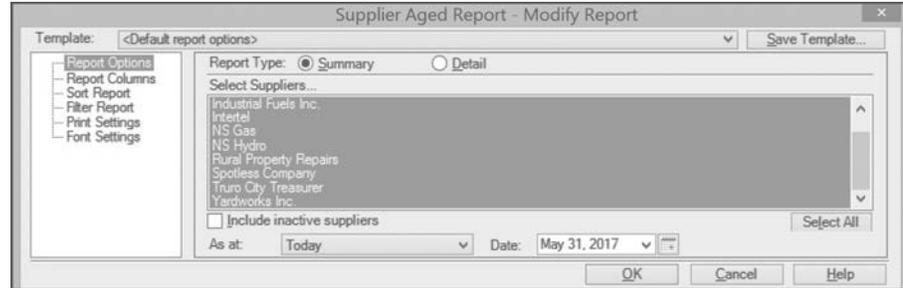
You can drill down to look up invoices and to the Supplier Aged Report from the Aged Overdue Payables Report. From the Summary Report, you can drill down to the Detail Report.

## Displaying Supplier Aged Reports

You can display Supplier Aged reports at any time.

**Click** **Supplier Aged Summary** in the Select A Report list to see the sample report and description.

**Click** **Modify This Report** to see the report options:



Or, from any Home window, choose the Reports menu, then choose Payables and click Supplier Aged to see this report options window.

The **Summary** option provides the total balance owing to each supplier. It displays an alphabetic list of suppliers with outstanding total balances organized into aged columns. By default, the program selects this option.

Select the **Detail** option if you want to see individual outstanding invoices and payments made to suppliers. This more descriptive report is also aged. Management can use it to make payment decisions. With the Detail option, you can also add supplier payment terms by clicking **Include Terms**.

You can sort and filter the reports by supplier name or balance owing (or by aging period for the summary report). You can select or omit any columns to customize reports.

**Click** **Detail** if you want the Detail Report.

**Click** the **name** or **press** and **hold** **Ctrl** and **click** the **names** in the Suppliers list to select the suppliers you want in the report. **Click Select All** to include all suppliers or to remove all when all are selected.

**Enter** the **date** you want for the report or accept the session date given by default. After you have indicated all the options,

**Click** **OK** to see the report.

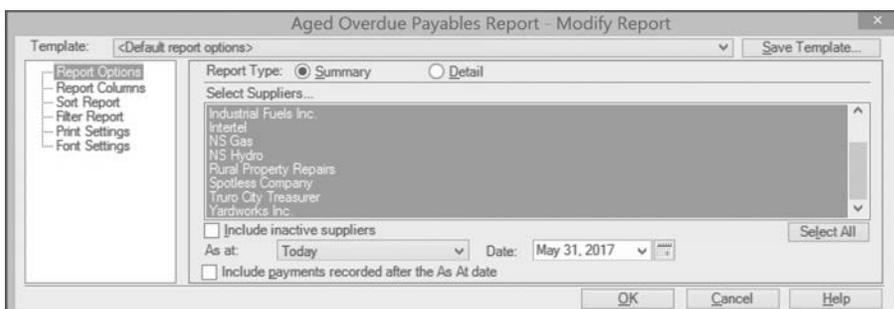
**Close** the **displayed report** when you have finished.

## Displaying Aged Overdue Payables Reports

You can display Aged Overdue Payables reports at any time.

**Click** **Aged Overdue Payables Summary** in the Select A Report list to see the sample report and description.

**Click** **Modify This Report** to see the report options:



From the Home window, choose the Reports menu, then choose Payables and click Aged Overdue Payables to see the report options.

The Aged Overdue Payables Report includes the same information as the Supplier Aged Report but it adds a column for the invoice amounts that are overdue. Supplier name and balance owing may be selected as the criteria for sorting and filtering. The **Summary Report** shows totals for each supplier while the **Detail Report** includes details for each invoice.

When you **Include Payments Recorded After The As At Date**, invoices for which you have remitted postdated cheques will be omitted from the report.

You can sort and filter the reports by supplier name or by the balance owing. You can select or omit any of the columns to customize the report.

**Choose Summary or Detail.**

**Press** and hold **ctrl** and then **click** the **names** in the Suppliers list to select the suppliers that you want to see in the report. **Click Select All** to include all suppliers or to remove all when all are selected.

**Enter** the **date** you want for the report, or accept the session date given by default. After you have indicated all the options,

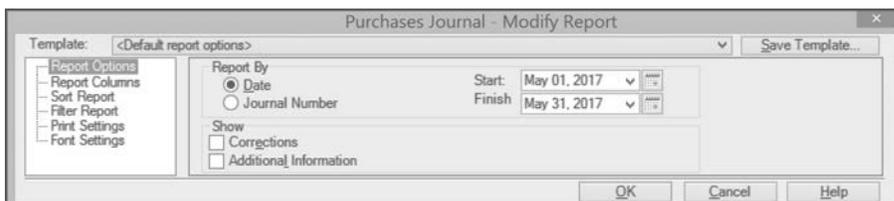
**Click OK** to see the report. One invoice from Rural Property Repairs and the balance on the first invoice from Data Savers are overdue.

**Close** the **displayed report** when you have finished.

## Displaying the Purchases Journal Report

**Click Purchase Journal Entries** in the Select A Report list to see the sample report and description.

**Click Modify This Report** to see the report options:



Or, choose the Reports menu, then choose Journal Entries and click Purchases.

Entries for the Purchases Journal can be selected by posting date or by journal entry number. By default, the Date option is selected, and the first transaction date and session date are the default dates for the report. All journal reports may be sorted and filtered by date, journal number, source or comment. You can choose the account name and number, and debits and credits columns to customize the report column settings. Correcting or adjusting entries may be included or omitted from the report.

### CLASSIC VIEW

From the Home window, right-click the Purchases icon



to select it. Click (the Display tool on the tool bar).

If no icons are selected in the Home window, Purchases and Payments Journal reports are available from the Select Report list when you click the Display tool.

### NOTES

The dates May 1 and May 31 are available from drop-down lists for both date fields.

**NOTES**

If you omit corrections, the journal reports will appear to be out of sequence because the journal entry numbers for the incorrect transactions and their reversing entries will be omitted from the report.

**CLASSIC VIEW**

From the Home window, right-click the Payments icon

 to select it. Click  (the Display tool).

**NOTES**

You can drill down to the Supplier Aged Report and to the General Ledger Report from the Purchases Journal or the Payments Journal Report.

**NOTES**

Including the types of transactions for which you have no entries does not result in an error message and will not change the report.

Payroll remittances are covered in Chapter 8.

**Type** the **beginning date** for the transactions you want.

**Press**  **twice**.

**Type** the **ending date** for your transaction period.

**Click** **Corrections** so that adjusting and reversing entries are included.

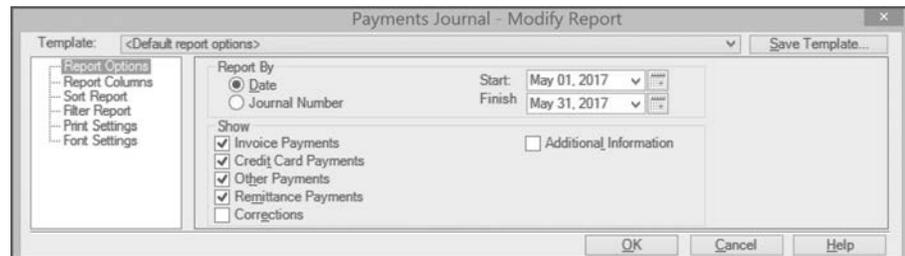
**Click** **OK** to see the report.

**Close** the **display** when you have finished.

## Displaying the Payments Journal Report

**Click** **Payment Journal Entries** in the Select A Report list to see the sample report and description.

**Click** **Modify This Report** to see the report options:



Or, choose the Reports menu, then choose Journal Entries and click Payments to see the report options.

For the Payments Journal, like other journal reports, you can select the transactions by posting date — the default setting — or by journal entry number. In addition, you can choose the type of payment for the report — invoice payments, credit card payments, other payments (cash purchases) and remittance payments. All types are selected initially and clicking any one will remove it from the report. Corrections or adjustments may be included or omitted. Clicking will change your selections.

**Type** the **beginning date** for the transactions you want.

**Press**  **twice**.

**Type** the **ending date** for your transaction period.

**Click** **Corrections**.

**Click** **Credit Card Payments** and **Remittance Payments** because we did not use these transaction types. Only Invoice Payments and Other Payments, the transaction types we entered, will be included.

**Click** **OK** to see the report. **Close** the **display** when you have finished.

## Displaying All Journal Entries in a Single Report

To view the entries for all journals in a single report from a Home window, choose the Reports menu, then choose Journal Entries and click All.

From the Report Centre, click Financials in the Select A Report Type list and then click All Journal Entries in the Select A Report list. Click Display or choose Modify This Report if you want to change the default options.

## Displaying Cheque Log Reports

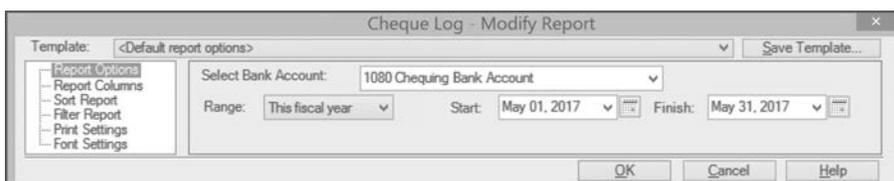
If you regularly print cheques through Sage 50 from the Payables journals or the Payroll journals, you can display and print a summary of these printed cheques in the Cheque Log Report.

**Click Banking** in the Select A Report Type list to see the general description of banking reports and the list of available reports:



**Click Cheque Log** in the Select A Report list to see the sample report and description.

**Click Modify This Report** to see the report options:



From any Home window, choose the Reports menu, then choose Banking and click Cheque Log to open the report options window.

The report will include details for all cheques that you entered, including whether or not the journal entry was posted and the number of times the cheque was printed. If you do not print cheques through the program, these payments are listed with a 0 (zero) for the number of times printed. Adjusted cheques are identified as Reversed.

To customize the report, you can choose any of the column headings to sort or filter the report and you can choose to include or omit any of these columns.

**Choose** the **bank account** from the Select Bank Account drop-down list.

**Enter** the **Start** and **Finish** dates for the report.

**Click OK** to see the report.

**Close** the **display** when you have finished.

## Recurring Transactions Report

If you have stored transactions, you can generate a report of these transactions.

**Click Recurring Transactions** in the Select A Report Type list to see the general description of the report type and the list of available reports:



The list now shows the different types of transactions that can be stored.

**PRO VERSION**  
The Bank Account Transactions Report is not available in the Pro version.

**NOTES**  
No drill-down reports are available from the Cheque Log Report, but you can sort or filter by any of the information in the report.

**NOTES**  
Journals for hidden modules are not listed. When you use them and they allow recurring entries, they will be added to this list.

**PRO VERSION**  
 You will not see the entry for Time Slip.

**NOTES**  
 When you choose Random as the frequency for recurring transactions, they do not include a due date.

**WARNING!**  
 When you click the Print tool, printing will begin immediately with your current settings. Choosing Print from the File menu in the report will open the Print options screen and you can check and modify your printer selection and settings.

**WARNING!**  
 You cannot display labels, so you should check the printer settings first.

**NOTES**  
 For practice, you can print the labels on plain paper.

**Click All Transactions** in the Select A Report list to see the sample report and description.

**Click Modify This Report** to see the report options:



Again, the list shows the different types of transactions that can be stored, and all are selected initially. Transactions without due dates are also included by default. You can restrict the report to include only those entries that are due within a specific time period by selecting **Only Show Transactions Due On Or Before**. The default date for this option is one week past the session date, but you can enter any date you want. You can **Group** the report **By Transaction Type**, or accept the default to show entries in order by the due date.

You can sort and filter this report by type of transaction, description, frequency, the date the entry was last processed or posted or by the due date.

**Choose** the **options** you want and **click OK**.

**Double-click** an **entry** in the report to recall it for the next due date.

**Close** the **Report Centre** when you have finished.

## Printing Supplier Reports

Before printing supplier reports, make sure that you set the print options.

**Display** the **report** you want to print.

**Click** the **Change Print Settings tool**  to open the Reports & Forms Settings screen. Check that you have the correct printer and form files selected for your report. **Close** the **Settings screen**.

**Click** the **Print tool**  or **choose** the **File menu** and **click Print**.

## Printing Mailing Labels

To print labels, you should first make sure that the print options have been set correctly and that your printer is turned on and has the correct labels paper. To set the program to use your printing labels,

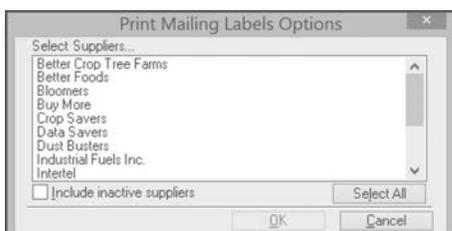
Choose the Setup menu in the Home window and click Reports & Forms.

Click Labels in the list under Reports. Choose your printer.

Enter the appropriate margins, label size and number of labels across the page for your labels.

Click OK to return to the Home window.

**Choose** the **Reports menu** in the Home window, then **choose Mailing Labels** and **click Suppliers**:



**Press** and hold **ctrl** and then **click** the **names** of the suppliers for whom you want labels, or **click Select All** to include all suppliers.

**Click OK** to print the labels. Printing will begin immediately.

### Printing T5018 Slips

You can also print T5018 slips if you have suppliers with this option checked in the ledger records.

**Choose** the **Reports** menu in the Home window, then **choose Payables** and **click Print T5018 Slips**. **Select** the **suppliers** you want for the report, select other options you want and **click OK**.

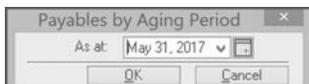
### NOTES

T5018 slips are compulsory for construction companies that pay subcontractors for construction services. The reports record the amounts paid and can be filed with the CRA electronically.

## Graphing Supplier Reports

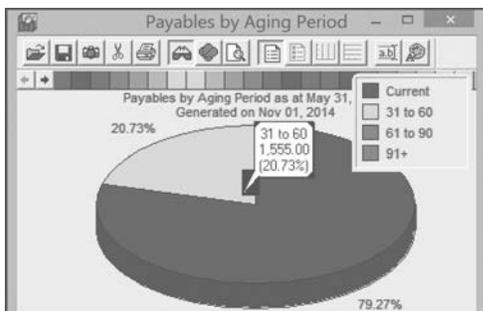
### Payables by Aging Period Charts

**Choose** the **Graphs** menu in the Home window, then **click Payables By Aging Period** to display the date entry screen:



**Type** the **date** for the graph or accept the default session date.

**Click OK** to display the pie chart:



Your graph provides a quick visual reference of amounts due to all suppliers combined in each of the aging periods selected in the company setup options. Most of the payments due are current, but about 20 percent are overdue (over 31 days) — the amounts owing to Data Savers and Rural Property Repairs.

Double-click a portion of a graph to see the aging period, the dollar amount and the percentage of the total. Double-click the legend to make it larger and add the aging periods if they are not included already. Double-click the expanded legend to reduce it.

**Close** the **graph** when you have finished.

### NOTES

The tool bar options and control of the colour and the legend are the same for all graphs. Refer to page 62 for a review of these features.

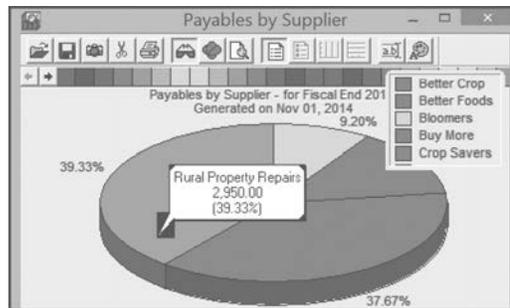
## Payables by Supplier Charts

**Choose** the **Graphs** menu in the Home window, then **click Payables By Supplier** to display the pie chart options:



**Press** and hold **ctrl** and then **click** the **names** of the suppliers to include in your pie chart, or **click Select All** to include all the suppliers.

**Click** **OK** to display the pie chart:



The graph shows the proportion of the total payables that is owed to each selected supplier. Amounts for suppliers not selected will be combined into a single category labelled Other. The tool bar options and control of the colour and the legend are the same as for the other graphs.

**Close** the **graph** when you have finished.

**Close** the **data file** to finish your Sage 50 session.

## R E V I E W



The Student DVD with Data Files includes Review Questions and Supplementary Cases for this chapter.