

Lists

Available in All Versions of Sage 50 Accounting

Quick Reference Guide

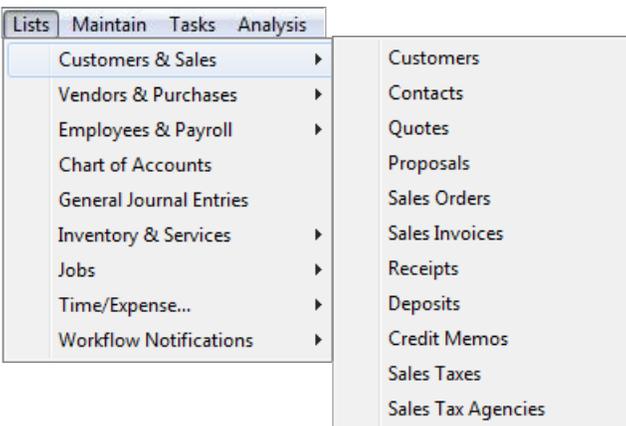
What are Lists?

Lists display your company information in a format similar to a spreadsheet. You can use Lists to get a quick glance at different types of information. Below is an example of a Payments Lists.

Customer/Vendor ID	Check No.	Memo	Date ▾	Amount
ABNEY		BEL005	3/15/2015	\$50.00
SAFESTATE	10210	S3442-0641	3/15/2015	\$530.64
PAYNE	10212	BMSA-5Z-78	3/15/2015	\$50.00
CLINE	10213	BEL003	3/15/2015	\$100.00
HAWKINS	10214	BEL004	3/15/2015	\$100.00
GWINLICENSE	10205	9953-55221	3/14/2015	\$147.00
JUAN	10206	90-1005-01	3/14/2015	\$274.56
MILLS	10207	208-11-2399	3/14/2015	\$550.00
SOGARDEN	10208	GA-901010	3/14/2015	\$250.54
JACKSON	10209	409-110-00012	3/14/2015	\$500.00
AKERSON		99-6-8-91	3/13/2015	\$1,000.00

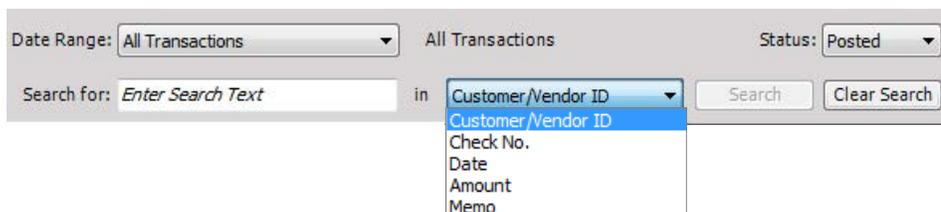
How do I view my Lists?

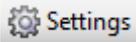
Go to the Lists menu or from the navigation areas, select a maintenance record or transaction type, and select 'View and Edit' records or transactions.

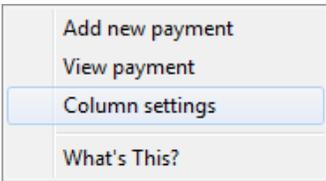


How do I filter and customize Lists?

Each list has different filter options. You can filter lists for a certain date range. If you want to search list information, in the Search for field, enter what you want to find (partial or whole words). Then in the drop-down list select which column you want to search and click Search.

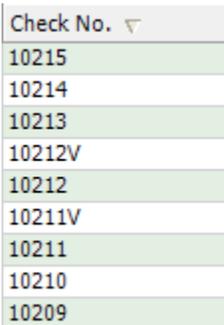


You can change which columns you see on the lists. Select the  **Settings** button or right click on the list and select Column Settings.



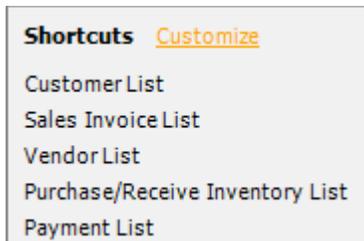
Sort columns

Click a column header to sort that column in ascending or descending order.



Did you know?

- You can **set up shortcuts** for the lists you use most. Click Customize in the Shortcuts area on the main Sage 50 screen.



- You can **add new records or transactions** from the lists by clicking .
- You can quickly rearrange columns by dragging each column separately.
- Certain **transactions can be copied** from the list. Select a transaction and click .

For more info, visit: Sage.com
or contact us at 866-996-7243