

# Viewing Job Lists

Available in All Versions of Sage 50 Accounting

## Quick Reference Guide

### What are Lists?

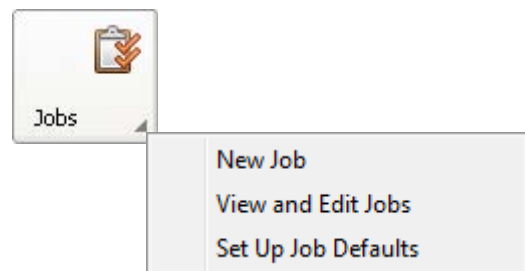
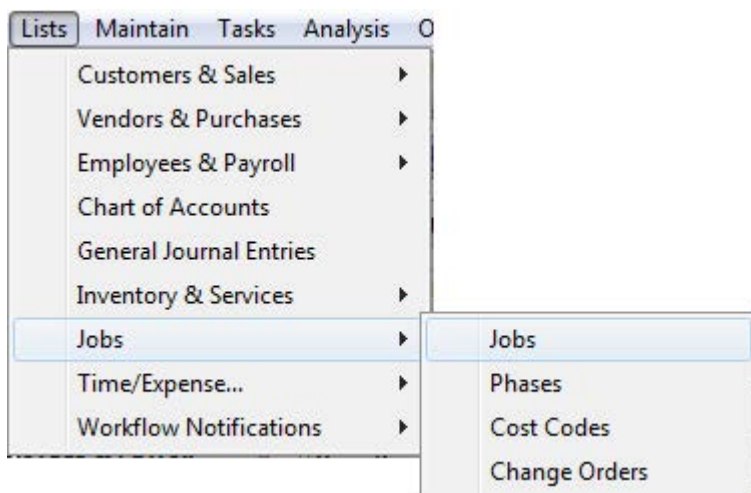
Lists display your company information in a format similar to a spreadsheet. You can use Lists to get a quick glance at different types of information. Below is an example of a Job List, that displays the current status of your jobs. To get more details, you can open a record or transaction by double clicking it.

Job ID	Description	Supervisor	For Customer	Start Date	Projected End Date	Job Status
BEATTY	Beatty Bldg Law Mainte	Alexis Hornayak	HOLLAND	3/3/2015	12/1/2016	In progress
CHAPPLE	Chapple Law Offices	Sabrina Moore	CHAPPLE	1/15/2015	7/30/2015	In progress
HENTON	Henton Park Landscapes	Kevin Wesley	HENTON	3/4/2015	3/12/2015	Completed
MASON	Mason Rose Garden	Anthony Bailey	MASON	2/9/2015	4/30/2015	In progress
MORTON	Morton Rock Garden	Fred Johnson	THURMAN	3/1/2015	9/24/2015	On hold
SHARP	Sharp Property Landscap	Alvin Charles	CUMMINGS	4/1/2015	4/1/2016	Pending
SPENCER	Spencer Playground	Maurice Drake	GORDON	3/22/2015	6/18/2015	Pending

### How do I get there?

Go to the Lists menu or from the Jobs navigation area, select Jobs > View and Edit Jobs.

**Note:** The Jobs navigation area is only available in Sage 50 Quantum Accounting.



**How can I change my list view?**

- **Add or remove columns**  
Click Settings to add or remove information.
- **Sort columns**  
Click column headers to sort information in ascending or descending order.

Projected End Date ▲
3/12/2015
4/30/2015
6/18/2015
7/30/2015
9/24/2015
4/1/2016

- **Search for information**  
Enter a search term, select the column to search, and click Search.

Search for:  in Job ID ▼

Job ID

Description

Supervisor

For Customer

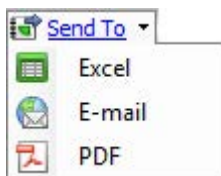
Start Date

Projected End Date

Job Status

**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 New.
- You can quickly **rearrange columns** by dragging each column separately.
- List information can be **e-mailed** or **viewed in Excel or as a PDF**.



For more info, visit: [Sage.com](http://Sage.com)  
or contact us at 866-996-7243