

Using the Account Register

Available in All Versions of Sage 50 Accounting

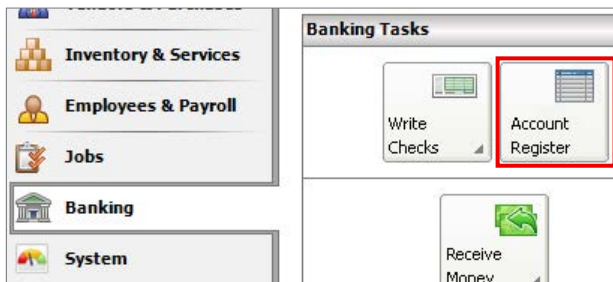
Quick Reference Guide

What is the Account Register?

The Account Register is where you quickly enter money you have received from your customers and payments you have made to your suppliers or vendors. Think of the Account Register as a checkbook register. It's a place to **record the money going in and out** of your checking account(s).

How do I get there?

Banking > Account Register





How do I use the Account Register?

- Use the **Type** field to choose if you're making a payment or receiving money (a receipt).
- The **Reference** field is not required but it is good practice to use this field to identify your transactions.
- The **Payee/Paid By** field is where you enter who you are paying or who is paying you.
- The **GL Account** is a required field. Use this field to categorize your transactions. For example, if you're paying rent, then you might apply it to a Rent or Lease Expense account. If you've received money from a sale, you might apply it to an income account. Your accountant can give you advice on which accounts to use.
- Use the **Memo** field to add a short description.
- Make sure you enter the amount in the correct column (**Payment** or **Receipt**).
- If necessary, enter a **Sales Tax** amount.

Edit	Date	Type	Reference	Payee/Paid By	GL Account	Memo	Payment	Receipt	Sales Tax	Balance
	Mar 15, 2015	Receipt	10125, 103	SMITH	Detail	031707		10,809.93		3,747.91
	Mar 15, 2015	Receipt	10208	PIERCE	11000-00	031707		10,970.42		14,718.33
	Mar 15, 2015	Receipt	10337	FREEMOND	11000-00	031707		7,417.06		22,135.39
	Mar 15, 2015	Receipt	3801	RETAIL	11000-00	012607		508.78		22,644.17
	Mar 15, 2015	Receipt	5801	RETAIL	11000-00	012607		317.96		22,962.13
	Mar 15, 2015	Receipt	CASH-3150	CUMMINGS	40000-NU	031507		423.89	23.99	23,386.02
	Jan 1, 2016	Payment	1043	ABNEY	74500-00	BEL005	400.00			22,986.02
	Jan 1, 2016	Payment								22,986.02
Total:										22,986.02

Did you know?

- You may see other types of transactions in the Account Register if they were entered in a different window (such as write checks or general journal entries)
- The **Edit icon**  means the transaction was entered in the Account Register window, and you can change it here. If there isn't an Edit icon, you must double click the entry to make changes.
- You can quickly  the **Account Register report** from the Account Register window.

Bellwether Garden Supply Cash Account Register For the Period From Jan 1, 2015 to Dec 31, 2016 10200-00 - Regular Checking Account							
Filter Criteria includes: Report order is by Transaction Date.							
Date	Reference	Type	Payee/Paid By	Memo	Payment Amt	Receipt Amt	Balance
3/15/15	10125, 103	Receipt	SMITH	031707		10,809.93	3,747.91
3/15/15	10208	Receipt	PIERCE	031707		10,970.42	14,718.33
3/15/15	10337	Receipt	FREEMOND	031707		7,417.06	22,135.39
3/15/15	3801	Receipt	RETAIL	012607		508.78	22,644.17
3/15/15	5801	Receipt	RETAIL	012607		317.96	22,962.13
3/15/15	CASH-3150	Receipt	CUMMINGS	031507		423.89	23,386.02
1/1/16	1043	Payment	ABNEY	BEL005	400.00		22,986.02
Total						106,946.34	118,605.81

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