

# Understanding the Management Centers

## Available in Sage 50 Premium Accounting and Higher

# Quick Reference Guide

### What is a Management Center?

Sage 50's Management Centers allow you to see different types of information for your company all in one place. You can create a customized view by specifying the information you want to see. You can also drill down on most information to see additional details.

**Customers & Sales** | **Customer Management**

Customer ID: **ARMSTRONG** Find customer with: *Enter Text* in **Customer Name** Find

Name: **Armstrong Landscaping** Bill to contact: Emma Armstrong Type: LAND Phone: 770-555-8824 Balance: \$32,080.00

**Receipts**

Receipt No.	Period	Date /	Reference No.	Receipt Amount	Deposit Ticket ID
1037	3	3/15/2015	10122	\$10,970.42	0317071
<b>Totals:</b>				<b>\$10,970.42</b>	

**Sales Invoices**

Invoice No.	Period	Date /	Status	Net Due	Invoice To
10122	1	1/1/2015	Paid in full	\$0.00	\$10,970
10124	1	1/9/2015	Past Due	\$2,383.94	\$2,383
10119	1	1/26/2015	Past Due	\$9,645.26	\$9,645
10120	2	2/22/2015	Unpaid	\$5,554.08	\$5,554
10326	2	2/22/2015	Paid in full	\$0.00	\$99
10212	2	2/27/2015	Unpaid	\$7,374.69	\$7,374
10226	3	3/1/2015	Unpaid	\$8,986.68	\$8,986
10336	3	3/5/2015	Unpaid	\$63.49	\$63
10314	3	3/15/2015	Unpaid	\$49.99	\$49

**Sales Orders**

Period	Date /	SO No.	Amount
3	3/1/2015	10342	\$1,780.55
3	3/2/2015	10322	\$63.49
3	3/8/2015	10343	\$2,967.58
3	3/15/2015	10354	\$105.89
<b>Totals:</b>			<b>\$4,917.51</b>

**Top Customers: Last Twelve Months**

Rank	Customer ID	Customer Name	Gross Profit
1	HOLLAND	Holland Properties, Inc.	\$32,175.60

**Aged Receivables**

As of: 03/15/2015

Key	Days Overdue	Amount	Percent
0 - 30	0 - 30	\$29,696.06	92.6 %
31 - 60	31 - 60	\$2,383.94	7.4 %
61 - 90	61 - 90	\$0.00	0.0 %
Over 90 days	Over 90 days	\$0.00	0.0 %
<b>Total</b>		<b>\$32,080.00</b>	

The following management centers are available:

- **Customer Management** - Shows customer information including sales invoices, receipts, and how much money is owed to you.
- **Vendor Management** - Shows vendor/supplier information including purchase orders and payments.
- **Inventory/Service Management** - Shows information about your items and services, such as items on backorder and inventory adjustments.
- **Job Management (Sage 50 Quantum only)** - View detailed information about your jobs/projects.

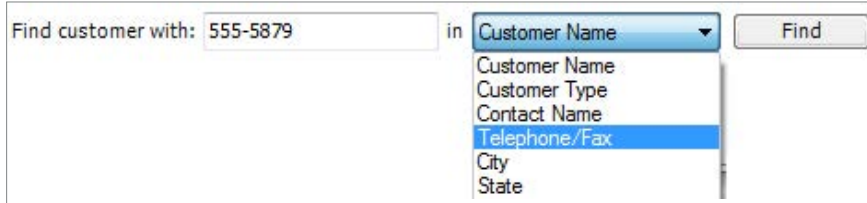
### How do I access the Management Centers?

You can access the Management Centers by going to the navigation bar on the left side of the main Sage 50 window. Select a navigation center and click the Management Center tab.

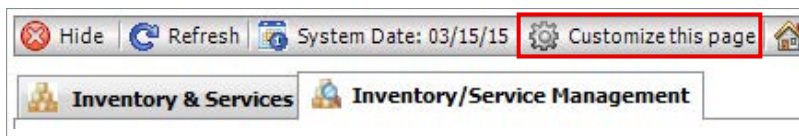
The navigation bar on the left includes: Customers & Sales, Vendors & Purchases, Inventory & Services, Employees & Payroll, and Jobs. An arrow points from the 'Customers & Sales' tab to a pop-up window titled 'Customer Management' which contains a 'Customer ID' dropdown menu, a 'Find customer' button, and a 'Recent Selections' link.

**How do I use the Management Centers?**

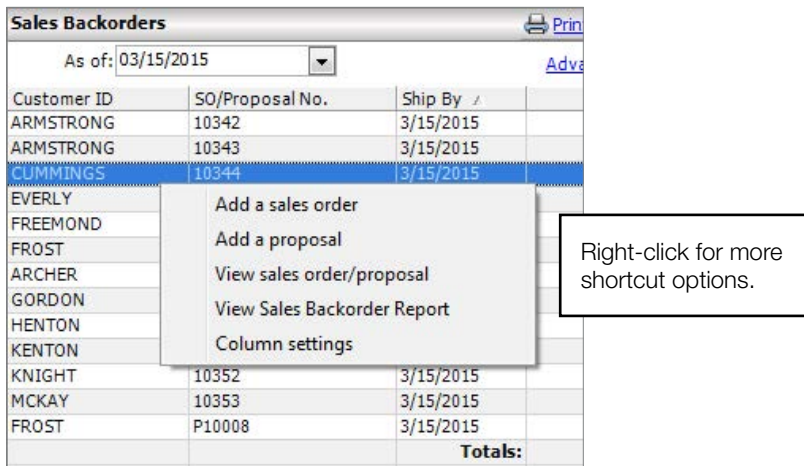
- **Find Information** - Select the record or search for the record. If you can't remember the ID, enter the information you do remember and click Find.



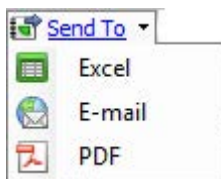
- **Customize this page** - Change the information displayed by clicking Customize this page. You can add, rename, remove, and reorder sections.



- **Drill down to view more details** - You can open a transaction by double-clicking it.



- **Print, email, and send information** - Print individual sections or send sections to Microsoft Excel, PDF, or an email message.



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