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.
**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 [link] the **Account Register report** from the Account Register window.

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### Bellwether Garden Supply
**Cash Account Register**
For the Period From Jan 1, 2015 to Dec 31, 2016
10200-00 - Regular Checking Account

<table>
<thead>
<tr>
<th>Date</th>
<th>Reference</th>
<th>Type</th>
<th>Payee/Paid By</th>
<th>Memo</th>
<th>Payment Amt</th>
<th>Receipt Amt</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/15/15</td>
<td>10125, 103</td>
<td>Receipt</td>
<td>SMITH</td>
<td>031707</td>
<td>10,809.93</td>
<td>3,747.91</td>
<td></td>
</tr>
<tr>
<td>3/15/15</td>
<td>10208</td>
<td>Receipt</td>
<td>PIERCE</td>
<td>031707</td>
<td>10,970.42</td>
<td>14,718.33</td>
<td></td>
</tr>
<tr>
<td>3/15/15</td>
<td>10337</td>
<td>Receipt</td>
<td>FREEMOND</td>
<td>031707</td>
<td>7,417.66</td>
<td>22,135.39</td>
<td></td>
</tr>
<tr>
<td>3/15/15</td>
<td>3801</td>
<td>Receipt</td>
<td>RETAIL</td>
<td>012607</td>
<td>506.78</td>
<td>22,644.17</td>
<td></td>
</tr>
<tr>
<td>3/15/15</td>
<td>5801</td>
<td>Receipt</td>
<td>RETAIL</td>
<td>012607</td>
<td>317.90</td>
<td>22,962.13</td>
<td></td>
</tr>
<tr>
<td>3/15/15</td>
<td>CASH-3150</td>
<td>Receipt</td>
<td>CUMMINGS</td>
<td>031507</td>
<td>423.89</td>
<td>23,386.02</td>
<td></td>
</tr>
<tr>
<td>1/1/16</td>
<td>1043</td>
<td>Payment</td>
<td>ABNEY</td>
<td>BEL005</td>
<td>400.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**  
106,946.34  118,605.81