

Using the Account Register

Available in All Versions of Sage 50 Accounting

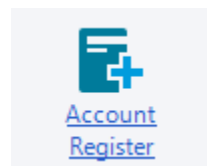
Quick Reference Guide

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 isn't required but it's good practice to use it 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.

Account Register

File Edit Go To Window Help

Close New Select Memorize Refresh Print Delete Reconcile Recur Event Help

Cash Account: 10200-00 Regular Checking Account Show transactions for: This Period

Edit	Date	Type	Reference	Payee/Paid By	GL Account	Memo	Payment	Receipt	Sales Tax	Balance
	Mar 6, 2022	Payment	427	Mills	20000-00	208-11-235	1,500.00			107,074.26
	Mar 7, 2022	Payment	428	Daniel	Detail	50-1296	2,380.07			104,694.19
	Mar 9, 2022	Payment	429	Juan	20000-00	90-1005-01	325.56			104,368.63
	Mar 12, 2022	Payment	430	Pitman	75500-00		142.18			104,226.45
	Mar 12, 2022	Receipt	334	Seawright	11000-00	120		19,127.55		123,354.00
	Mar 14, 2022	Receipt	336	Holland	11000-00	121		8,830.69		132,184.69
	Mar 14, 2022	Receipt	337	Pierce	11000-00	121		18,673.87		150,858.56
	Mar 15, 2022	Payment	431	Sopower	20000-00	1109-44-67	78.45			150,780.11
	Mar 15, 2022	Payment	432	Gary	20000-00	789-10002	1,456.89			149,323.22
	Mar 15, 2022	Payment	433	Safestate	67000-00	S3442-064	620.68			148,702.54
	Mar 15, 2022	Receipt	1110	Aaron	Detail	11/29/12		21,605.65		170,308.19
	Mar 15, 2022	Receipt	842	Stevenson	Detail	11/29/12		7,471.87		177,780.06
	Mar 15, 2022	Payment			75500-00					

Sort By: Date Total: 177,780.06

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 print 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	