

4.00 SAGE ACCOUNTING HOME PAGE

Explain the Toolbar and Module functions of the Sage Accounting Home Page:

The main screen is set up as follows:

- **TOOLBAR OPTIONS:**
 - **FILE** – Backup, Restore, Save functions
 - **SETUP** – Wizards, Settings, Reports & Forms, Setup Users (passwords)
 - **REPORTS** – Accounting Reports

- **TRANSACTION MODULES:** create accounts, vendors, employee records & post/adjust entries
 - **VENDORS & PURCHASES** - Post invoices to pay & payments
 - **EMPLOYEES & PAYROLL** – Employee Records & Payroll
 - **PROJECTS** – set up and manage Project accounting for designated funds
 - **BANKING** – to issue one-time payments or bank reconciliations
 - **COMPANY** – Chart of Account maintenance and General Journal entries

