

EASY TO USE SHORT CUTS AND DAILY/MONTHLY LISTS

CRSIGNSFUS.SAI

File View Setup Business Assistant Services Maintenance Reports Help Support

Sage 50 Premium Accounting

Open Company Backup DBA

CR SIGNS

Dashboard

Receivables

Payables

Employees & Payroll

Banking

Company

Apps & Services

Learning Centre

Shortcuts

Create Bill

Daily Settlement Report

Aged Overdue Receiva...

Clearing account che...

GST QUARTERLY RE...

GST Confirm Cleared...

PST 2. Data for FILING...

PST CORRECT?

P&L 2018-2019

ROE INS hours

Export ROE Web

DoubleCheck-what pur...

SignCo Month End Co...

Cost of Sales - Sign Co

Year End Review (PIE...

BANK DEPOSIT 2022...

SETTLE-DIRECT DEP...

WCB 2022

Remittances Summary...

PayrollRemit1.Recieve...

Sales with taxes comp...

GL Posting Period Sea...

Receiva

Tasks

Custo

Invoic

Related Tasks

Daily Business Manager

File Edit View Help

Notes & To Do List

Notes for Mar 25, 2023

March, 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Print Notes

Clear Notes

Show all recurring transactions due on or before Mar 25, 2023

Memo **Recurring** Payments Due Sales Due

To recall a recurring transaction, double-click it or highlight it, then press Enter.

To batch post invoices, check them and click Post. You can only print or email invoices to be posted.

Print List

Journal	Description	Frequency	Last Processed	Due Date
Bill	Kilpatrick Testing	Annually		Feb 24, 2022
General	Shareholder WCB & Lend \$\$ to compar	Monthly	Nov 10, 2022	Dec 10, 2022
General	Inventory (Decrease)	Monthly	Dec 31, 2022	Jan 01, 2023
General	Inventory (Increase)	Monthly	Nov 30, 2022	Jan 31, 2023
General	Bank Deposit Clearing	Daily	Mar 09, 2023	Mar 09, 2023
General	Daily Settlement (MC/VISA/DEBIT)	Daily	Mar 16, 2023	Mar 16, 2023
General	First Data "ServiceCharges" 1 of 3	Monthly	Jan 18, 2023	Mar 18, 2023
General	First Data "ServiceCharges" 2 of 3	Monthly	Mar 01, 2023	Mar 21, 2023
Bill	Telus (Mobility)	Monthly	Feb 21, 2023	Mar 21, 2023

Right Click on Calendar to set the transaction date for random recurring entries.

Post

Customer List

Report Centre

Recent Reports

Income Statement

Open

Business Journal Entries

Open

OFFICE TASKS EXAMPLE

EASY TO FOLLOW LIST OF DEADLINES

Day/Week	Tasks 2023 Sorted by order of priority	Category	Date Ready	Date Due	Pay Method
W 1	Waste Connections of Canada (2231)	Paayable	2nd, 3rd, or 5th	N/A	EFT
W 1-2	Brian's TD Visa (2023)	Paayable	5th or 6th	26th or 27th	EFT
W 1-2	Glen's TD Visa (2023)	Paayable	5th, 6th, or 7th	26th, 27th, or 28th	EFT
W 3	Payroll: 1st - 15th	Payroll	Next Biz Day after 15th	5 biz days after cut-off	Checks
W3	Brian's Dividend & WCB (Posting Invoice/Payment Print Chq or GL posting)	Payment	Next Biz Day after 15th	6 biz days after cut-off	
W 1-2	GST Quarterly Remittance (Due Last Day Of The Next Month)	Paayable	End Of Month		EFT
W 1-2	WCB Filing Pay & (Update Rate In Jan)		End of Quarter payroll posting	20th of next month	EFT
W 4	Telus (BUSINESS) 282	Paayable	28th	19th	EFT
W 4	Telus (MOBILITY) 291	Paayable	22nd	16th	EFT
W 4	Telus (HOME) 472	Statement	23rd	17th or 18th	EFT
W 4	Fortis BC (HOME) 1000042	Paayable	17th	15th	EFT
W 4	Fortis BC (BUSINESS) 3000033	Paayable	23rd	15th	EFT
W 4	BC Hydro (HOME) 711	Paayable	22nd, 23rd, or 25th	15th	EFT
W 4	BC Hydro (BUSINESS) 251 & 252 - Invoice Tec Auto	Paayable	27th or 29th	19th	EFT
W 4	RBC Visa 2023	Paayable	27th - 29th	17th or 18th	EFT
	Check On Current Overdue Receivables (Call Them)	Recievable	15th - End Of Month	N/A	Phone
	Enter Grocery Receipts For VISA (Post Invoice & Payment)	Payment	15th - End Of Month	N/A	POST