

Classroom Setup Guide

Accounts Payable –Version 13.0

To complete the activities in the Sage MAS 500 Accounts Payable curriculum, review the information in this guide to ensure you have the correct modules, case studies, and settings defined.

Software Requirements

<i>Software</i>	<i>Version</i>
<i>Sage MAS 500</i>	
• System Manager	7.2
• General Ledger	7.2
• Common Information	7.2
• Accounts Payable	7.2
• Accounts Receivable	7.2
• Cash Management	7.2
• Business Tools	7.2
<i>*Sage MAS 500 SOA & COA Demo Data (Installed as part of Sage MAS 500)</i>	7.2

***Note:** The SOA Demo Data is part of the Sage MAS 500 program and must be installed when creating the databases used to store MAS 500 data.

Setup Instructions

Use the following information regardless of the class. Follow the guidelines listed below to set up the student and trainer's workstation.

Follow the guidelines listed below for the SOA company.

- Delete any existing batches in each module.

Note: You cannot delete the manual check batch in Accounts Payable because it includes Quick Print checks or batch 154 or 171 in Accounts Receivable. Leave these batches alone.