

Classroom Setup Guide

Accounts Receivable – Version 13.0

To complete the activities in the Sage MAS 500 Accounts Receivable 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.
- Create an account 2025-00-00-00 to use as the Settlement Offset Account. This is a current liability account. You must define 2025 as a natural account and assign it to the CURR LIAB account group. After creating the account select it as the Settlement Offset Account in Account in Set Up AR Options.
- In Accounts Receivable, link customer Collier & Sons to vendor Perspective Concepts.
- In Accounts Receivable, enter and post a cash receipt to the Checking-Corp account from ScotBrothers. It is a tender type of cash in the amount of 500.00. Apply the payment to invoice 809.

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.