

Setup Guide

Payroll Quarter and Year-End Processing Procedures – Version 4.20

To complete the activities in Payroll Quarter and Year-End Processing Procedures self study guide, review the information in this setup guide to ensure you have the correct modules, case studies, and settings defined.

Software Requirements

<i>Software</i>	<i>Version</i>
<i>Sage MAS 90 and 200</i> <ul style="list-style-type: none">• Library Master• Common Information• General Ledger• Payroll	4.20 4.20 4.20 4.20
<i>Payroll Quarter and Year-End Processing Procedures (PR1)*</i>	4.20

* **Note:** Refer to the Introduction lesson in the Payroll Quarter and Year-End Processing Procedures self study guide for information on downloading the case study.

The examples in the self study guide are based on first quarter 2007 tax tables. If you have different tax tables installed, your results may differ slightly.

Special Security Settings

Some activities may require you to select a specific user of RMD or Supervisor. These users were created in Sage MAS 90 as part of the classroom training and have full access to all tasks, security events, and module options.

- If you are able to create user logons and modify roles, create RMD and Supervisor as users. Assign them to a role with full access to all tasks, security events, and module options. Provide access to all companies created as part of the case study.
- If you cannot create these users, substitute your logon name when prompted to select either RMD or Supervisor.
- If security is not enabled, you may not be able to complete all steps in an activity. For example, some activities may require you to create a specific user logon. If this occurs, skip the activity.