

Setup Guide

Processing Your Account Payable

– Version 12.0

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

Software Requirements

| Software | Version |
|--|----------------|
| Sage MAS 90 and 200 | |
| • Library Master | 4.30 |
| • Common Information | 4.30 |
| • General Ledger | 4.30 |
| • Accounts Payable | 4.30 |
| • Accounts Receivable | 4.30 |
| • Bank Reconciliation | 4.30 |
| Core Applications Case Study (SB2 and LA2)* | 12.0 |

***Note:** Refer to the Welcome and Introduction lesson in the Processing Your Accounts Payable course curriculum for information on downloading the case study.

You can use Sage MAS 90 and 200 Extended Enterprise Suite when using this curriculum, but be aware the curriculum has not been specifically tested with this version of the software.

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.

Sales Tax Setup

Define the following sales tax information using the figures below. If you already have the sales tax codes defined, do not modify this information as it will affect your live company's sales tax calculations. If you do not modify the sales tax information, the totals entered in the activities may not match.

Tax Codes

Sales Tax Code Maintenance (SB1) 4/5/2005

Tax Code: CA
Description: California Short Description: Califo

Taxable Limit: 0.00 Calculate Sales Tax on Retention:

Expense to Vendor/Item: Tax on Tax: Tax Class:

| | Tax Class | Description | Tax Rate | Sales | Purchases | Nonrecoverable Pct |
|---|-----------|-----------------|----------|-------------------------------------|--------------------------|--------------------|
| 1 | NT | Nontaxable | .000000 | <input type="checkbox"/> | <input type="checkbox"/> | .000 |
| 2 | TF | Taxable Freight | .000000 | <input type="checkbox"/> | <input type="checkbox"/> | .000 |
| 3 | TX | Taxable | 7.250000 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | .000 |
| 4 | | | .000000 | <input type="checkbox"/> | <input type="checkbox"/> | .000 |

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Sales Tax Code Maintenance (ABC) 12/1/2005

Tax Code: CA OR
Description: Orange County Short Description: Orange

Taxable Limit: 0.00 Calculate Sales Tax on Retention:

Expense to Vendor/Item: Tax on Tax: Tax Class:

| | Tax Class | Description | Tax Rate | Sales | Purchases | Nonrecoverable Pct |
|---|-----------|-----------------|----------|-------------------------------------|-------------------------------------|--------------------|
| 1 | NT | Nontaxable | .000000 | <input type="checkbox"/> | <input type="checkbox"/> | .000 |
| 2 | TF | Taxable Freight | .000000 | <input type="checkbox"/> | <input type="checkbox"/> | .000 |
| 3 | TX | Taxable | .500000 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | .000 |
| 4 | | | .000000 | <input type="checkbox"/> | <input type="checkbox"/> | .000 |

Accept Cancel Delete

Tax Schedules

Sales Tax Schedule Maintenance (SB1) 4/5/2005

Tax Schedule: CA
Description: California
Print Tax Code Detail:

ZIP XRef... State XRef...

| | Tax Code | Description |
|---|----------|----------------------|
| 1 | CA | California (Primary) |
| 2 | | |

Accept Cancel Delete

Sales Tax Schedule Maintenance (SB1) 4/5/2005

Tax Schedule: CA OR
Description: Orange County
Print Tax Code Detail:

ZIP XRef... State XRef...

| | Tax Code | Description |
|---|----------|----------------------|
| 1 | CA | California (Primary) |
| 2 | CA OR | Orange County |
| 3 | | |

Accept Cancel Delete