

# Setup Guide

## Accounts Receivable and Sales Order Workshop

### – Version 1.0

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To complete the activities in the Accounts Receivable and Sales Order curriculum, 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>                                     |                |
| • Library Master   | 4.10           |
| • General Ledger   | 4.10           |
| • Accounts Payable   | 4.10           |
| • Accounts Receivable  | 4.10           |
| • Bank Reconciliation  | 4.10           |
| • Inventory Management   | 4.10           |
| • Purchase Order   | 4.10           |
| • Sales Order  | 4.10           |
| • Return Merchandise Authorization                             | 4.10           |
| • Custom Office  | 4.10           |
| <i>4.10 AR and SO Workshop Case Study (ABC, ABX, and EEC)*</i> | 1.0            |
| <i>Microsoft Excel</i>   | 2000           |
| <i>Crystal Reports</i>   | 10             |

\* **Note:** Refer to the Welcome and Introduction lesson in the Sage MAS 90 and 200 Accounts Receivable and Sales Order Workshop course curriculum for information on downloading the case study.

## ***Special Setup Instructions***

- You must create the AR1 company in Company Maintenance. When creating the AR1 company, activate General Ledger, Accounts Receivable, and Sales Order.
- Copy the General Ledger data from the ABC company to the AR1 company; this will allow you to demonstrate the Accounts Receivable Setup Wizard and Sales Order Setup Wizard in the appendix.
- In the EEC company, activate Sales Order in Company Maintenance. Complete the Sales Order Setup Wizard, accepting all defaults. When discussing the Sales Order and Job Cost integration, you may need to modify settings in Sales Order Options.

## ***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.

## ***Refreshing Data for Subsequent Classes***

Refresh the case study data before each class, if taught individually. You should refresh the following folders with clean data before teaching the next class:

- The MAS\_ABC, MAS\_ABX, MAS\_ECC, and MAS\_AR1 folders in the \MAS90 directory