

# Setup Guide

## Distribution Period and Year-End Processing Procedures – Version 4.30

To complete the activities in Distribution Period 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>
<b><i>Sage MAS 90 and 200</i></b>	
• Common Information	4.30
• Library Master	4.30
• General Ledger	4.30
• Accounts Payable	4.30
• Accounts Receivable	4.30
• Bank Reconciliation	4.30
• Payroll	4.30
• Purchase Order	4.30
• Sales Order	4.30
• Inventory Management	4.30
<b><i>Distribution Period and Year-End Processing Procedures (YE2)*</i></b>	4.30

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

### 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

Special setup is required to ensure sales tax information is defined correctly for certain activities. Set up taxes based on the screen shots provided before installing the case study.

**Warning:** Do not change any tax codes or schedules already defined in your Sage MAS 90 or 200. If your system already has these specific tax codes and schedules defined, you may proceed with the exercises in the book without changing your system tax definitions; however, your tax totals may differ from the examples in the book.

## 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

Accept Cancel Delete

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 [Navigation icons] ZIP XRef... State XRef...

Description: California

Print Tax Code Detail:

	Tax Code	Description
1	CA	California (Primary)
2		

Accept Cancel Delete [Print] [Help]

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

Tax Schedule: CA OR [Navigation icons] ZIP XRef... State XRef...

Description: Orange County

Print Tax Code Detail:

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

Accept Cancel Delete [Print] [Help]