

**Exercises and Procedures for
Chapter #2A – Receivables Module – Basics**

Instructions: Please check each checkbox when you have completed the exercise or procedure. Space for answering the short answer questions is provided on the back of this sheet. Check all your exercise solutions as detailed in the **Checking and Correcting Your Work** handout. Hand in the indicated reports with this cover sheet so your grades can be recorded.

Exercise or Procedure	Marks
<input type="checkbox"/> Complete Chapter #2A procedures using Santos Luggage Company information (pages 2A-79 to 2A-138) and print out the following for the Santos Luggage Company :	____/35
<input type="checkbox"/> All Journal Entries (including corrections)	____/2
<input type="checkbox"/> Balance sheet as of March 7th	____/1
<input type="checkbox"/> Income Statement YTD & MTD	____/1
<input type="checkbox"/> Customer Aged Detail Report as March 7th	____/1
<input type="checkbox"/> Short Answer Questions – Answers are found in Chapter 2A of your textbook Answer the following questions on the reverse of this page after finishing Santos	
1. What are the six options that appear in the Payment Method box assuming that the customer has been previously set up as a regular customer?	____/2
2. Are you required to create a Sales Quote before you create a Sales Order ?	____/1
3. What is a very important point to remember before creating either a Sales Quote or a Sales Order ?	____/1
4. When you adjust an invoice or receipt what is one thing that you cannot change?	____/1
<input type="checkbox"/> View the Teachable Moments in Moodle before trying this exercise. Complete Challenge Exercise 02 C2A-2 (Page 2A-142) and print out the following for Dog Walkers :	____/35
<input type="checkbox"/> All Journal Entries May 1 to May 21 (no corrections please)	____/2
<input type="checkbox"/> Customer Aged Detail Report at May 21	____/2
<input type="checkbox"/> Customer Sales Detailed Report for May 1 to 21	____/2
<input type="checkbox"/> Pending Sales Order Detail, by Customer, at May 31	____/2
<input type="checkbox"/> Income Statement, Jan 1 to May 21	____/2
<input type="checkbox"/> Go to Sage 50's Help menu and review and display information regarding the topic – EFile . (Show your instructor so he/she can check this off).	____/10
<input type="checkbox"/> Read 2019 Appendix Q – Name Fields	
<input type="checkbox"/> Read 2019 Appendix N – Adding a Salesperson's Name to an Invoice	
<input type="checkbox"/> Complete Before Moving On Questions Page 2A-140 (You may have to do this for home work! Check your answers in Moodle)	
Total Marks for Chapter	____/100

Student Completion Date: Instructor's Initials:

Please write your answers to these short answer questions here.

Short Answer Questions:

1. What are the six options that appear in the **Payment Method box** assuming that the customer has been previously set up as a regular customer? To what does each refer?

2. Are you required to create a Sales Quote before you create a Sales Order? _____

3. What is a very important point to remember before creating either a **Sales Quote** or a **Sales Order**?

4. When you adjust an invoice or receipt what is one thing that you can't change?
