



CONTENTS

- Welcome
 - Integration
 - The Company
- Accounts Payable Setup
 - Creating A/P and C/M Data Files
 - Defining A/P Parameters
 - Defining Payment Terms
 - Entering Vendor Information
 - Credit Card Transactions
 - Global Vendor Change
 - Entering Open Balances and Exiting SETUP
- Processing A/P Transactions
 - Defining Allocation Tables
 - Entering Invoices
 - Recurring Invoices
 - Adjustments
 - Tracking Transactions
- Determining What to Pay
 - Selecting Invoices for Payment
 - Printing Checks
 - Handchecks
 - Void Checks
 - 1099's
- Reporting
 - Custom Reports and Forms
- The Closing Process
 - Transfer Option

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	15 min
2	Setup and Defining Parameters	60 min
3	Processing A/P Transactions	45 min
4	Lab Exercise 1 and 2	30 min
5	Paying Invoices and Printing Checks	30 min
6	Report Options and Custom Reports	30 min
7	Close and Transfer	15 min
8	Review	15 min
9	Lab Exercises 3 and 4	30 min
	Total Time	270 min

BW Accounts Payable Objectives:

- Understand the features available in A/P
- Learn the steps necessary for setting up A/P
- Know how to enter and maintain vendors.
- Practice entering invoices and adjustments, as well as posting transactions.
- Understand how to select invoices for payment automatically and manually.
- Learn how to print checks as well as enter manual checks.
- Learn how to close the A/P accounting period.
- Learn how to use the reports when reviewing and tracking transactions.



CONTENTS

- Welcome
- Integration
- The Company
- Cash Management Setup
 - Creating C/M Data Files
 - Defining C/M Parameters
 - Maintaining Cash Accounts
 - Maintaining Forms
 - Entering Open Balances and Exiting SETUP
- Processing C/M Transactions
 - Instant Checks
 - Entering Bank Transactions
 - Adjustments
 - Reconciling Bank Accounts
- Tracking Transactions
 - Using the Product Degest
 - The Closing Process

Syllabus

Section	Subject	Time Estimated
1	Welcome and Overview	5 min
2	Setup and Defining Parameters	30 min
3	Processing CM Transactions & Reconciling	30 min
4	Lab Exercises	15 min
5	Reports and Closing	20 min
6	Review	5 min
	Total Time	105 min

BW Cash Management Objectives:

- Learn about the features available in Cash Management and how they can work for you.
- Practice the steps necessary for setting up bank accounts.
- Learn how to enter checks and adjustments, as well as update transactions.
- Understand how to reconcile bank accounts.
- Know how to close the month.
- Learn which reports to use when reviewing and tracking transactions.