



CONTENTS

Welcome and Introduction

Integration
The Company

Accounts Payable Startup Process

Accounts Payable Options
General Ledger Account Maintenance
Divisions
Bank Code Maintenance
Terms Code Maintenance
Sales Tax
Entering Vendor Information
Vendor Delete/Renumber/Merge
Converting from Another A/P System

Processing Accounts Payable Transactions

Entering Invoices
Credit Card Invoices
Entering Debit and Credit Memos
Updating Invoices
Adjustments
Repetitive Invoices

Determining What to Pay

Selecting Invoices for Payment
Printing Checks
Manual Check Entry

1099s

Vendor Reports
Tracking Transactions
Management Reports

Linking A/P to A/R

Accounts Payable Utilities
Period End

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	10 min
2	Setting up A/P	60 min
3	Processing	60 min
4	Lab Exercises 1	20 min
5	Selecting Invoices & Printing Checks	90 min
6	1099's & Reporting in A/P	30 min
7	Period End Functions	20 min
8	Review	10 min
9	Lab Exercises 2 and 3	30 min
	Total Time	330 min or 5 1/2 hours

A/P Class Objectives:

- Provide an understanding of the features available in Accounts Payable.
- Learn the steps necessary for setting up Accounts Payable.
- Learn how to enter invoices and adjustments, as well as update transactions.
- Learn how to select invoices for payment, automatically and manually.
- Learn how to enter and print manual checks.
- Learn how to close the period.
- Learn how to use the reports and inquiry options when reviewing and tracking transactions.