

ACCPAC TRAINING OUTLINE FOR THE ACCOUNTS PAYABLE MODULE

Accounts Payable Setup

- Options
 - Company
 - Vendor
 - Vendor Options
 - Group Statistics
 - Optional Fields
 - Invoicing
 - 1099/CPRS
 - Edit Batches
 - Recurring Payables
 - Optional Fields
 - Payment
 - Bank Codes
 - Aging Periods
 - Payment Processing
 - Numbering
 - Integration
 - Create G/L Transactions
- Account Sets
- 1099/CPRS Codes
- Distribution Codes
- Distribution Sets
- Terms
- Payment Selection Codes
 - Select
 - Criteria
 - Exclusion

Vendors

- Vendor groups
 - Group
 - Option
 - Taxes
 - Statistics
- Address
- Processing
- Option Fields
- Taxes

- Statistics
- Activity
- Comments
- Remit-To Locations/Inquiry
- Vendor Inquiry
 - Activity
 - Aging
 - Transactions
 - 1099/CPRS Amounts

Establishing open balances

- Enter outstanding invoices
- Enter outstanding balances
- Invoice Batches

Entering invoices

- Invoice Batches
- Invoice Tab
 - 1099/CPRS Amount
 - Taxes
 - Distribution
 - Schedule
 - Optional Fields
 - Checking totals
- Entering prepayments
- Printing Batches
- Posting Batches
- Error Batches
- Printing Invoice Posting Journals
- Adjustment Batches
- Recurring Payables
 - Setup
 - Create Batches

In our course you will get an overview of the module and learn the methodology of the program to develop a more thorough understanding of its functions. We will guide you through the setup options stage and show you how we customize the program to suit your particular business needs. We also cover formatting options for Accounts Payable Documents, crucial aspects of accurate report generating, and important year-end closing procedures including the pros and cons of and when to clear data.

ACCPAC TRAINING OUTLINE FOR THE ACCOUNTS PAYABLE MODULE

Processing Checks

- Payment Batches
 - Selections
 - Criteria
 - Exclusions
 - Register
 - Generate
- Controlling Payments
- Manual Payment Entry
- Prepayments
- Miscellaneous Payments
- Printing Checks
- Payment Inquiry

Reports

- Vendor Transactions
- Aged Payables
- Aged Cash Requirements
- Batch Listing
- Batch Status
- Posting Journals
- Posting Errors
- Check Register

Periodic Processing

- Create G/L Batches
- Clear History
 - Date Ranges
 - Fully Paid Documents
 - Vendor Comments
 - 1099/CPRS Amounts
 - Printed Posting Journals
 - Posting Errors
 - Deleted and Posted Batches
- Clear Statistics
- Year End
 - Reset Batch Numbers
 - Clear Recurring Payable Amounts
 - Clear Activity Statistics
- Delete Inactive Records
 - Date Ranges
 - Inactive Remit-to locations
 - Inactive Vendors
 - Inactive Vendor Groups

In our course you will get an overview of the module and learn the methodology of the program to develop a more thorough understanding of its functions. We will guide you through the setup options stage and show you how we customize the program to suit your particular business needs. We also cover formatting options for Accounts Payable Documents, crucial aspects of accurate report generating, and important year-end closing procedures including the pros and cons of and when to clear data.