



PracticalTek

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Accounts Receivable Course Syllabus

Accounts Payable Overview:

In the Accounts Payable module, users have the capability to process multiple transactions for the supplier records and processes. Supplier records can be made, changed, inactivated. Purchase Orders can be edited or updated in AP for miscellaneous purchases, and purchase order items. Debit Memos and payments to suppliers can also be processed. Billing parameters that are setup and defined on supplier records are used for AP processing. Transactions for all AP processing, is included in this module, including Bank Statement Processing.

In this course, we will discuss

- Applicable AP Setup Programs
 - Supplier, Purchasing Terms, Bank Fee's, etc.
- AP Defaults within Company Configuration
- Accounts Payable General Operations Programs
 - Printing Invoices
- Accounts Payable Entry Using Tax Connect Software
- Bank Statement Processing
 - Bank Statement Lines
- Applicable Accounts Payable Reports
 - Printing AP Checks
 - How to View/Print
- Applicable Accounts Payable Trackers
- Accounts Payable Frequently Asked Questions