



Topic	Subject	Detail	Notes	Handout	Exercise
Accounts Payable					
Introduction					
	Topics				
Navigation					
	Setup		Can include Vendor Posting Groups		
	Terms				
	Payment Methods				
Vendor Setup					
	Searching				X
	Create/Modify				X
	Multiple addresses				
	Special Prices and Discounts				
	Recurring Purchase Lines				
Invoicing					
	Purchase Quotes		Generally Quotes are not included in training		X
	Purchase Orders	Create/Copy Statistics Standard Lines Dimensions			
	Purchase Invoices	Posting	Posting		X
	Purchase Credit Memos				X
Break					
Journals					
	Purchase Journal	Journal Batches Functionality			
	Payment Journal				X
		Batches Suggested Vendor Payment Apply Entries Cheques EFT Online/Wire Transfer			
Vendor Transaction Management					
	Apply/Unapply Entries	Vendor Ledger Entries			X
	Void Cheques	Check Ledger Entries			
Inquiries and Reports					
Month End Closing Overview					
			In case of Multi-Currency, ensure the Exchange function done prior to reconciling Aged AP to GL		
Inventory					
	Warehouse Receipts				X
	Inventory Pick				X
Advanced Topics					
	Prepayments				
	Deferrals				
	Taxes				
	Multi-Currency				
Closing					
			Review Agenda and items completed		

Cost per module per student is \$370 CAD
 Estimated training hours per module is 4hrs