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The Company

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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.



Bank Reconciliation

Certified Training Course



CONTENTS

Welcome and Introduction

- Integration
- The Company

Setting Up Bank Reconciliation

- Defining Bank Codes
- Check, Deposit & Adjustment Entry
- Entering Adjustments in the G/L
- Reconciling
- Reports

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introductions	10 min
2	Bank Reconciliation	30 min
3	Review	5 min
Total Time		45 min or

Bank Rec. Class Objectives:

- Provide an understanding of the features available in the Bank Reconciliation module.
- Learn the steps necessary for setting up Bank Reconciliation.
- Learn how to process transactions and reconcile the bank accounts.