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## Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	15 min
2	Setup and Defining Parameters	60 min
3	Processing A/P Transactions	45 min
4	Lab Exercise 1 and 2	30 min
5	Paying Invoices and Printing Checks	30 min
6	Report Options and Custom Reports	30 min
7	Close and Transfer	15 min
8	Review	15 min
9	Lab Exercises 3 and 4	30 min
	Total Time	270 min

## BW Accounts Payable Objectives:

- Understand the features available in A/P
- Learn the steps necessary for setting up A/P
- Know how to enter and maintain vendors.
- Practice entering invoices and adjustments, as well as posting transactions.
- Understand how to select invoices for payment automatically and manually.
- Learn how to print checks as well as enter manual checks.
- Learn how to close the A/P accounting period.
- Learn how to use the reports when reviewing and tracking transactions.



## CONTENTS

### Welcome

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### Cash Management Setup

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SETUP

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Entering Bank Transactions

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Reconciling Bank Accounts

### Tracking Transactions

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The Closing Process

## Syllabus

Section	Subject	Time Estimated
1	Welcome and Overview	5 min
2	Setup and Defining Parameters	30 min
3	Processing CM Transactions & Reconciling	30 min
4	Lab Exercises	15 min
5	Reports and Closing	20 min
6	Review	5 min
	Total Time	105 min

## BW Cash Management Objectives:

- Learn about the features available in Cash Management and how they can work for you.
- Practice the steps necessary for setting up bank accounts.
- Learn how to enter checks and adjustments, as well as update transactions.
- Understand how to reconcile bank accounts.
- Know how to close the month.
- Learn which reports to use when reviewing and tracking transactions.