

## ACCPAC Course Objectives | Accounts Payable

### Maintaining Vendor Records and Setup Information

Setup Maintenance

Changing Accounts Payable Options, Company Options, Vendor Options, Invoicing Options

Payment and Aging Options

Processing Sequence Numbers

G/L Integration Options

Adding, Editing, and Deleting Account Sets, Distribution Codes, Distribution Sets, Deleting Terms Codes and Payment Selection Codes

Vendor Group Maintenance Adding, Editing, and Deleting Vendor Groups

Vendor Maintenance Adding, Editing, and Deleting Vendor Records

Remit-To Locations Maintenance Adding, Editing, and Deleting Remit-To Locations

Displaying Vendor Information

Displaying Vendor Activity

Importing/Exporting Vendor Information

### Processing Invoices, Credit Notes, and Debit Notes

Using the Invoice Entry Form

Creating a New Invoice Batch

Editing an Existing Invoice, Credit Note, Debit Note, or Interest Charge

Adding Invoices, Credit Notes, Debit Notes, and Interest Charges

Entering Tax Information and Calculating Tax on Invoices

Changing Tax Class and Tax Included Settings for a Single Distribution Line

Recoverable and Separately Expensed Taxes

Tax-only Invoices

Changing Invoice Distributions and Tax Distributions

Assigning Multiple Payment Schedules to Invoices

Adding Optional Field Information to Invoices, Credit Notes and Debit Notes

Editing Exchange Rate Information on Invoices

Entering Prepayments with Invoices

Listing Invoice Batches

Posting Invoice Batches

Printing the Invoice Posting Journal

Printing the Invoice Posting Errors Report

Checking Batch Status

### Processing Payments and Adjustments

Creating, Editing, and Posting Payment and Adjustment Batches

Reporting Payment and Adjustment Batches

Using the Payment Entry Form

Creating a New Payment Batch

Editing an Existing Payment

Types of Payment Transactions

Adding Payment Transactions

Adding Prepayment Transactions

Adding Apply Document Transactions

Adding Miscellaneous Payment Transactions

Printing Single Checks from Payment Entry

Viewing Payment History from Payment Entry

Adjusting Documents in the Payment Entry Form

Editing Exchange Rate Information

Using the Create Payment Batch Form  
Using the Control Payments Form  
Printing Checks and Posting Payment Batches  
Viewing Payment Information  
Using the Adjustment Entry Form  
Creating or Selecting an Adjustment Batch  
Adding and Editing Adjustments  
Posting Adjustment Batches  
Checking Batch Status  
Periodic processing  
Performing Periodic Processing  
Creating a Recurring Payable Batch  
Clearing History and Statistics  
Creating General Ledger Batches  
Deleting Inactive Records  
Revaluing Vendor Transactions  
Year-End Processing

## Reports

Account Sets  
Aged Cash Requirements  
Aged Payables  
Batch Listing  
Batch Status  
Check Register  
Checks  
Distribution Codes  
Distribution Sets  
G/L Transactions  
Letters and Labels  
Overdue Payables  
Posting Errors  
Posting Journal  
Pre-Check Register  
Recurring Payables  
Remit-To Locations  
Revaluation Posting Journal  
Terms  
Vendor Activity Statistics  
Vendor Group List  
Vendor List  
Vendor Transactions