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S K I L L S U P G R A D I N G

ACCPAC Advantage 5.0 Accounts Payable

Course Introduction

The ACCPAC Advantage 5.0 Accounts Payable course introduces the accounting software module using a simulated approach with simulated source documents. It takes students through a conversion from a manual accounts payable system, setting up company data files, recording transactions, and period-end processing.

Course Prerequisites

To ensure successful completion of this course, students should possess basic knowledge in bookkeeping or accounting theory, and basic knowledge of Windows.

Course Aim

At the end of this course, students will have learned to record day-to-day accounts payable transactions for a company using ACCPAC Advantage 5.0 Corporate Edition software.

Of Interest to

Individuals interested in pursuing a career in accounting, or Bookkeepers and Accountants who wish to broaden their knowledge of accounting software programs.

Course Breakdown

Lesson 1:

System Manager; Company and System Databases; Pervasive.2000 SQL Database Management System; ACCPAC Modular Integration; Working with Batches in ACCPAC; Basics of ACCPAC Advantage; ACCPAC Buttons and Commands; Working with Application Windows; Working with Forms.

Lesson 2:

Modifying the Company Profile; Activating Bank and Tax Services; Modifying Bank Services; Entering Tax Services Information; Adding Tax Classes; Editing, Adding, Deleting, Printing Tax

Class Information; Adding Tax Rates; Printing Tax Rate Information; Adding Tax Group Information for Purchases; Scheduling.

Lesson 3:

Activating the Accounts Payable Ledger; Setting up Accounts Payable; Creating Vendor Records; Printing a Vendor List; Accounts Payable Batches; Entering Vendor Account Opening Balances; Printing and Editing Contents of a Batch; How Posting Works in A/P; Deleting the Opening A/P Subledger Batch in G/L; A/P Control Account.

Lesson 4:

Processing Vendor Invoices; Processing Debit Notes and Credit Notes; Printing a Batch Listing; Changing a Batch Status to Ready to Post; Posting a Batch; Printing an Invoice Posting Journal; Processing Adjustments; Printing the Adjustment Batch List; Correcting Errors in the Batch; Posting an A/P Adjustment Batch; Printing an Adjustment Posting Journal; Creating a New Vendor; Recurring Payables; Printing Analytical Reports; Processing Payments; Pay a Group of Vendors Using the Create Payment Batch Method; Pre-Check Register; Payment Batch; Cheque Run; Printing the Payment batch Posting Journal; Using the Pay Entry Method to Enter Single Payments into a Batch; Processing Manual Handwritten/Typewritten Cheques; Miscellaneous Payments; Prepayments; Posting A/P Subledger Batches in G/L.

Lesson 5:

Period-End Processing; Printing Fiscal Period Reports; Updating the G/L with Activity Entered in the A/P Application; Bank Reconciliation; A/P Year-End Procedures.

Lab Exercise

Course Notes

Course manual provided for on-going reference. There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.

