



ACCPAC Accounts Payable for Windows

INSTRUCTOR:	Loretta Edzerza dnv@dananaye.com	TELEPHONE:	(867) 668-6925 1-800-661-0448
LOCATION:	409 Black Street Whitehorse, Yukon Y1A 2N2	FAX:	(867) 668-3127
		EMAIL:	dnv@dananaye.com
	FEE:		\$550.00 + GST

COURSE INFORMATION

PREREQUISITES:

N/A

COURSE DESCRIPTION:

ACCPac Accounts Payable for Windows is a module that can be used independently or integrated with other ACCPac module based accounting programs. It operates on a batch accounting system method. It allows multiple batches to be created by multiple users, and ensures that a correct audit trail is maintained. One of the more powerful features of the program is the system reporting capabilities. Learn how to optimize the substantial features within this accounts payable module system.

COURSE GOALS:

As the student works through the sections of this course, they will gain experience in the following areas of ACCPac Accounts Payable:

- The ACCPac Windowing System Manager
- Moving around the Windowing System Manager
- Adding/Modifying/Deleting Start List items
- Setting up printers for use with ACCPac
- Setting the ACCPAC program options
- Invoking and navigating the ACCPac Help system
- Passwording and security within ACCPac
- Creating data files for the ACCPac Accounts Payable
- Backing up and restoring data files
- Integrating with the ACCPac General Ledger and other general ledgers
- Entering Accounts Payable vendors
- Entering invoices/credits transaction documents
- Entering manual cheque batches
- Printing cheques and modifying specifications

- Entering Accounts Payable adjustments
- Posting Accounts Payable transactions
- Printing Accounts Payable reports
- Handling vendor inquiries
- Using the Accounts Payable statistical features
- Month-end and year-end processing

MAJOR COURSE OBJECTIVES:

To have sufficient hands-on experience using the ACCPac for Windows - Accounts Payable module.

COURSE FORMAT:

Lecture, demonstration, lab time

COURSE REQUIREMENTS

ATTENDANCE AND PARTICIPATION

Students are required to be in attendance for the duration of the course to receive a certificate.

QUIZZES:

N/A

ASSIGNMENTS:

In class assignments only

DETERMINATION OF FINAL MARK:

N/A

TEXT AND MATERIALS:

A manual and disk are provided

QUIZZES, TERM EXAMS, AND FINAL EXAM:

N/A

GRADES ON TRANSCRIPT:

N/A