



Business & Technical Training College

“Put your FUTURE in GOOD Hands”

BTT will work with every student to develop their skills, to make them job ready. BTT classes are small therefore you will receive more personalized attention from the instructor.

Accpac Accounts Payable Training

Accounts Payable allows users to track cash outflows to vendors and manage cash requirements to meet payment obligations. This course will provide users with a thorough understanding of Accounts Payable. Users will learn how to setup the module for their specific needs, define vendors and vendor groups, and record invoice and payment transactions. Users will also gain an understanding of transaction flow in Accpac ERP and will learn how to perform bank reconciliations and tax reporting.

- Navigating through ACCPAC
- Accounts Payable setup
- Bank and Tax Services setup
- Establishing Vendors and Vendor Groups
- Understanding the batch entry process
- Entering invoices and recurring invoices, credit and debit notes
- Entering payments, prepayments, and miscellaneous checks
- Printing checks and recording manual checks
- Adjusting vendor balances
- Accounts Payable reports and inquiry
- Bank reconciliation and reversing checks
- Tax tracking reporting
- Transaction flow from Accounts Payable to other Sage Accpac ERP modules

Pre-requisites: Basic Windows experience or equivalent experience

Certificate Offered: Certificate

Training Methods: Instructor – led classes, Instructor demonstrates all topics with hands-on scenarios

One – To – One Instruction is Available

For Schedule: Call or e-mail

Registration can be done after office hours, any day / evening

Business & Technical Training College

150 Eglinton Ave East Suite 402 (Free parking evenings & weekends)

Tel: 416 - 483 - 3567

E-mail: info@bttcollege.com

Web Site: www.bttcollege.com