



Agenda – Session 4

Open Item Transaction Cycle Part 2 & the Check Print Cycle Part 1

- I) Review (7 min)
 - a. Show results of posting in several reports e.g.
 - 1. Open Item
 - 2. Vendor History
 - 3. Distribution Report
 - 4. Vendor Purchase Stats (Vendor file)
 - b. Job Cost Distributions (new)

- II) Other Payables entry transaction types (15 min)
 - a. Non-AP
 - b. Cancellation
 - c. Immediate Check
 - d. Adjustment

Q&A

- III) Pre Check Cycle (15 min)
 - a. What vendors to pay – Cash Requirements Report
 - b. Selecting checks
 - 1. By groups
 - 2. Individually
 - 3. Deferrals
 - 4. Clearing selections/deferrals
 - 5. Edit list/Pre-check writing report

IV) Checks

(10min)

- a. Intro - Checks versus ACH
- b. Print
- c. Post
- d. Journals/Reporting

Q&A