



Agenda – Session 2

Master Files - Vendors, Notes and Contacts and Control

- I) Review – flow of system (3 min)
- II) Vendor Data – Part 2 – Details 4 screen, 6 tabs (35 min)
 - a. Tab 1 – General Terms (Classical Screen1)
 - b. Tab 2 - Terms (Classical Screen1)
 - c. Tab 3 - Accounts (Classical Screen 2)
 - d. Tab 4 - Totals (Classical Screen 2)
 - e. Vendor Notes
- III) Vendor Contacts (3 min)
- IV) Control File, Cash Accounts AP account – first look (10 min)
 - a. Control File
 - b. A/P Accounts File
 - c. Cash Accounts File