



Agenda – Session 3

The Vendor Invoice/Voucher Transaction Cycle Part 1

- I) Review – Vendor Master and other Master files (7 min)
 - 1. Vendor Maintenance from the Classical point of View
 - 2. Temporary vendors
 - 3. Other Master Files

Q&A

- II) Details of transaction entry, Part 1 – Vendor Invoices/Vouchers (30 min)
 - a. 2 Cycle Application - Review of Flow
 - b. Types of Transactions
 - c. Enter, Edit List, Post
 - d. Basic “R”egular Vouchers
 - e. Terms
 - f. Distribution entry GL, Job Cost

Q&A

- III) Print, Post, Distributions (10 min)
 - a. Print edit list and journal
 - b. Post – including distributions

Q&A