



Agenda – Session 1

A Walk-through and Introduction to PBS Accounts Payable

- I) Introduction (15 min)
 - a. Main Components
 - 1. Vendor Info
 - 2. Master Information Including Purchase Addresses
 - 3. Payables Transactions – the “in” part of the cycle
 - 4. Checks – the “out” part of the cycle
 - 5. Reporting
 - b. Flow Diagram
 - c. Menu Tour of the “house”
 - d. A first look at distributions

- II) A Quick AP Cycle (40 min)
 - a. Vendor Data – Part 1
 - b. Entering Vendor Invoices - Vouchers
 - c. Print Checks and Post
 - d. Distributions GL and JC