



## Agenda – Session 6 – Reporting and AP Setup

- I) Review (5 min)
  - a. Pre Check Cycle
  - b. Checks
  - c. Results of Posting Check/DDP
  - d. Open Items
    - 1. Due date, disc date, disc balance
    - 2. Manual Pay – marks AP Open as paid, adds History entry and generates GL cash transaction DB Cash and CR AP
  
- II) Negative non-AP checks, Credit Memo's and Retainage Due (10 min)
  - a. Negative non-AP checks
    - 1. Voiding a CR interfaced AP check
    - 2. Reversing an Immediate Check
  - b. Credit Memo's
    - 1. Cancelling a partial pay
  - c. Retainage Due
  
- III) Other Types of Transactions (10 min)
  - a. Void Checks
  - b. Recurring Transactions
  - c. Memo's
  
- IV) Reports Part 1 – show results of posting in several reports e.g. (15 min)
  - a. Aging
  - b. Open Payables by Date
  - c. Check History/Check Register
  - d. Purchases History
  - e. Distributions to GL

- V) Control Files and AP Setup
  - a. Control File Setup
  - b. Batch controls
  - c. ACH setup/Bank file setup
  - d. Check Forms
  - e. Positive Pay setup

(15 min)