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## **SYLLABUS – ACCOUNTS PAYABLE**

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### **RECORD CREATION AND MAINTENANCE**

- Company Information
- Accounts Payable
- Supplier's Terms of Payment
- Suppliers
- Allocation Accounts

### **CURRENT TRANSACTIONS**

- Transactions Entry (invoices, credits and payments)
- Accounts Payable Payment
- Checks/Payment Printing
- Transaction Correction, Modification or Deletion

### **REPORTS**

- Active Date
- Supplier List
- Supplier Record
- Aged Trial Balance
- Upcoming Payments
- Purchase Records
- List of Checks
- Weekly Report

### **END OF MONTH**

- Reminder
- Running the End-of-month procedure
- Suppliers card deactivation