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## **SYLLABUS — ACCOUNTS PAYABLE**

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### **FILE CREATION AND MAINTENANCE**

- Configuration
- Payables
- Supplier Files
- Terms of Payment
- Allocation Account

### **CURRENT TRANSACTIONS**

- Transaction Entries  
(Invoices, Credits, Interests and Adjustments)
- Supplier Payment
- Payment Printing
- Payment Statement

### **REPORT**

- Supplier List
- Supplier Statement
- Aged Trial Balance
- Upcoming Payments
- Payments on Hold
- Purchase Statement
- Daily Report