Accounting Class Syllabus

8:30 – 10:15   # Day 1

FEED PAYABLES

1. Overview – the interaction of Feed Payables from the Feedyard Accounting package to the Accounts Payable system.
2. Set up defaults to control the data flow to the General Ledger.
3. Importance of the Feed Payments Due Report.
4. Generating and posting payment vouchers.
5. Setting up Farmer/Landlord Vendors.
6. Special Functions

   ▪ **Break 10:15 – 10:30**

10:30 – 11:30

ACCOUNTS PAYABLE

1. Overview – the interaction of Accounts Payable with Feed Payables through the General Ledger.   The procedures used to print checks, 1099's, and reports.
2. Valid G/L accounts and setting up vendors.

   ▪ **Lunch 11:30 – 1:00**

1:00 – 2:00

ACCOUNTS PAYABLE

3. Entering & posting new payables.
4. Payment preparation & check printing and posting.
5. Posting to the General Ledger.

   ▪ **Break 2:00 – 2:15**

2:15 – 4:30

6. Misc Procedures:
     a. Correcting incorrectly posted vouchers.
     b. Searching for specific items using Vendor Inquiry, A/P History, A/P to G/L Distribution menus.

ACCOUNTS PAYABLE (Continued)

2:15 – 4:15

   c. Using the A/P Aging Report to tie to the General Ledger.
   d. End of Period & End of Year End Procedures.

Day 2

8:30 – 10:30

NOTES PAYABLE

1. Overview – The purpose of N/R and the flow of information.
2. Setting up Notes Control System.
3. Setting up Note Masters & Interest Rate Tables.
4. Taking a feedyard invoice through to A/R & then to N/R.
5. Interest generation, posting & interfacing to the General Ledger.
6. Misc Procedures:
   a. Adding or modifying Sub-Notes
   b. Printing Statements
   c. Print the Note Summary Analysis
   d. Closing Sub-Notes
   e. Printing various reports

10:45 – 11:30

PAYROLL

1. Overview – provides comprehensive solutions to entire range of salary activity through to w-2's and reports.
2. Setting up the P/R Control files – tax tables, vacation & sick control data, department accounts, misc. codes & employee master.

  ▪ **Lunch 11:30 – 1:00**

1:00 – 3:30

3. Continuation of P/R control files & employee information.
4. Payroll run – entering attendance & calculating the gross figures, deductions, taxes, etc.
5. Check printing, verifying the amounts, & posting.

  ▪ **Break 3:30 – 3:45**

PAYROLL (Continued)

6. Run the Reports & post to General Ledger
7. Misc. procedures:
    a. Voiding a posted or lost check.
    b. Using manual check entries & posting.
    c. Quarterly Reports
    d. W – 2's
    e. Month end, quarter end, & year end.

GENERAL LEDGER

1. G/L capabilities & set up.
2. G/L Coding
3. Interfacing & posting from subsidiary packages.
4. Using various reports to verify entries & search for problems.
5. Printing trial balance & financials.
6. End of Year procedures.