

ACCOUNTS PAYABLE

Lesson Plan - September 17, 2021

At the end of the *Accounts Payable* lesson, the client and targeted users will be able to perform all the necessary configurations and actions to manage accounts payable in **maestro***, from bill entries to printing cheques.

Unit AP01 - Preliminary Analysis and Configuration

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
<p>The objective of this lesson is to clarify the needs, requirements, and conditions for using accounts payable and to perform the basic configurations related to the use of maestro*'s Purchasing module.</p> <p><i>PREREQUISITES</i></p> <ul style="list-style-type: none"> • General Ledger; • Projects; • Security. <p><i>OPTIONAL PREREQUISITES</i></p> <ul style="list-style-type: none"> • Document Management; • Contact Management. 	<ul style="list-style-type: none"> • Analysis • General Settings (Purchasing module): <ul style="list-style-type: none"> • General; • Purchases; • Payments; • Payment Declaration. 	<ul style="list-style-type: none"> • Discussion on the current and future process of accounts payable management (strengths and weaknesses); • Discussion on the types of transactions that can be entered in maestro* (specific cases); • Set up of the required configurations for the implementation; • Decision-making. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> • Reflect on the discussions. 	3h	<ul style="list-style-type: none"> • Training document AP01 	Pilot

Unit AP02 - Supplier Configurations

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client and designated users will be able to define and configure the parameters necessary to create and import suppliers in maestro* .	<ul style="list-style-type: none"> Supplier Management (creating and using templates); Define Supplier Certificates; Define Supplier Addresses; Define Supplier Types; Payment Terms Management; Early Payment Discount Codes; Define AP Status Codes; Supplier Import. 	<ul style="list-style-type: none"> Review of previous concepts and validation of completed tasks as homework; Explanation and completion of the windows, in maestro*, linked to the accounts payable, according to the client's needs and the software's requirements, to automate data entry; Import of suppliers and their information using an <i>Excel</i> file, if needed. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> <i>Finalize data entry;</i> <i>Finalize the Excel file listing all supplier information.</i> 	3h	<ul style="list-style-type: none"> Training document AP02 	Pilot and/or Super Users

Unit AP03 - Accounts Payable 101

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
<p>By the end of this lesson, the client and designated users will be able to perform project purchases and their corresponding disbursements.</p>	<ul style="list-style-type: none"> • Configuration update based on the predetermined needs and requirements, and supplier import; • Project Purchase (in batch); • Disbursements (per supplier, project, batch, immediate, and individual); • Cancel a Disbursement; • Print Cheques. 	<ul style="list-style-type: none"> • Review of previous concepts and validation of completed tasks as homework; • User training according to the process established at the time of the analysis; • Demonstration of the different options and methods to enter, in maestro*, purchase transactions with no purchase orders and disbursements; • Validation of reports and accounts payable inquiry. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> • <i>Practice entering transactions</i> 	<p>3h</p>	<ul style="list-style-type: none"> • How To - Processing Information Related to Bill 28 in maestro* • Integrated Tests • Training document AP03 	<p>Pilot and/or Super Users</p>

Unit AP04 - Accounts Payable 201

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
<p>By the end of this lesson, the client and users will be equipped to perform various actions in maestro* related to accounts payable management.</p>	<ul style="list-style-type: none"> • Direct Payments; • Digital Invoice Integration; • Credit Card Management; • Liens; • Recurring Transactions; • Payable Invoice Approval. 	<ul style="list-style-type: none"> • Review of previous concepts and validation of completed tasks as homework; • User training according to the process established at the time of the analysis; • Demonstration of the different options and methods to enter, in maestro*, purchase transactions with no purchase orders and disbursements; • Validation of reports and accounts payable inquiry. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> • <i>Practice entering transactions</i> 	<p>3h</p>	<ul style="list-style-type: none"> • How To - Setting Up Direct Supplier Payment • How To - Credit Card Management • Training documents AP03 and AP04 	<p>Pilot and/or Super Users</p>

Unit AP05 - Operational Accounts Payable Training

Optional Session - Training of the client's employees with the implementation specialist

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
<p>By the end of this lesson, users will be able to perform the various types of transactions and operations specific to accounts payable management.</p>	<ul style="list-style-type: none"> • Explanations on: <ul style="list-style-type: none"> • Purchases - disbursements - payments; • The order cycle - receipts of goods - invoicing - payments; • Project Purchase (in batch); • Disbursements (per supplier, project, in batch, immediate, and individual); • Cancel a Disbursement; • Print Cheques; • Direct Payment; • Recurring Transactions; • Supplier Lien Management; • Credit Card Management; • Closing, Reopening, Blocking, Unblocking Suppliers; • Approval cycle of Invoices to be paid. 	<ul style="list-style-type: none"> • Review of previous concepts and validation of completed tasks as homework; • User training according to the process established at the time of the analysis; • Demonstration of the different options and methods to enter, in maestro*, purchase transactions with no purchase orders and disbursements; • Validation of reports and accounts payable inquiry. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> • <i>Practice entering transactions</i> 	<p>3h</p>	<ul style="list-style-type: none"> • Documents de formation - CAP03 et CAP04 • Training documents - AP03 & AP04 	<p>Pilot Super Users Users</p>

Unit AP06 - Analysis and Inquiry

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client and identified user will be able to use maestro* 's analysis and report tools to find the information they need to manage accounts payable.	<ul style="list-style-type: none"> • Verification list (purchases: project transactions list); • Control Reports (Aged Payables List); • Analysis and Inquiry (Supplier Inquiry); • Closing, Reopening, Blocking, Unblocking Suppliers; • Closing Periods. 	<ul style="list-style-type: none"> • Review of previous concepts and validation of completed tasks as homework; • Validation of reports and accounts payable inquiry. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> • <i>Validate data entered in maestro*.</i> 	3h		Pilot Super Users Users

Unit AP07 - Form Validation

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson the client will be able to use the standard maestro* forms defined to meet their needs.	<ul style="list-style-type: none"> • Payable and/or Individual Cheques; • Payment Confirmation(s). 	<ul style="list-style-type: none"> • Review of previous concepts and validation of completed tasks as homework; • Adjustment of standard purchasing and disbursement maestro* forms to print pre-configured forms with the customer's logo. <p><i>HOMEWORK</i></p>	To be Determined		Pilot

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
		<ul style="list-style-type: none"> Validate the accuracy of the forms 			

Unit AP08 - Tests and Validation

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client and designated users will have carried out the tests and verifications to validate the configurations made beforehand, and will be able to attest to the adequacy of these configurations with the established processes.	<ul style="list-style-type: none"> Accounting Entry; Accounts Payable List; Printing and adjustment of forms for the printing of cheques. 	<ul style="list-style-type: none"> Review of previous concepts and validation of completed tasks as homework; Test Assistance; Transaction Validations. validation of reports and inquiry; Review of configurations, if needed; Review of the processes, if needed. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> Complete Integrated Tests 	5h		Pilot Users

Unit AP09 - Conclusion

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client will have shown the necessary knowledge and skills to manage accounts payable in maestro* .	<ul style="list-style-type: none">• Validate learnings;• Review the security settings applied to the module.	<ul style="list-style-type: none">• Preparation of the next training lessons:<ul style="list-style-type: none">• Procurement• Subcontracts	1h	Aquired competencies Form - AP	Pilot