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

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.
 	
PREREQUISITES
 	
• *General Ledger;*
• *Projects;*
• *Security.*
 	
OPTIONAL PREREQUISITES
 	
• *Document Management;*
• *Contact Management.*
	• Analysis
	• General Settings (**Purchasing** module):
	  • General;
	  • Purchases;
	  • Payments;
	  • Payment Declaration.
		• 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.
		
		HOMEWORK
		
		• *Reflect on the discussions.*
			3h	• 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***.	- 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.	- 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 *Excel* file, if needed. *HOMEWORK* *Finalize data entry;* *Finalize the Excel file listing all supplier information.*	3h	[Training document AP02](#)	Pilot and/or Super Users

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Unit AP03 - Accounts Payable 101

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 perform project purchases and their corresponding disbursements.	• 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.	• 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. *HOMEWORK* • *Practice entering transactions*	3h	• *How To - Processing Information Related to Bill 28 in* **maestro*** • Integrated Tests • Training document AP03	Pilot and/or Super Users

Unit AP04 - Accounts Payable 201

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client and users will be equipped to perform various actions in **maestro*** related to accounts payable management.	• Direct Payments; • Digital Invoice Integration; • Credit Card Management; • Liens; • Recurring Transactions; • Payable Invoice Approval.	• 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. *HOMEWORK* • *Practice entering transactions*	3h	• *How To - Setting Up Direct Supplier Payment* • *How To - Credit Card Management* • Training documents AP03 and AP04[1]	Pilot and/or Super Users

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[1]This training document is under development.

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

By the end of this lesson, users will be able to perform the various types of transactions and operations specific to accounts payable management.	• Explanations on:
	    • 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.
		• 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.
		
		HOMEWORK
		
		• *Practice entering transactions*
			3h	• Training documents - AP03 and AP04[I]	Pilot
					
					Super Users
					
					Users

[I]This training document is under development.

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.	• Verification list (purchases: project transactions list); • Control Reports (Aged Payables List); • Analysis and Inquiry (Supplier Inquiry); • Closing, Reopening, Blocking, Unblocking Suppliers; • Closing Periods.	• Review of previous concepts and validation of completed tasks as homework; • Validation of reports and accounts payable inquiry. *HOMEWORK* • *Validate data entered in* **maestro***.	3h	• Training document AP06[1]	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.	• Payable and/or Individual Cheques; • Payment Confirmation(s).	• 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.	To be Determined	• Training document AP07[2]	Pilot

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[1]This training document is under development.

[2]This training document is under development.

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
		HOMEWORK • *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.	• Accounting Entry; • Accounts Payable List; • Printing and adjustment of forms for the printing of cheques.	• 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. HOMEWORK • *Complete Integrated Tests*	5h	• Training document AP06[1]	Pilot Users

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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***.	• Validate learnings; • Review the security settings applied to the module.	• Preparation of the next training lessons: • Procurement • Subcontracts	1h	Acquired competencies form - AP[1]	Pilot

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[1]This training document is under development.