

## TITAN 3000 PRECAST MANAGEMENT SYSTEM

# Purchasing & Accounts Payable Agenda

## TITAN ONLINE

**10:00 a.m. - 3:00 p.m. (each day) - May 23-25, 2023**

All times are Eastern Time

In this enlightening online seminar, we will review areas of Titan related to Purchasing and Accounts Payable such as costing methods available for buy items, product line setup based on your accounting method, and how to set up stock, special and XCONSIGNMENT items in Product Maintenance. We will review the various ways to create POs for stock items, special items and purchases to an account. You will learn about features such as freight allocation, the PO approval process, the new AP Distribution Tool and the new AP Reconciliation Total feature. We will end this seminar showing the suggested steps for reconciling AP Clearing and Accounts Payable.

### Purchasing & Accounts Payable – Day 1

**10:00 – 10:30 a.m.**

Chart of Accounts – A review of how to set up your chart of accounts, view activity, create budgets and merge accounts.

**10:00 – 11:00 a.m.**

GL Process – A review of how to search posted journal entries, entering in and reversing entries, copy/paste from Excel, and setup and creation of recurring journal entries.

**11:00 – 11:30 a.m.**

Product Lines – A discussion on the setup of product lines as well as a review of the debits and credits involved in posting based on your setup.

**11:30 a.m. – Noon**

Costing Methods – A review of Titan's various costing methods and how they affect accounts payable.

**Noon – 1:00 p.m.** Lunch/Break

**1:00 – 2:00 p.m.**

Product Maintenance – Creating stock buy items, special buy items and XCONSIGNMENT items in product maintenance, and using PO unit conversions.

**2:00 – 3:00 p.m.**

Vendor Maintenance – Entry and navigation.

### Purchasing & Accounts Payable – Day 2

**10:00 – 11:30 a.m.**

Purchase order entry for stock items, special items, purchases to an account, recurring PO templates, and how to use freight allocation and third-party freight allocation.

**11:00 – 11:30 a.m.**

How to use the special Buy Item Inquiry Screen to create POs for special buy items.

**11:30 a.m. – Noon**

How to create batches of purchase orders for stock items from product inquiry.

**Noon – 1:00 p.m.** Lunch/Break

**1:00 – 2:00 p.m.**

PO approval process.

**2:00 – 3:00 p.m.**

Receipts, returns, adjustments, scraps, physicals and plant transfers.

### Purchasing & Accounts Payable – Day 3

**10:00 – 11:00 a.m.**

Vendor Invoice Processing – How to create AP Invoices and use the new AP Distribution and AP Reconciliation Total features, setup and creation of recurring AP invoices, and how to issue credits.

**11:00 a.m. – Noon**

Check Processing – Setup and creation of AP Checks individually and in batches as well as reversing checks and reprinting check batches.

**Noon – 1:00 p.m.** Lunch/Break

**1:00 – 2:00 p.m.**

Unposted/Posted Screen – How to utilize the many features of the unposted/posted screen.

**2:00 – 2:30 p.m.**

Account Reconciliation—Steps for reconciling AP Clearing and Accounts Payable including 1099 processing.

**2:30 – 3:00 p.m.**

Q & A and review.



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