



Aptify®

Accounting Class Description

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Duration Approximately 5 - 6 Hours

Class begins promptly at 9:00 AM, with a morning break, hour lunch break, and an afternoon break. Class is scheduled to end between 2:00 – 3:00 PM, but times may vary based on student questions and discussions.

Hours Estimates

All hours listed in parenthesis are estimates—actual times will differ based on many variables such as:

- Student Ability
- Questions
- Side Discussions
- Labs & Exams

Overview

This course provides an overview of Aptify's accounting features and business processes, such as how payments are processed, ledger entries totaled and batched, and data exported to external accounting software. Students will gain hands-on experience by using the Aptify system and engaging in a variety of practice exercises. By the end of the course, students will understand the important factors to consider when determining how to setup their organization's accounting system and have a solid foundation for viewing, managing, and interpreting accounting data.

Who Should Attend

Course is intended for:

- End Users
- Finance

Course Prerequisites

Required

- Familiarity with the Microsoft Windows environment
- Familiarity with the Aptify System

Preferred

- Familiarity with Accounting practices

Day 1

Introduction to Aptify Accounting (30 minutes)

- Financial Management Systems Integration
- Accounting best practices

Accounting 101 (1 Hour) (Optional)

- Overview
- Accounts
- Key Accounting Concepts
- Double Entry Accounting
- Accounts Accrual Method
- Account Balances
- Account Adjustments
- Financial Management Systems
- Aptify Accounting

General Ledger (GL) Accounts (1 Hour 15 Minutes)

- Overview
- GL Accounts and GL Entries
- Creating GL Accounts
- GL Account Services
- GL Account Types
- GL Order Levels
- GL Entry Generation
- Placing an Order to Create GL Entries

Configuring Products (1 Hour)

- Overview
- Product GLs
- Tracking Inventory and COGS Product
- Creating a Product Category
- GL Accounts and the Organization Level
- Create a Product
- Adding Sales Tax and Jurisdiction
- Additional Tax Settings
- Order a Product
- Product Cost Tracking
- Cancellation Fees
- Create a Cancellation Fee Product

Deferred Revenue & Scheduled Transactions (30 Minutes)

- Deferred Revenue Accounts
- Scheduled Transactions
- Scheduled Transaction Groups

Payments and Refunds (30 Minutes)

- Overview
- Payment Types
- Payment Levels
- Crediting A/R Accounts
- Issuing Credits and Refunds
- Applying Credits
- FMS Integration
- Pre-Paid Deposits

Reconciliation & Batching (30 Minutes)

- Overview
- Types of Batches
- When to Batch
- How to Reconcile and Batch
- Accounting Periods
- Accounts Receivable Report
- Create and Orders Batch
- Cash Control Batches and Lock Boxes
- Create a Cash Control Batch

Multi-Entity Accounting (30 Minutes)

- Overview
- Organization GL Accounts
- Products & Product Categories
- Buying Products from Separate Entities