

## Accounts Payable

**Duration:** ½ day

### Who Should Attend

Any delegates who have interaction with creditors e.g. Creditors payments, rebate processing, group stores or database management, creditor management and reporting.

### Entrance Requirements

Computer literacy and Bookkeeping Knowledge.

### Course Content:

<b>Transactions</b> <ul style="list-style-type: none"> <li>• Invoicing Batch List</li> <li>• Invoice Entry</li> <li>• Payment Batch List</li> <li>• Payment Entry</li> <li>• Create Payment Batch</li> <li>• Control Payments</li> <li>• Adjustment Batch List</li> <li>• Adjustment Entry</li> <li>• Post Batches</li> </ul>	<b>Vendor Reports</b> <ul style="list-style-type: none"> <li>• Vendor Groups</li> <li>• Vendors</li> <li>• Remit-To Locations</li> <li>• Recurring Payables</li> <li>• Letters / Labels</li> </ul>
<b>Transaction Reports</b> <ul style="list-style-type: none"> <li>• Batch Listing</li> <li>• Batch Status</li> <li>• Posting Journals</li> <li>• Check Register</li> <li>• G/L Transactions</li> <li>• Posting Errors</li> <li>• Vendor Transactions</li> <li>• Aged Payables</li> <li>• Aged Cash Requirements</li> </ul>	<b>Setup Reports</b> <ul style="list-style-type: none"> <li>• Options</li> <li>• Account Sets</li> <li>• Distribution Codes</li> <li>• Distribution Sets</li> <li>• Terms</li> <li>• Payment Selection Codes</li> </ul>
<b>Periodic Processing</b> <ul style="list-style-type: none"> <li>• Batch Listing</li> <li>• Create G/L Batch</li> <li>• Clear History</li> <li>• Year End</li> <li>• Delete Inactive Records</li> <li>• Clear Statistics</li> <li>• Create Recurring Payable Batch</li> </ul>	