



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.

Course Content:

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