

# Financials – Accounts Payable

*A competitive advantage through managing key supplier relationships...*

This course will cover entering invoices, credit notes and payments using a variety of methods. You will also learn how to access detailed creditor data through the use of enquiries or reports.

**Duration: Half Day****Cost: \$800 + GST + Travel****Additional Manuals +\$50 per attendee****Who Should Attend:**

- Data entry clerks, administrators, office managers, CEOs, and anyone needing to understand Payables functionality.

**Pre-Requisites:**

- Windows knowledge.  
- Introduction to Microsoft Dynamics AX.

- Introduce basic concepts and features in Payables Management and understand the basics of Payables Management setup.
- Create and modify global address book entries and creditor records.
- Discuss what each journal is used for and how transactions are entered.
- Review the various methods to enter and approve invoices.
- Explore the use of voucher templates to minimize re-keying of data.
- Create a Payment Proposal to easily pay multiple invoices for one or more vendors.
- Discover how to pay invoices in multiple companies using AX2009 Centralised Payments.
- Generate cheque and electronic payments.
- Describe the invoice matching process.
- Edit open transactions or reverse a closed transaction.
- Review foreign exchange transactions and the periodic exchange adjustment process.

*Professional Advantage training is costed in either half or full day sessions. Half day (approx 4 hrs) and full day (approx 7.5 hrs) training sessions may vary in length depending on competencies required by the customer. Room hire available upon request.*

*For additional information regarding this course, please email [mstraining@pa.com.au](mailto:mstraining@pa.com.au)*