

Payables Management



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 customer information and creditor data through the use of enquiries or reports.

Duration: Full Day**Cost: \$1500 + 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 GP.

- Introduce basic concepts and features in Payables Management and understand the basics of Payables Management setup.
- Create and modify creditors' files as well as identify the default accounts and key fields that your company requires.
- Process various types of transactions depending on your requirements, including Invoicing, credit notes and the advantages of using batches.
- Place or release creditor and transactions holds.
- Perform enquiries to view vendor history and summary information. Print a variety of reports to view information including the use of date ranges, report groups, smartlists, and adding report options to My Reports.
- Enter, track and process scheduled payments transactions if required.
- Process prepayment computer generated cheques.
- Process direct payments, credit card payments, and hand written cheques. Process COD cheques.
- Create a batch of creditors' invoices to be paid and process a cheque run. Look at specific issues and problems that can occur during a cheque run.
- Create EFT creditors and then setup a batch of creditors' invoices to be paid and process an EFT payment run.
- Void transactions that are not paid or applied (open transactions). Void paid or fully applied transactions (historical transactions).
- Setup, enter and post Payables Intercompany transactions in the General Ledger if required. Undertake a vendor/debtor consolidation.

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