

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: \$840 + 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