



## Course Aim

The aim of the Accounts Payable Advanced course is to provide the attendee with the ability to utilise the options not previously covered on the Maintenance and Operational courses.

## Pre-requisites

This course is intended for users that work with the Purchase Ledger on a regular basis and also the Financial Manager to understand and utilise the advanced options.

## Suggested Attendees

This course is intended for users that work with the Purchase Ledger on a regular basis and also the Financial Manager to understand and utilise the advanced options.

## Course Content

- **Introduction to Accounts Payable**  
A description of the basic processes in the Accounts Payable module.
- **Module Maintenance**  
**Features-** An explanation of the maintenance of supplier transactions, transaction batches and suggested payments.  
**Definitions** – How to set up instalment templates.
- **Document Entry**  
Foreign Currency and currency revaluations.
- **Reports**  
Explanation and running of reconciliation report, BACS report, outstanding registered invoices, annual turnover and held document reports.
- **Letter Writer**  
The utilisation of the Letter Writer in conjunction with Word mail-merge, options.

## Course Objectives

The attendee will have a fuller understanding of the accounts payable module and will be able to build upon that knowledge.

## Methodology

The theoretical aspects of ACP module will be explained followed by "hands on" tasks provided by the Seminar Leader to reinforce the aspects of the course.

### Duration

1 day  
From 10.00 a.m. - 16.30 p.m.

### Location

Agresso's Swansea Training  
Centre or customer site

### Cost

POA - dependant on location.

