

Course Aim

The aim of the Accounts Payable Maintenance course is to provide the attendee with the ability to create and amend supplier accounts, create supplier relationships and categorise accounts for reporting use.

Pre-requisites

The attendee should have attended the Desktop Navigation course.

Suggested Attendees

This course is intended for the management responsible for the Purchase Ledger as well as Purchase Ledger Clerks responsible for supplier file management.

Course Content

- Introduction to Accounts Payable**
 A description of the basic concepts of Accounts Payable and an insight into the parameters.
- Contact Maintenance**
 Setting up one or more contact name against a supplier.
- Report Templates**
 Design of report templates, based upon supplier criteria for reports such as Aged Creditors and Transaction analysis.
- Transaction Amendment**
 Changing non financial information on posted transactions and also allows the amendment of incorrect gen code analysis.
- Supplier Maintenance**
 Users will learn how to create new suppliers, appreciating the use of short name look-ups and the multiple addresses that can be stored. Supplier payment terms, settlement discounts and history periods will also be explained.

Contra Entries – How supplier accounts are linked to corresponding customer accounts.

Supplier Relationships – Explanation of the three level supplier hierarchy supported by Agresso QL including posting relationships between branch/head office.

Miscellaneous Suppliers – Explanation of the uses of miscellaneous suppliers and how to set these up.

Course Objectives

To enable Purchase Ledger staff to correctly maintain their Bought Ledger information.

Methodology

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

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.