

## Course Aim

The aim of the Accounts Payable Operational course is to provide the attendee with the ability to enter and post documents, generate suggested payment runs, allocation of documents, enquire on supplier accounts and utilise the reports.

## Pre-requisites

The attendee should have attended both the Desktop Navigation and Accounts Payable Maintenance training courses, as well as being familiar with their payments scenario.

## 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 enquiries.

## Course Content

- Introduction to Accounts Payable**  
 A description of the basic processes in the Accounts Payable module.
- Accounts Payable Document Entry**  
**Document Types** – An explanation of the differences between document types with a hands-on approach. Entering registered invoices, invoices and credit notes. Demonstration of forward postings and batch postings; the effect of restrictions on supplier accounts and document status types.  
**Suggested Payments** – Generation of a payments batch including all suppliers or a sub-section accounts. Reviewing a cash requirements report and process to follow. Editing the batch of payments and completing a cheque run.  
**Allocation of Documents** – Manual allocation and automatic allocations explained.
- Accounts Payable Enquiries**  
 The comprehensive supplier enquiries are covered in detail explaining total, on order, future balances, all transactions for a specific period (history or forward) for a particular value or reference. Any transactions can be expanded to gather more details on a particular transaction such as allocation status, document status and any ageing on the documents.  
**Document Tracking** – An understanding of the on-line audit facility, I.e. the total drilling down on any transaction to view the original documents that make up the balance and the relationships between documents. This occurs immediately (on-line) after posting.
- Accounts Payable Reports**  
 The user will be expected to run Agresso QL standard reports such as aged creditors, reconciliation report and transaction analysis reports, utilising the report templates. Also covered are the ACP cheque printing, posting analysis and held documents report.

### Course Objectives

Enable course attendees to efficiently operate their Bought Ledger.

### 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.