

# Accounts Payable Training

Course Synopsis	
Duration	1 Day
Course Outline	This course provides attendees with an understanding of the functionality required to perform Accounts Payable tasks.
Attendees	Attendees are expected to be familiar with TechnologyOne Financial Concepts.
Course Objectives	The purpose of the course is to facilitate achieving the following objectives: <ul style="list-style-type: none"> <li>• Perform Accounts Payable processing</li> </ul>
Course Topics	During this course participants will be given the opportunity to learn: <ul style="list-style-type: none"> <li>• Creation and maintenance of supplier accounts</li> <li>• Ageing and Cycle Codes</li> <li>• Processing transactions</li> <li>• Payment processing</li> <li>• Open item application</li> <li>• Data entry profiles</li> <li>• Retentions</li> <li>• Note association</li> <li>• Prepayment schedules</li> <li>• Enquiring and reporting</li> <li>• Period end processing</li> </ul>
Areas not covered in this course	This course does not include Accounts Payable configuration.

# Accounts Payable Training

<b>Course Agenda</b> Day 1	
<b>Time/Duration</b>	<b>Topic</b>
9:00am - 9:30am	Welcome and Introduction
9:30am - 10:15am	Accounts Payable <ul style="list-style-type: none"> <li>● Creation and Maintenance of Supplier Accounts</li> <li>● Cycle Codes</li> <li>● Transaction Processing               <ul style="list-style-type: none"> <li>○ Invoice</li> <li>○ Credit Note</li> <li>○ Journal</li> <li>○ Invoice and Cheque</li> <li>○ Manual Cheque</li> <li>○ Cancel Cheque</li> </ul> </li> <li>● Related Exercises</li> </ul>
10:15am - 10:30am	<b>Morning Break</b>
10:30am - 12:30pm	Accounts Payable <ul style="list-style-type: none"> <li>● Transaction Processing cont'd               <ul style="list-style-type: none"> <li>○ Credit Note</li> <li>○ Journal</li> <li>○ Invoice and Cheque</li> <li>○ Manual Cheque</li> <li>○ Cancel Cheque</li> </ul> </li> <li>● Payment Processing</li> <li>● Related Exercises</li> </ul>
12:30pm - 1:15pm	<b>Lunch Break</b>
1:15pm - 3:00pm	Accounts Payable <ul style="list-style-type: none"> <li>● Open Item Application</li> <li>● Data Entry Profiles</li> <li>● Retentions</li> <li>● Note Maintenance</li> <li>● Prepayments</li> <li>● Related Exercises</li> </ul>
3:00pm - 3:15pm	<b>Afternoon Break</b>
3:15pm - 4:00pm	Accounts Payable <ul style="list-style-type: none"> <li>● Enquiry and Reporting</li> <li>● Period End processing</li> <li>● Related Exercises</li> </ul>