



Microsoft GP - Payables Management Training Agenda

OBJECTIVE	To gain an understanding of basic functionality in payables management.
DOCUMENT	A training manual will be provided upon registration
TECHNICAL REQUIREMENTS	Attendees will be required to have two computers available – one to follow the session using WebEx and one with the demo company Fabrikam installed to complete training exercises.
COST	\$400 per registrant
TIME ESTIMATE	TOPIC
Morning 9:00am to 10:15am	An overview of setup options for Payables
Break 10:15am to 10:30am	<ul style="list-style-type: none">• How to use and create vendor classes• How to set up and maintain vendor records
Morning 10:30am to 12:00pm	<ul style="list-style-type: none">• How to create single use and recurring batches• How to enter and edit transactions• How to review your work prior to posting and how to post transactions• How to enter manual payments and how to create cheque runs• How to void transactions and how to apply payments and credit notes to invoices and other documents.• How to use vendor hold and transaction hold features• How to perform inquiries and generate reports
Lunch 12:00pm to 1:00pm	
Afternoon 1:00pm to 2:30pm	<ul style="list-style-type: none">• An explanation of routines and utilities in Payables• Month End Processes

Please note that this session may be rescheduled if the minimum number of registrants is not met.