



VANTAGE

Business Solutions Inc.

Toledo, OH ▪ Northville, MI

Payables Management

Cost \$450 first attendee; \$400 each additional attendee

Scheduled course dates:

No classes are scheduled at this time.
--

If you are interested in future classes please e-mail: training@vantagesolution.com

Introduction

The one-day Microsoft Great Plains Payables Management course delves into the accounting cycle and the processes required to enter vendor invoices and process checks. As well, this course will show you how to perform additional functions such as adjustments, prepayments, month-end closing, and cash flow control.

You will gain a thorough understanding of these topics which will allow you to capitalize on vendor discount dates to reduce payable liabilities and easily select "the right" vouchers for payment by date, vendor, number, or custom query to control your cash outlay. You will learn to use comprehensive reporting features to present data in different ways, including many standard reports such as Aged Accounts Payables, Vendor Trial Balance, and Vendor Check Register. This course will also teach you how to define default values that automatically populate data fields and gather the information you need to make better business decisions by exploring powerful inquiry and lookup functions.

Audience

Customers wishing to learn the basic features and to develop a working knowledge of the typical day-to-day procedures required to effectively use Microsoft Great Plains Payables Management.

The class is targeted toward data entry clerks, administrators; office managers, CEO's, and consultants who need to understand the technical aspects of Payables Management and gain foundational knowledge of the application functionality.

Course Topics:

Payables Management overview
Setup options
Setup vendors and classes
Entering and posting vouchers and credit memos
Applying documents
Check processing
Placing or releasing holds
Voiding vouchers and payments
Reports and inquiries
Utilities

Important Course Information

- All classes are held at our Office (unless otherwise noted).
- All classes begin at 9:00.
- Participants are responsible for their own lunch.
- Attire is business casual. Please dress comfortably
- Computer, training workbooks and refreshments are provided for all classes.
- Classes are to be paid in advance of the class.
- Vantage Business Solutions reserves the right to cancel or reschedule classes.
- Course fees are refundable up to one week prior to the date of the course.
- Cancellations received less than one week prior to a scheduled class will be subject to a 50% cancellation fee.