

Accounts Payable Rel 8.11

Duration: 4 Days

What you will learn

This course provides a basic understanding of implementing and managing the EnterpriseOne Accounts Payable system. Participants will learn how to set up the system for entering and processing payable transactions from supplier vouchers to payments. Participants will also obtain a high-level understanding of how the Procurement system integrates with the Accounts Payable system and other EnterpriseOne applications.

Audience

Functional Implementer

Prerequisites

Suggested Prerequisites

EnterpriseOne Common Foundation

The EnterpriseOne Organization and Chart of Accounts course

Course Objectives

Describe EnterpriseOne Accounts Payable (A/P)

Set up accounts payable

Process Procure to Pay

Perform voucher processing

Define payment processing

Process A/P tax information

Examine accounts payable data

Course Topics

Business Process Overview

Describing the Accounts Payable Business Process

Describing the Features of Accounts Payable

Describing Sources of Information About EnterpriseOne Accounts Payable in PeopleBooks

Configuring System Settings

Describing AP Setup Requirements

Establishing AP Constants

Establishing Payee Control

Identifying AP Information in Company Setup

Setting Up Accounts Payable User Defined Codes

Describing Next Numbers

Setting Up Payment Terms

Describing Payment Terms

Setting Up Standard Payment Terms

Setting Up Advanced Payment Terms

Setting Up Automatic Accounting Instructions

Describing AAls

Defining AAls for AP

Setting Up Tax Information for Accounts Payable

Describing EnterpriseOne Tax Processing

Setting Up Tax Processing Information

Setting Up Suppliers

Describing the Supplier Master Record

Creating Supplier Master Records

Processing Purchase Orders

Describing the Purchase Order Cycle and Types of Orders

Creating Purchase Orders

Processing Purchase Order Receipts

Matching Vouchers

Identifying the Methods to Match Purchase Orders

Creating Vouchers Using Standard Matching Methods

Defining Other Voucher Matching Methods

Processing Vouchers

Describing the Voucher Processing Cycle

Explaining Processing Options for Voucher Entry

Creating Vouchers

Posting Voucher Batches

Defining the Steps for Posting Voucher Batches

Approving Voucher Batches

Performing the Voucher Post Process

Managing Posted Vouchers

Using the Batch Voucher Processor

Explaining the Batch Voucher Process

Describing Batch Voucher Procedures

Describing the Store-and-Forward Voucher Batch Process

Setting Up Automatic Payment Processing

Describing the Automatic Payment Process

Setting Up Bank Account Information

Defining Payment Controls

Additional Accounts Payable Payment Setup

Creating Automatic Payments

Describing the Steps for Processing Automatic Payments

Explaining Supplier Withholding Taxes

Preparing Vouchers for Payment

Creating Payment Control Groups

Managing Payment Groups