

## Accounts Payable

Ready to learn everything you need to know to process your accounts payable transactions quickly and error-free? Get hands on in our online learning environment and learn how to create orders, invoices, payments, credit memos, and more. We'll also review what all those boxes and options mean on the Purchases & Payables Setup page. From how exactly the system uses the number series used on purchase documents to how you can maximize archiving versions, you'll know how to make any changes necessary to handle your company's needs.

### Class topics

- Pay vendors with Check & Electronically
- Payment Corrections
- 1099 Reporting
- Vendor Maintenance
- Payables Reporting

### Who Should Attend?

Any professional with Accounts Payable responsibilities.

### Learning Objectives:

At the end of this class, participants will be able to:

- Explain the different setup options for Accounts Payable
- Understand basic transactional processing for Accounts Payable
- Identify the available reports and their uses

**Field of Study:** Accounting

**Program Level:** Basic

**Prerequisites:** None (Suggested: Purchasing Cycle)

**Advanced Preparation:** Each student will receive via email connection instructions to their individual virtual classroom link and hands-on practice environment shortly before class. Connections to both resources should be tested before class. We recommend using a second monitor while attending class.

**Delivery Method:** Group Internet-based

**CPE Credits:** By participating in this class, you are eligible to earn up to 4 CPE credits which will be distributed following class completion. In order to be awarded the full credit hours, you must notify your instructor of your intention to request credit before the start of the first class. To receive CPE credit, you must be present and actively engaged, which will be verified using polling questions and other means. You will not receive CPE credit for any portion of the class that you do not appear fully engaged.

**Version:** This class is taught in Microsoft Dynamics 365 Business Central.

**Learning environment:** As experienced trainers of adult learners, we understand how to make training “stick”. We use proven practices to make sure you retain what you learn and are fully equipped to immediately apply what you discovered in class. Each day, you will spend more than 50% of your time doing hands-on exercises in our simulated learning environment.

**Refund and Cancellation Policy:** Please refer to our Refund and Cancellation policy [here](#).