

Course Agenda

Accounts Payable

Sage 300 CRE | Instructor: Deborah Lastro

Course Overview

This 2-hour class is designed to give basic training for those employees who handle routine processing tasks. It is ideal for new employees, as well as those wishing to gain a general understanding of the module.

Agenda

- **Set up Vendors**
- **Invoices**
 - Enter Invoices
 - Change Invoices
 - Post Invoices
- **Payments**
 - Select Invoices to Pay
 - Print Checks
 - Enter Manual Checks / Quick Checks
 - Generate Electronic Payments
 - Void Payments
 - Reprint Checks
- **Reporting**
 - Review Reports and Inquiries