Supplier Payments Training

Play Video

Company:____________________________ **Signed:**_____________________________

Name:____________________ **Position**:______________ **Date:** _____________

Trainee to complete: Please tick

1. [ ] **Preferences**
Do you know where to set the Payment preferences?

2. [ ] **Accounts Payable Report**
How To View the Accounts Payable Report?

3. [ ] **Extra Details**
Can you select the extra details function

4. [ ] **Zoom In**
Can you drill into the transactions?

5. [ ] **Default Column**
Why do we define the left hand column as the default in relation to searching?

6. [ ] **Ctrl, Shift, N**
What does this filter do?

7. [ ] **Make a Payment**
How do you process a Supplier Payment?

8. [ ] **Why Gray**
Why would transactions be gray in the Supplier Payment form?

9. [ ] **Simply Tick**
Why do we simply tick before we load a total?

10. [ ] **Entire Process**
Do you understand the entire process from entering a purchase order to payment?

11. [ ] **Partial Payment**
How do you process a partial payment of a Purchase Order/Bill?

12. [ ] **Pre-Payments**
When would you use a pre-payment?

13. [ ] **Pre-Payments List**
Can you open the pre-payments list

14. [ ] **Bulk Payments**
Can you make a payment based on a suggestion?

15. [ ] **Defining EFT**
How do you make the payment appear in the EFT form?

16.[ ] **EFT to ABA Setup**
Have you defined your EFT details on your bank account in your chart of accounts?

Notes:
Are there any aspects in this area that more training would be useful?