

Lexis Affinity Electronic Creditor and Accounts Payable Management

KEY FACTS

Delivery:

Online Seminar

Course Duration:

1.5 hours

Cost:

\$200 (excluding GST)

Course Outline:

Electronic Creditor and Accounts Payable Management will show you how to use the functions associated with importing invoices from suppliers, payment of suppliers via EFT/ePayment and producing and emailing remittance advices. The course will also show you best practice for entering and managing Anticipated Creditors. Content will include:

- Setting up import file layouts for importing of invoices from different suppliers
- Payment of invoices via EFT/ePayment and by cheque
- Setting up Remittance Advices for emailing or mailing
- Anticipated Creditors processing and Management
- Attaching sundry codes for firm creditors
- Creditor Reporting

Benefits of attending the course:

- Learn how to streamline the processing of supplier invoices and payments
- Improve efficiencies by processing invoices and payments electronically
- Provide more effective creditor management reporting

Course Delivery:

- The course will be delivered via our Webex web conferencing service. Attendees will be provided with an email link which will automatically connect them to the session.
- Audio will be accessed by dialling our conference facility.
- Full course material and handouts will be provided and emailed to each attendee once the course booking has been placed and processed.

Intended audience:

- Accounts Payable staff
- Financial Managers

Pre-requisite knowledge/skills:

- Experience in use of Affinity
- Familiar with manual creditor input and cheque/payment production

Registration Information

To book your attendance on this course, please go to

<http://www.knowledge-network.lexisnexis.com.au/home/Products/LexisNexisAffinity/Webinars/> and complete the registration form.