Training Participant Guide – Accounts Payable

# Vendor

Vendor overview

**Scenario 1 – New vendor**

* Create a new vendor\*
* Verify a new vendor is on hold (for all actions)
* Approve a new vendor (to remove hold)

# Invoice

Invoice overview

**Scenario 2 - Vendor invoice created from purchase order**

* Create vendor invoice from a received purchase order\*
* Post vendor invoice\*

**Scenario 3 - Vendor invoice journal manual entry**

* Create vendor invoice journal\*
* Post vendor invoice journal

**Scenario 4 - Vendor invoice journal Excel entry**

* Create a vendor invoice journal using open-in-Excel functionality

# Payment

Payment overview

**Scenario 5 - Check payment**

* Create payment journal for check payments
  + Manually add payments\*
  + Run payment proposal\*
* Submit payment journal to approval workflow
* Generate checks
* Void and reprint unposted check
* Post payment journal

**Scenario 6 - Credit memo**

* Create a credit memo

# Inquiries & reports

**Scenario 7 - Inquiries & reports**

* Print vendor aging report