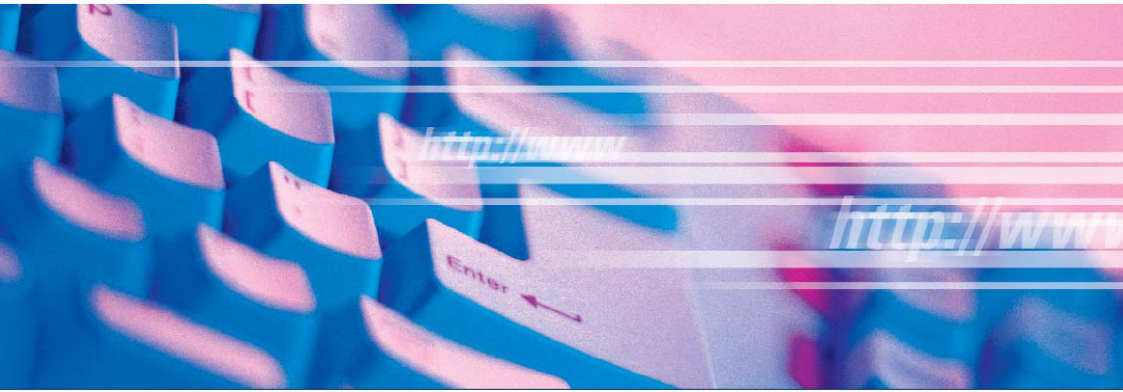


# Accounts L1 Purchase Ledger Operations – Rev 8 (AAP8)



CREATING YOUR BUSINESS ADVANTAGE



## Training Course Overview

### Course Objectives:

This course will provide attendees with the necessary training to undertake normal day-to-day Purchase Ledger functions.

### Who should attend?

Purchase Ledger Clerks. Supervisors, Assistant & Dealership Accountants may also attend.

### Prerequisites

Attendees must have keyboard skills and Accounts knowledge.

### Programme

- Introduction to the relevant modules
- Supplier account creation
- Batch input of invoices and credit notes
- Entering documents on the Purchase Ledger using the Invoice Register functionality
- Invoice Authorisation
- Passing invoices and credit notes for payment
- Cash Posting & Allocation
- Cheque & Remittance runs
- Creditor control, transaction displays
- Reports & Enquiry facilities
- Period End Options

### Duration

1 day

Please visit our website or call the ADP Training department on 01635 214460 for further information or to book your place on the next available course.

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