



# Accounts Payable Online Training

- **Vendor Maintenance**
  - Detail Information
  - Purchase History Inquiry
  - Invoice Archive Detail Inquiry
  - Vendor Notes
  - Receipt History Inquiry
  
- **PO Invoice Entry / Register / Update**
  - Default Accounting Date
  - PO Selection/PO Detail
  - GL Distribution
  
- **Invoice Entry / Register / Update**
  - Default Accounting Date
  - Invoice
  - GL Distribution
  
- **Payment Selection**
  - Clear Previous Selections
  - Selection Options
  
- **Check Printing / Check Register**
  
- **Manual Check Entry / Register / Update**
  - Check Reversals / Voids
  - Invoices
  - GL Distribution
  
- **Month End Processing**
  - Purchase Journal
  - Disbursements Journal
  - Monthly Check Report
  - Aging Report
  - Period End Update