

ONESolution™

ACCOUNTS PAYABLE AGENDA

Course Outline

Recommended Training Format: Live Virtual Classroom

Estimated Hours: 2 hours Client Interaction; .67 hours Consultant preparation and follow-up

Prerequisites:

1. Access to ONESolution
2. Prior Knowledge of ONESolution (previously known as IFAS)

Audience: Key ONESolution Users, IT Support

Objective: During this training, you will learn how to navigate on the ONESolution Accounts Payable module, Accounts Payable Batch processing and AP Invoices. This knowledge should be applied for Testing, End User Training and GO LIVE scenarios.

What You Will Learn:

Accounts Payable Invoices

Invoices

- APOHININ – Create a Batch
- AP Approvals
- APOHINBP – Batch Proof
- APOHININ – Edit Invoices
- APOHINBP – Rerun Batch Proof
- APOHINVP – Distribute to GL and OH
- APOHPPSP – Select for Payment
- APOHPPRP – Report of Records Selected for Payment
- APOHPPPA – Pay/Cut Checks

Void/Typed/Reverse Batch

- APTRBTUB – Create a Batch*
- APTRBTBP – Batch Proof
- APTRBTUB – Edit Batch
- APTRBTBP – Rerun Batch Proof
- APTRBTDS – Distribute to GL and OH**



Accounts Payable Batch

Open Hold Batch

- APOHBTUB – Create a Batch
- AP Approvals
- APOHBTBP – Batch Proof
- APOHBTUB – Edit Batch
- APOHBTBP – Rerun Batch Proof
- APOHBTDS – Distribute to GL and OH
- APOHPPSP – Select for Payment
- APOHPPRP – Report of Records Selected for Payment
- APOHPPPA – Pay/Cut Checks

Void/Typed/Reverse Batch

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CDD Reports

- Look at corresponding Accounts Payable CDD reports

Homework: Document Process