

How to use Account Payable module

This video will show users the How to use Account Payable module.

Navigate to Accounting, Account Payable (AP), New Payment, View.

STEP-BY-STEP:

1. Go to Accounting menu
 2. Select Account Payable (AP)
 3. In the AP Ageing Summary, user can view the list of outstanding Accounts.
 4. Right click on an account and select option to Create New Payment document.
System will create new Payment doc for the selected Creditor.
 5. In the AP Ageing Summary, right click on an account and select option to Open Account Register.
System will show the list of journal entries for the selected account for the selected period in the Account Register view.
 6. In the AP Ageing Summary, right click on an account and select option to Show Ageing Details.
System will show the list of invoices pending payments for the selected account, and when they are overdue.
 7. Click Generate Report button to preview and print the Ageing Details Report.
User can save or export it as excel or pdf file.
 8. User can filter the list of invoices in the AP Ageing Details using the available parameters and keyword search
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