

Mincom Ellipse Accounts Payable

Course ID: FI-03

Course Length: 2 Days

Modules Included: 3260 - Accounts Payable, 3280 - Payment Processing, 3201 - Supplier Information

Prerequisites: Mincom Ellipse Financial Accounting Tools

Intended Audience: Those individuals responsible for processing invoices, managing the accounts payable function.

Course Description: The Mincom Ellipse Accounts Payable course takes trainees through the full accounts payable cycle, from processing and approving invoices to processing payments.

Expected Outcome: Perform accounts payable administration within Mincom Ellipse.

Format: The course is a combination of instructor-led and hands-on exercises to maximize the learning outcomes.

At the end of this course, the participant will be able to:

Create and review bank accounts.	Review tax codes.
Create and review suppliers.	Review purchase orders.
Create field-release purchase orders.	Load goods-order invoices.
Generate quantity discrepancy reports.	Load service-order invoices.
Review and receive service purchase orders.	Generate and review price mismatch reports.
Generate invoice batch match reports and review invoice status.	Load invoices: field release order and non-order.
Load additional payments for goods purchase orders.	Review prepayment price codes on purchase orders.
Receive goods purchase orders.	Generate and release automatic invoices.
Load prepayment invoices and review associated values for price codes related to prepayments.	Review automatic invoice information on suppliers.
Review associated values for price codes related to automatic invoices.	Create and review a recurring payments template.
Generate (activate) recurring payments.	Maintain invoices.
Initiate and complete a payment run.	Generate cyclic accounts payable reports.
Cancel a cheque.	Generate payment to a once-off supplier.

Registration: To register an expression of interest in course attendance, email education.services@mincom.com