



# Accounts Payable - Standard Processing



DISPRAX



## ::: WHO WILL BENEFIT?

- New Accounts Payable Clerk
- Accounts Staff
- Administration Staff

## ::: BENEFITS OF TRAINING

Regular training sessions are critical to ensuring your staff maximise their usage of the TIMMS system.

Our training is performed by **TIMMS certified Training Consultants** in an environment that promotes discussion and learning, helping to:

- Gain a deeper understanding of how the TIMMS system works
- Build skills and confidence
- Improve usage of TIMMS to maximise efficiency and accuracy

## ::: OVERVIEW

This course will introduce you to the key functions within the TIMMS Accounts Payable module and give you with the knowledge to be able to perform day-to-day tasks relating to Creditors.

Also covered are key enquiries and reports to assist you with performing these functions.

## ::: AREAS COVERED

- Creditor Setup & Maintenance
- Supplier Invoice Entry
- Purchase Accrual Matching
- Payments in Batches
- Manual Cheque Entry

## ::: PRIOR KNOWLEDGE

This course assumes an understanding of the key functions and responsibilities of an Accounts Payable clerk.

### Workshop level:

- [Day-to-Day Processing](#)
- Intermediate
- Advanced Setup

**Course Code:** AP01

**Course Duration:** 3 hours

To register please phone or email [training@disprax.com.au](mailto:training@disprax.com.au)

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