



## ERP - New User Accounts Payable

This session is for new users in Accounts Payable activities that have been in their position for under a year. This will be hands on and small class size.

### Finance activities

- Vendor Records
- Vendor Requisitions - Order Types
- AP Payments - Payment Transactions
- Searching - Create Search Favorites
- Managing lists and Data grids
- Review Reports - Create Report Favorites and Schedule Reports

*This class is for Sonoma County employees only.*

**When** Wednesday, July 10, 2024  
1:30 pm - 3:00 pm

**Location** Sonoma County Office of Education, Madrone Room

**Presenter** SCOE IT Business System Support Analysts

**Cost** Free

**Audience** New Escape AP or Fiscal Users

**Registration** [http://scoe.org/pub/htdocs/class.html?class\\_id=11459](http://scoe.org/pub/htdocs/class.html?class_id=11459)  
Escape Support, (707) 524-8324, escapesupport@scoe.org

**Questions** Escape Support, (707) 524-8324, escapesupport@scoe.org