

Procure to Pay Training

Topic	Description	Duration
Introduction of P2P Training	<ul style="list-style-type: none"> • Introduction of Facilitator • Introduction of Participants • Agenda/Topics 	15mins
Accounts Payable Overview: Discuss the Basic Concept and overview of Procure-to-Pay Process	<ul style="list-style-type: none"> • Managing Vendors and Purchases • Processing Bills, Vendor Payments and Credits • Issuing and Voiding Checks • Reporting 	15mins
Managing Vendors & Purchases	<ul style="list-style-type: none"> • Discuss the different sources of Purchases Orders (Purchase Request, Purchase Contracts and Requisition) • Discuss the Flow of Purchase Order flow chart 	15mins
Hands on - Purchase Order	<ul style="list-style-type: none"> • Demo • Exercise : 1 item without receiving, 1 item with receiving and accruals, 1 expense line 	45mins
Break		15mins
Discuss the Receiving Process	<ul style="list-style-type: none"> • Order Receiving • GL Impact 	15mins
Processing Bills, Vendor Payments and Credits	<ul style="list-style-type: none"> • Discuss the Billing Flowchart • Discuss Vendor Bill • Discuss Payment Hold • Discuss Vendor Credits 	30mins



Procure to Pay Training

Hands on - Vendor Bills	<ul style="list-style-type: none">• Demo on Vendor Bills, Hold, Payments and Credits• Exercise	30mins
Overview on Advanced Procurement	<ul style="list-style-type: none">• Requisitions• Request for Quote• Purchase Contracts• Blanket Purchase Orders	30mins
Discuss Upaya Custom Products	<ul style="list-style-type: none">• Email Approvals• Vendor Payment Batch	15mins
Q&A		15mins