

Escape - 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 Thursday July 6, 2023
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=10937
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Questions Tracy Lehmann, (707) 524-8410, tlehmann@scoe.org