

# SynergySoft Creditors

## Overview

This course is designed for entry level Account Officers wishing to obtain a general overview of the Creditor Program within SynergySoft.

Those wishing to take advantage of a refresher would also benefit from attending this course.

## Who You Are

Attendees will need to have:

- Knowledge of SynergySoft Creditors Module
- Fundamental knowledge of computers

## Learning Outcomes

1. SynergySoft Creditors Overview
2. Creditor Parameters
3. Maintenance
4. Invoice Processing
5. Payment Processing
6. Credit Notes
7. Negative Invoices
8. Recipient Created Invoices
9. Cancelling Payments
10. Sundry Payments
11. Recurring Payments
12. Reporting
13. End of Month Reconciliation



Please note this course will *not* cover any aspects of the following areas, for which separate courses are available:

- SynergySoft Debtors
- SynergySoft Finance Fundamentals
- SynergySoft Advanced Financials



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