



# Accounts Receivable

Certified Training Course



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- Welcome and Introduction
  - Integration
  - The Company
- Accounts Receivable Startup
  - Process
- Accounts Receivable Options
- General Ledger Account Maintenance
- Divisions
- Bank Code Maintenance
- Terms Code Maintenance
- Sales Tax
- Salesperson Maintenance
- Sales Code Maintenance
- Payment Type Maintenance
- Entering Customer Information
- Converting from Another A/R System
- Processing Accounts Receivable
  - Transactions
  - Entering Invoices
  - Entering Debit and Credit Memos
  - Entering Adjustments
  - Printing Invoices
  - Updating Transactions
  - Repetitive Invoices
  - Cash Receipts
  - Match Credits to Open Invoices
  - Budget Report
- Reports
  - Customer Reports
  - Tracking Transactions
  - Management Reports
  - Analyzing Sales
  - Commissions
  - Accounts Receivable Utilities
  - Period End Processing

## Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	15 min
2	Setting up A/R	75 min
3	Processing	90 min
4	Lab Exercises 1	30 min
5	Cash Receipts & Matching Credits to Open Invoices	30 min
6	Finance Charges and Statements	20 min
7	Reporting in A/R	45 min
8	Misc. Functions and Period End	30 min
9	Review	15 min
10	Lab Exercises 2 and 3	40 min
	<b>Total Time</b>	<b>390 min or 6 1/2 hours</b>

## A/R Class Objectives:

- Provide an understanding of the features available in Accounts Receivable.
- Learn the steps necessary for setting up Accounts Receivable.
- Learn how to enter invoices and adjustments, as well as update transactions.
- Learn how to process cash receipts.
- Learn how to calculate finance charges and print statements.
- Learn how to process Sales Commissions.
- Learn how to use the reports and inquiry options when reviewing and tracking transactions.