



CONTENTS

Accounts Receivable Overview

- Welcome and Introductions
 - The Company
- Setting up Accounts Receivable
 - Defining Parameters and Preferences
 - Customer Information
 - Opening Balances
 - A/R SETUP Mode
- A/R Transactions
- A/R Reports

Order Entry

- Welcome
 - Integration
 - The Company
- Order Entry Setup
 - Creating Order Entry Data Files
 - Order Entry Parameters
 - Order Entry Utilities
 - Kits
- Processing Sales
 - Entering Quotes
 - Quote Inquiry
 - Entering Sales Orders
 - Pick Ticket
 - Releasing Orders on Hold
- Invoicing
 - Selecting Orders to Invoice
 - Printing and Posting Invoices
 - Filling Backorders
 - Voids and Returns
- Reporting
 - The Closing Process

Syllabus

Section	Subject	Time Estimated
	<u>A/R Review</u>	
1	Welcome	10 min
2	Setup and Defining Parameters	25 min
3	Processing A/R Transactions	25 min
	<u>Order Entry</u>	
1	Welcome and Introduction	20 min
2	Setup and Defining Parameters	60 min
3	Parameters	
4	Lab Exercise 1	30 min
5	Processing O/E Transactions	120 min
6	Reports and Close	30 min
7	Review	10 min
	Lab Exercises 3 and 4	60 min
	Total Time	390 min

BW Order Entry Objectives:

- Review settings in A/R and discuss their effect on Order Entry transactions.
- Learn which setup options must be defined prior to using Order Entry.
- Review the reports available in A/R.
- Review the steps for closing the period in A/R.
- Provide an understanding of the features available in Order Entry.
- Learn the steps necessary for setting up O/E.
- Learn how to create and maintain kits.
- Learn how to enter quotes and sales orders.
- Learn how to process quotes and sales orders.
- Learn how to release orders on hold.
- Learn how to print and post invoices.
- Learn how to track and fill back orders.
- Learn how to post voids and returns.
- Learn how to use the reports for tracking orders.