



CONTENTS

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
	Total Time	390 min or 6 1/2 hours

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.