



# Accounts Receivable

Certified Training Course



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## 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.