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Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	5 min
2	Setup and Defining Parameters	60 min
3	Lab Exercise I	20 min
4	Entering Customers and Leaving SETUP	30 min
5	Processing A/R Transactions	120 min
6	Reporting	20 min
7	Transfer and Close	30 min
8	Review	5 min
9	Lab Exercises 2, 3 and 4	90 min
	Total Time	390 min

BW Accounts Receivable Objectives:

- Understand the features available in A/R.
- Learn the steps necessary for setting up A/R.
- Practice how to enter invoices and adjustments, as well as update transactions.
- Learn how to process cash receipts against the customers' account.
- Understand how cash receipts are transferred to Cash Management for use in the bank reconciliation.
- Learn how to calculate finance charges and print statements.
- Know how to use the reports for tracking and analyzing sales and receivables.