

Accounts Receivable

Duration: ½ day

Who Should Attend

Any delegates who have interaction with debtors e.g. Debtors receipts, rebate processing, group stores or database management, debtor management and reporting.

Entrance Requirements

Computer literacy and Bookkeeping Knowledge.

Course Content:

Transactions	Vendor Reports
<p>Invoicing</p> <ul style="list-style-type: none"> • Item Invoicing • Summary Invoicing <p>Receipting</p> <p>Recurring Charges and Schedules</p> <p>Adjustments</p> <ul style="list-style-type: none"> • Groups • National Accounts • Customers • Ship-To-Locations • Customer Activity <p>Distribution Codes</p> <ul style="list-style-type: none"> • Incl./Excl. Tax Distributions 	<ul style="list-style-type: none"> • Options • Account Sets • Billing Cycles • Distribution Codes • Dunning Messages • Interest Profiles • Receipt Types • Sales Persons • Terms • Items • E-Mail Messages
Transaction Reports	Setup Reports
<ul style="list-style-type: none"> • Batch Listing • Batch Status • Posting Journals • Deposit Slips • Invoices • G/L Transactions 	<ul style="list-style-type: none"> • Customer Groups • National Accounts • Customers • Ship-To Locations • Recurring Charges • Statements / Letters / Labels • Posting Errors • Customer Transactions • Item Sales History • Aged Trail Balance