

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 / Customer Accounts	Setup Reports
Invoicing <ul style="list-style-type: none"> Item Invoicing Summary Invoicing Receipting Recurring Charges and Schedules Adjustments Creating Customer Accounts <ul style="list-style-type: none"> Groups National Accounts Customers Ship-To-Locations Customer Activity 	<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	Customer 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 Trial Balance