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Accounts Receivable Course Syllabus

Accounts Receivable Overview:

In this course, we will discuss all topics related to the Accounts Receivable module. The setup programs we discuss will carry into the General Operations actions included and those transactions will be viewable in the applicable reports and dashboards. This will cover the financial process from Sales Order to Shipment and beyond, and how the process flows in the system.

In this course, we will discuss:

- Comprehending of the company system and how it impacts the behaviors of AR
- The AR process flow
- How to process the AR portion of a sales order
- Sales tax setups (as needed)
- Review national accounts
- Discuss new reminder groups
- Understand the eight AR invoice types
- Enter/process miscellaneous cash receipts, deposit cash receipts and AR prepayments
- How to reverse a cash receipt
- Complete AR write offs and adjustments
- Create credit memos and prepayments to invoices and cash receipts
- Add/Change/delete/Manage customer records
- Comprehend the out-of-the-box trackers and reports to track the AR cycle