**About This Course**

This instructor-led, one-day workshop is an in-depth review of the full accounts receivable cycle daily accounting responsibilities.

**Who Should Attend?**

All accounting personnel responsible for day to day accounts receivable

duties.

**Course Objectives**

After completing this course, students will be able to:

* Create a new customer
* Edit an existing customer
* Enter a customer invoice
* Receive payments
* Create a sales order
* Review reports for accuracy or research

**Course Outline**

*First Part of the Workshop*

**Module 1: Customer Maintenance**

* Create new customer groups
* Create a new customer
* Update the customer purchasing defaults

**Module 2: Customer Invoices**

* Create free text invoices
* Post a free text invoice
* Create a reoccurring free text invoice
* Sales returns with a free text invoice
* Correct a free text invoice
* Invoice inquiry to review posted free text invoices
* Create a payment journal
* Using the collections workbench

*Final Part of the Workshop*

**Module 3: Customer Invoices from Sales Orders**

* Create a sales order
* Picking and shipping the sales order
* Create a customer invoice from a sales order
* Post customer invoice from a sales order or packing slip/date
* Consolidate sales orders or packing slips for posting

**Module 4: Reports and Researching**

* Export data to Excel
* Which Finance and Operations reports are useful