



Accounts Receivable **Online Training**

- **Accounts Receivable Maintenance**
 - Customer Maintenance
 - ◆ Setting up new Customers
 - ◆ Looking up and printing old invoices
 - ◆ Ship To Address
 - ◆ Customer Notes and Comments
 - ◆ Service Repair Parameters and Billing Rates
 - Salesperson Maintenance
 - Terms Codes
 - Tax Codes
 - Cash Receipt Codes

- **Cash Receipts**
 - On Account – no invoice has been created
 - Offset Invoice with a credit memo
 - Record Miscellaneous Cash Received (i.e. vendor rebates)
 - Bad Debt Write Off

- **Month End Procedures**
 - Reports to run
 - Balancing the Aging Report to GL
 - Finance Charges
 - Customer Statements