



# **New Employee - Office** **Online Training**

- **AP Invoice Entry**
  - Entering invoices
  - Entering invoice adjustments
  - Printing/reviewing register
  - Updating register
  
- **PO Invoice Entry**
  - Entering invoice for one receiver
  - Entering invoices for multiple receivers
  - Printing/review register
  - Updating register
  
- **Cash Receipt Entry**
  - Applying full or partial payments
  - Applying on-account amounts
  - Offset invoices with credit memo
  - Record miscellaneous cash received
  - Writing off bad debt
  - Printing/reviewing register
  - Updating register
  
- **General Ledger Journal Entry**
  - Creating journal entries
  - Printing/reviewing register
  - Updating register
  - Recurring Journal Entries on Journal Entry Register
  - Daily Detail Register
  
- **Reports**
  - AP/AR Aging Report
  - Cash Requirements Report
  - Customer Statements
  - GL Transaction History Report
  
- **Q&A**