

ACCPAC TRAINING OUTLINE FOR THE ACCOUNTS RECEIVABLE MODULE

Accounts Receivable Setup

- Options
 - Company
 - Processing
 - Processing Options
 - Item Statistics
 - Customer, National Accounts and Group Statistics
 - Salesperson Statistics
 - Invoicing
 - Document Numbering
 - Invoice Entry Options
 - Invoice Printing Options
 - Optional Fields for Invoice
 - Receipt
 - Defaults
 - Edit/Printing Deposit Slips
 - Statement
 - Dunning Message
 - Aging Periods
 - Customer
 - Optional Fields
 - Integration
 - Create G/L Transactions
- Account Sets
- Billing Cycles
- Distribution Codes
- Dunning Messages
- Interest Profiles
- Receipt Types
- A/R Items
 - Item
 - Pricing
 - Tax Status
 - Statistics
- Salespersons
- Terms Codes
- Customer Groups
 - Group
 - Credit/Optional Fields Tab
 - Statistics

- National Accounts
 - Address
 - Billing
 - Credit/Optional Fields
 - Statistics
 - Activity
- Customers
 - Address
 - Billing
 - Credit/Optional Fields
 - Sales Split
 - Statistics
 - Activity
 - Comment
- Ship-To Locations
 - Address
 - Detail
 - Optional fields
 - Sales split

Customer Invoices

- Batches
- Invoice Tab
 - Invoice
 - Detail
 - Schedule
 - Optional Fields
 - Sales Split
 - Rates
 - Checking Totals
- Printing Batches
- Printing Invoices
- Posting Invoice Batches
- Error Batches
- Printing Invoice Posting Journals
- Recurring Charges
 - Invoice
 - Detail
 - Optional Fields
 - Sales Split
 - Generate Recurring Charge Batches
 - Adjustment Batches
 - Creating Write-Off Batches

In our course you will get an overview of the module and learn the methodology of the program to develop a more thorough understanding of its functions. We will guide you through the setup options stage and show you how we customize the program to suit your particular business needs. We also cover formatting options for Accounts Receivable Documents, crucial aspects of accurate report generating, and important year-end closing procedures including the pros and cons of and when to clear data.

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Customer Receipts

- Receipt Batches
- Quick Receipt Entry
- Entering and Applying Receipts
 - Transaction Types
 - Receipt Types
 - Unapplied Cash/Customer Unapplied
 - Mode
 - Auto Apply
 - National Accounts
 - Applying Documents
 - Prepayments
 - Miscellaneous Receipts
- Printing Deposit Slips
- Printing Batches
- Posting Receipt Batches

Correcting Errors in Deposit Amounts

- Posted Amount is Lower
- Posted Amount is Higher

Processing Returned Checks

Periodic Processing

- Creating Interest Batches
- Revaluing Multicurrency Transactions
- Clearing Records
 - Fully Paid Documents
 - Customer Comments
 - Printed Posting Journals
 - Posting Errors
 - Deleted and Posted Batches
- Delete Inactive Records
 - Inactive Customers
 - Inactive Customer Groups
 - Inactive National Accounts
 - Inactive Salespersons
 - Inactive Ship-To Locations

Year End Processing

- Reset All Batch Numbers
- Clear Activity Statistics
- Clear Total Recurring Charge Amounts
- Clear Invoices Paid and Days to Pay Counter

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