



## Course Aim

The aim of the Accounts Receivable Advanced course is to provide the attendee with the ability to utilise the options not previously covered on the Maintenance and operational courses.

## Pre-requisites

The attendee should have attended both the Desktop Navigation and Accounts Receivable Maintenance and Operational training courses, as well as being familiar with their receiving scenario.

## Suggested Attendees

This course is intended for users that work with the Sales Ledger on a regular basis such as Credit Controllers and the Financial Manager to understand and utilise the advanced options

## Course Content

- **Introduction to Accounts Receivable**  
A description of the basic processes in the Accounts Receivable module.
- **Module Maintenance**  
**Features** – An explanation of the maintenance of customer transactions, transaction batches and suggested receipts.  
**Definitions** – How to set up instalment templates.
- **Document Entry**  
Use of suggested receipts for direct debit payments.
- **Reports**  
Explanation and running of reconciliation report, outstanding registered invoices, annual turnover and held document reports.
- **Letter Writer**  
Production of debtors letters used in conjunction with Word mail merge options.

### Course Objectives

The attendee will have a fuller understanding of the ACP advanced.

### Methodology

The theoretical aspects of management statistics will be explained followed by "hands on" tasks provided by the Seminar Leader to reinforce the aspects of the course.

### Duration

1 day  
From 10.00 a.m. - 16.30 p.m.

### Location

Agresso's Swansea Training  
Centre or customer site

### Cost

POA - dependant on location.

