

Course Aim

The aim of the Accounts Receivable Operational course is to provide the attendee with the ability to enter and post documents, generate suggested receipt runs, allocation of documents, enquire on customer accounts and utilise the reports.

Pre-requisites

The attendee should have attended both the Desktop Navigation and Accounts Receivable Maintenance courses as well as a working knowledge of their credit control processes.

Suggested Attendees

This course is intended for users that work with the Sales Ledger on a regular basis and also the Financial Manager to understand and utilise the enquiries.

Course Content

- Introduction to Accounts Receivable**
 A description of the basic concepts in the Accounts Receivable module.
- Accounts Receivable Enquiries**
 The comprehensive customer enquiries are covered in detail, explaining total, on order, future balances, all transactions for a specific period (history or forward) for a particular value or reference. Any transactions can be expanded to gather more details on a particular transaction such as allocation or document status and any ageing on the documents.
Document Tracking e.g. Tracking – An understanding of the on-line audit facility, I.e. the total drilling down on any transaction to view the original documents that make up the balance and the relationships between documents. This occurs immediately on-line after posting.
- Accounts Receivable Document Entry**
Document Types – An explanation of the differences between document types with a hands-on approach. Entering registered invoices, invoices and credit notes Demonstration of forward posting and batch postings, the effect of restrictions on customer accounts and document status types.
Suggested Receipts – Generation of a receipts batch including all customers or a sub-section of accounts. Reviewing a cash requirements report and the process that follows. Editing the batch of receipts and completing a receipts run.
Allocation of Documents – Manual allocation and automatic allocations explained.
- Accounts Receivable Reports**
 The user will be expected to run Agresso QL standard reports such as aged debtors, reconciliation and transaction analysis utilising the templates. Receipt printing, posting analysis and held document reports are also covered.

Course Objectives

Enable course attendees to make effective use of their Sales Ledger.

Methodology

The theoretical aspects of ACR module 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.