

## ACCPAC Course Objectives | Accounts Receivable

### Maintaining Customer Records and Setup Information

- Customer Maintenance
- Importing and Exporting Customers
- Setup Maintenance
  - Adding, Editing, and Deleting Customer Groups
  - Adding, Editing, and Deleting National Accounts
  - Adding, Editing, and Deleting Customer Records
  - Adding, Editing, and Deleting Ship-To Locations
  - Adding, Editing, and Deleting Recurring-Charge Records
- Displaying Customer Information
- Changing Accounts Receivable Options, Company Options, Processing Options, Invoicing Options, Receipt Processing Options
- Statement Processing Options
- Customer Optional Fields
- G/L Integration Options
  - Adding, Editing, and Deleting Account Sets
  - Adding, Editing, and Deleting Billing Cycles
  - Adding, Editing, and Deleting Distribution Codes
  - Adding, Editing, and Deleting Dunning Messages
  - Adding, Editing, and Deleting Interest Profiles
  - Adding, Editing, and Deleting Receipt Types
  - Adding, Editing, and Deleting Item Records
  - Adding, Editing, and Deleting Salesperson Records
  - Adding, Editing, and Deleting Terms Codes

### Processing Invoices, Credit Notes, and Debit Notes

- Processing Invoice Batches
- Creating, Editing, and Posting Invoice Batches
- Reporting Invoice Batches
- Using the Invoice Entry Form
- Creating or Selecting the Invoice Batch
- Adding and Editing Invoices, Credit Notes, and Debit Notes
- Entering Tax Information and Calculating Tax
- Assigning Multiple Payment Schedules to Invoices
- Entering Optional Field Information
- Allocating Document Totals to Salespersons
- Editing Exchange Rate Information
- Adding Prepayments to Invoices
- Listing Invoice Batches
- Printing Invoices, Credit Notes, and Debit Notes
- Posting Invoice Batches
- Checking Batch Status

## Processing Receipts and Adjustments

Processing Receipt and Adjustment Batches  
Creating, Editing, and Posting Receipt and Adjustment Batches  
Reporting Receipt and Adjustment Batches  
Using the Receipt Entry Forms  
Working with Receipt Batches  
Entering and Editing Receipts  
Applying Receipts and Credit Notes  
Printing Deposit Slips  
Using the Adjustment Entry Form  
Creating or Selecting an Adjustment Batch  
Adding and Editing Adjustments  
Listing Receipt and Adjustment Batches  
Posting Receipt and Adjustment Batches  
Printing Posting Journals  
Checking Batch Status

## Periodic Processing

Performing Periodic Processing  
Printing Periodic Reports  
Clearing History  
Clearing Statistics  
Creating General Ledger Batches  
Creating Interest Batches  
Creating Recurring Charge Batches  
Updating Recurring Charges Automatically  
Creating Write-Off Batches  
Deleting Inactive Records  
Revaluing Customer Transactions  
Year-End Processing

## Reports

Account Sets  
Aged Trial Balance  
Bank Deposit Slips  
Batch Listing  
Batch Status  
Billing Cycles  
Customer Activity Statistics  
Customer Group List  
Customer List  
Customer Period Statistics  
Customer Ship-To Locations  
Customer Transactions  
Distribution Codes  
Dunning Messages  
G/L Transactions  
Interest Profiles  
Invoices  
Item List  
Item Sales History

Letters and Labels  
National Account List  
Options  
Overdue Receivables  
Posting Errors  
Posting Journal  
Receipt Types  
Recurring Charges  
Revaluation Posting Journal  
Salespersons