



---

## **SYLLABUS – ACCOUNTS RECEIVABLE**

---

### **RECORD CREATION AND MAINTENANCE**

- Company Information
- Tax Exceptions
- Multilanguage
- Accounts Receivable
- Terms of Payment
- Sales Representatives and Territories
- Shipping Terms
- Discounts
- Customers and Default Customer File
- Product Groups and Products

### **CURRENT TRANSACTIONS**

- Invoicing
- Credit and Exchange Confirmation
- Transactions Entry
- Payment
- PAD Authorization
- Transferring PAD files
- Correcting Transactions
- Deleting Transactions
- Search

### **REPORTS**

- Customer Reports
- Invoicing Reports
- Inventory Reports
- Daily Report

### **CLOSING PROCEDURE**

- End-of-month Procedure