



---

## **SYLLABUS — ACCOUNTS RECEIVABLE**

---

### **FILE CREATION AND MAINTENANCE**

- Configuration
- Receivable
- Customer Files
- Terms of Payment
- Sales Representatives and Territories

### **CURRENT TRANSACTIONS**

- Transaction Entries  
(Invoices, Credits, Interests and Adjustments)
- Receipt
- Settlement
- Deposit

### **REPORT**

- Customer List
- Customer Statement
- Aged Trial Balance
- Account Statement
- Daily Report