

Receivables Management



Are You Managing Your Customers?...

This course will cover entering invoices, credit notes and payments using a variety of methods. You will also learn how to access detailed customer information and data through the use of enquiries or reports.

Duration: Full Day**Cost: \$1500 + GST + Travel****Additional Manuals +\$50 per attendee****Who Should Attend:**

- Data entry clerks, administrators, office managers, CEOs, and anyone needing to understand Receivables functionality.

Pre-Requisites:

- Windows knowledge.
- Introduction to Microsoft Dynamics GP.

- Discuss the fundamental concepts in Receivables Management.
- Use the setup windows to discover how Receivables Management has been personalised for your business.
- Create and manage debtor master records including the identification of key fields required by your organisation.
- Create, edit and post invoices. Enter cash receipts and apply cash receipts and credit notes.
- Apply posted receivables transactions to one another.
- Create refund cheques by linking Receivables Management to Payables Management.
- Void a Posted Receivable Transaction.
- Perform a range of enquiries using various windows to obtain relevant information.
- Perform month end processes, including: aging, removing paid transactions, write-offs and producing statements.
- Print a variety of reports to view information including the use of date ranges, report groups, smartlists, and adding report options to My Reports.
- Reconcile Receivables Management to the General Ledger.
- Configure National Account relationships between parent and child Customer IDs if required.
- Perform debtor/creditor consolidations if required.

Professional Advantage training is costed in either half or full day sessions. Half day (approx 4 hrs) and full day (approx 7.5 hrs) training sessions may vary in length depending on competencies required by the customer. Room hire available upon request.

For additional information regarding this course, please email mstraining@pa.com.au