



ACCOUNTS RECEIVABLE FLOW

Delivery	6 thirty minute sessions using an on-line connection & over the phone with a specialist, sessions will start before going live and through the 'go live' process.
Who should take the course	Bookkeeper and Accounts Receivable Manager along with Ownership if possible.
Course Description	<p>The Receivables Flow is designed to familiarize staff with the entry and verification of Receivable Payments, along with learning how to report and verify the data presented from Point of Sale.</p> <ul style="list-style-type: none"> • Generating and Reading Daily Reports for Accounting • Accepting ROA payments from customers • Balancing and Verifying Customer Receivables • Balancing and Verifying Deposits • Assistance with processing first Receivable Statements
Comments	Understanding how to verify activity using reports and detail ensures your companies numbers will be as accurate as possible. Issues with setup or miss-use from Point of Sale will be found quickly and easily fixed.
Pre-requisites	Software Familiarization, Customer File Setup