

# Simply a Better Way to Learn!



S K I L L S U P G R A D I N G

## ACCPAC Advantage 5.0 Accounts Receivable

### Course Introduction

The ACCPAC Advantage 5.0 Accounts Receivable course introduces the accounting software module using a simulated approach with simulated source documents. It takes students through a conversion from a manual accounts receivable system, setting up company data files, recording transactions, and period-end processing.

### Course Prerequisite(s)

To ensure successful completion of this course, students should possess basic knowledge in bookkeeping or accounting theory, and basic knowledge of Windows.

### Course Aim

At the end of this course, students will have learned to record day-to-day accounts receivable transactions for a company using ACCPAC Advantage 5.0 Corporate Edition software.

### Of Interest to

Individuals interested in pursuing a career in accounting, or Bookkeepers and Accountants who wish to broaden their knowledge of accounting software programs.

### Course Breakdown

#### Lesson 1:

System Manager; Company and System Databases; Pervasive.2000 SQL Database Management System; ACCPAC Modular Integration; Working with Batches in ACCPAC; Basics of ACCPAC Advantage; ACCPAC Buttons and Commands; Working with Application Windows; Working with Forms.

#### Lesson 2:

Modifying the Company Profile; Activating Bank and Tax Services; Modifying Bank Services;

Entering Tax Services Information; Scheduling.

#### Lesson 3:

Activating the Accounts Receivable Ledger; Setting up Accounts Receivable Options; Defining Background Information; Creating Customer Records; Accounts Receivable Batches; Entering Customer Account Opening Balances; Printing and Editing Contents of a Batch; How Posting Works in A/R; Accounts Receivable Control Account.

#### Lesson 4:

Processing Customer Invoices; Processing Debit Notes and Credit Notes; Printing a Batch Listing; Printing Customer Invoices; Changing a Batch Status to Ready to Post; Posting a Batch; Printing an Invoice Posting Journal; Processing Adjustments; Printing the Adjustment Batch List; Correcting Errors in the Batch; Posting the Adjustment Batch; Printing an Adjustment Posting Journal; Processing Customer Receipts; Miscellaneous Receipts, Cash Sales, and Prepayments; Printing and Posting a Receipt Batch; Adding a New Customer; Partial Payments.

#### Lesson 5:

A/R Period-End Processing; Creating and Posting and Interest Charge Batch; Creating and Posting a Batch of Recurring Charges; Processing Write-Off Batches; Printing Fiscal Period Reports for the A/R Application; Printing the G/L Transactions Report; Clearing A/R History; Deleting Inactive Records; Updating the General Ledger with Activity Entered in the A/R Application; Bank Reconciliation; A/R Year-End Procedures.

#### Lab Exercise

### Course Notes

Course manual provided for on-going reference. There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.

