

Accounts Receivable Training

Course Synopsis	
Duration	1 Day
Course Outline	This course provides attendees with an understanding of the functionality required to perform an Accounts Receivable tasks.
Attendees	Attendees are expected to be familiar with TechnologyOne Financial Concepts and have an understanding of their organisations receivables process.
Course Objectives	<p>The purpose of the course is to facilitate achieving the following objectives:</p> <ul style="list-style-type: none"> • Creating and maintaining Debtor Account details • Processing Accounts Receivable Invoice and Credit Note transactions • Processing of receipts and the application to the original transactions • Processing statements to Debtors • Use of Debt Management • Use of Standard Enquiries and Reports
Course Topics	<p>During this course participants will be given the opportunity to learn:</p> <ul style="list-style-type: none"> • Debtor Accounts • Processing transactions • Generating statements • Determining ageing periods to apply to debtor accounts • Enquires and Reports • Reminder Letters • Creating notes • Formal payment arrangements • Account Hold
Areas not covered in this course	This course does not include configuration of charts and formats etc

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Course Agenda Day 1	
Time/Duration	Topic
9:00am - 9:30am	Welcome and Introduction
9:30am - 10:15am	Accounts Receivable Demonstration and Overview Debtor Accounts <ul style="list-style-type: none"> • Account Maintenance • Related Exercises Transaction Processing <ul style="list-style-type: none"> • Invoices and Credit Notes • Related Exercises
10:15am - 10:30am	Morning Break
10:30am - 12:30pm	Transaction Processing <ul style="list-style-type: none"> • Receipts • Applying transactions • Related Exercises
12:30pm - 1:15pm	Lunch Break
1:15pm - 3:00pm	Statement Processing <ul style="list-style-type: none"> • Statements • Ageing • Related Exercises Debt Management <ul style="list-style-type: none"> • Reminder letters • Related Exercises
3:00pm - 3:15pm	Afternoon Break
3:15pm - 4:00pm	Debt Management <ul style="list-style-type: none"> • Creating Notes • Arrangements • Debt Status • Related Exercises Enquiries and Reports <ul style="list-style-type: none"> • Enquiries and Reports • Related Exercises