



Business & Technical Training College

“Put your FUTURE in GOOD Hands”

BTT will work with every student to develop their skills, to make them job ready. BTT classes are small therefore you will receive more personalized attention from the instructor.

Accpac Accounts Receivable Training

Accounts Receivable allows users to manage and track customer transactions quickly and easily. This course will provide users with a thorough understanding of Accounts Receivable. Users will learn how to setup the module for their specific needs, define customers and customer groups, and record customer transactions. Users will also gain an understanding of transaction flow in Accpac ERP and will learn how to perform bank reconciliations and tax reporting.

- Navigating through Sage Accpac ERP
- Accounts Receivable setup
- Bank and Tax Services setup
- Establishing Customers and Customer Groups
- Understanding the batch entry process
- Entering invoices and recurring invoices, credit and debit notes
- Entering receipts, prepayments, and payments on account
- Adjusting customer balances · Accounts Receivable reports and inquiry
- Bank reconciliation and returning customer checks · Tax tracking reporting
- Transaction flow from Accounts Receivable to other Sage Accpac ERP modules

Pre-requisites: Basic Windows experience or equivalent experience

Certificate Offered: Certificate

Training Methods: Instructor – led classes, Instructor demonstrates all topics with hands-on scenarios

One – To – One Instruction is Available

For Schedule: Call or e-mail

Registration can be done after office hours, any day / evening

Business & Technical Training College

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