



Topic	Subject	Notes	Handout	Exercise
<b>Accounts Receivable</b>				
<b>Introduction</b>				
	Sales and Receivable Setup	GST edit statistics in conjunction with max difference allowed		
<b>Customer</b>				X
	Customer card			
	Customer templates			
	Create a customer	Create, must use customer template to do so now		X
<b>Invoicing</b>				
	Sales quote	show if used		X
	Sales order	show if used		X
	Sales invoice			X
	Sales credit memo			X
	Recurring sales lines			X
<b>Break</b>				
<b>Sales Journal</b>		Rarely used - if client want to insert multiple documents		
	Enter one line per invoice			X
	Multiple lines per invoice			X
<b>Cash Receipt Journal</b>				
	Journal batches			X
	Balancing Account function			
	Apply to customer			X
	Apply to one invoice			X
	Apply to multiple invoices			X
<b>Customer Transaction Management</b>				
	Reverse transaction			X
	Apply and unapply entries			X
<b>Common reports</b>				
	Aged AR			
	Customer statements			
	Daily invoicing report			
	Customer trial balance			
	Customer top 10			
<b>Deposits</b>		Optional		
	Enter one line to either customer or vendor (usually customer)			X
<b>Drop shipment</b>		Only needed if drop ship mentioned		
	Can use requisition worksheet after sales order created	<a href="https://www.encorebusiness.com/blog/set-up-drop-shipment-in-dynamics-365-but">https://www.encorebusiness.com/blog/set-up-drop-shipment-in-dynamics-365-but</a>		X
<b>Standard text codes</b>		Additional commenting		
	Create standardized custom comments			X
<b>Closing</b>		Review Agenda and items completed		

Cost per module per student is \$370 CAD

Estimated training hours per module is 4hrs

This document contains information which is proprietary and confidential to Encore Business Solutions Inc