



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

Cost per module per student is **\$370 CAD**
 Estimated training hours per module is 4hrs