

On-line Financial Training Workshop

Agenda

Date: December 8, 2006 @ 1:00pm (EST), 11:00am (CST), 10:00am (PST)

The purpose of this two hour webinar is to review Visual Financials functionality related to Accounts Receivable and Accounts Payable cycles.

Accounts Receivable Cycle

- AR cycle flowchart
- Customer maintenance – fields with an accounting impact
- Sources of GL accounts involved in the cycle
- Sales taxes: set up and update
- Invoicing - difference between A/R and manufacturing invoices
- Memos
- Prepaid orders
- Reports: ATB, customer history, others
- Customer & invoice notes
- Recurring receivables (set up and generate)
- Resetting exchange rates
- Collections
- Cash application
- G/L postings of A/R activities
- Customer inquiry / Receivable inquiry

Q's & A's

Accounts Payable Cycle

- AP cycle flowchart
- Vendor maintenance – fields with an accounting impact
- Invoice entry: Matching of receivers / Expenses linked to a job (work order)
- Other features: Log status / Landed costs
- Recurring payables (set up and generate)
- Resetting exchange rates
- List payments against vouchers
- Memos
- Reports: ATB, vendor history, uninvoiced receipts
- Scheduling payments
- Printing cheques: Cheque runs / Manual cheques
- G/L postings of A/P activities
- Vendor inquiry/ Payable inquiry

Q's & A's

Notes:

- Supporting material is provided, which includes an Online Training Seminar Workbook based on the presentation.