



VANTAGE

Business Solutions Inc.

Toledo, OH ▪ Northville, MI

Receivables Management

Cost: \$450 first attendee; \$400 each additional attendee

Scheduled course dates:

No classes are scheduled at this time.
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If you are interested in future classes please e-mail: training@vantagesolution.com

Introduction

The one-day Microsoft Great Plains Receivables Management course delves into the accounting cycle and the processes required to enter customer invoices and process cash receipts. As well, this course will show you how to perform additional functions such as adjustments, prepayments and month-end closing.

Audience

Customers wishing to learn the basic features and to develop a working knowledge of the typical day-to-day procedures required to effectively use Microsoft Great Plains Receivables Management.

The class is targeted toward data entry clerks, administrators; office managers, CEO's, and consultants who need to understand the technical aspects of Receivables Management and gain foundational knowledge of the application functionality.

Course Topics:

Receivables Management overview
Setup options
Setup customers and classes
Setup salespeople and territories
Cash Receipts
Handling voided transaction and NSF checks
Month- and Year-end procedures
Reports and inquiries
Utilities

Important Course Information

- All classes are held at our Office (unless otherwise noted).
- All classes begin at 9:00.
- Participants are responsible for their own lunch.
- Attire is business casual. Please dress comfortably
- Computer, training workbooks and refreshments are provided for all classes.
- Classes are to be paid in advance of the class.
- Vantage Business Solutions reserves the right to cancel or reschedule classes.
- Course fees are refundable up to one week prior to the date of the course.
- Cancellations received less than one week prior to a scheduled class will be subject to a 50% cancellation fee.