

Mincom Ellipse Accounts Receivable

Course ID: FI-09

Course Length: 2 Days

Modules Included: 3560 - Accounts Receivable, 3501 - Customer Information.

Prerequisites: Mincom Ellipse Financial Accounting Tools

Intended Audience: Those individuals responsible for applying payments to invoices or managing the accounts receivable function.

Course Description: The Mincom Ellipse Accounts Receivable course takes participants through the full accounts receivable cycle, from the creation of the organisation's customers and raising of invoices, through to the receipt and allocation of payments. Mincom Ellipse Accounts Receivable manages the detail of money owed by an organisation's customers.

Expected Outcome: Perform accounts receivable administration within Mincom Ellipse.

Format: The course is a combination of instructor-led and hands-on exercises to maximize the learning outcomes.

At the end of this course, the participant will be able to:

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| Search for and review customer information. | Create and maintain customer information. |
| Approve and print customer information. | Maintain pricing codes. |
| Create, maintain, and cancel customer invoices and credit notes. | Process and allocate cash receipts. |
| Review accounts receivable data. | Print accounts receivable reports. |
| Review district and system controls and associated table files. | |

Registration: To register an expression of interest in course attendance, email education.services@mincom.com