

# OFM Training

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## ACCOUNTS RECEIVABLE SYSTEM

### AR SYSTEM -- CUSTOMERS AND INVOICES

**Class Description:** This four-hour class provides detailed information about how to establish customer records and how to post invoice transactions.

**Target Group:** Fiscal personnel who need to know how to establish and maintain customer records and record invoice transactions.

**Class Objectives:** At the conclusion of this class, participants should be able to:

- Create and maintain customer name and address records,
- Be familiar with the terminology unique to product,
- Understand the structure of the open item file,
- Understand how to use the open item file effectively, and
- Post invoices, debit memos and other debit documents to the open item file.