Training Participant Guide – Accounts Receivable Round 2

# Customer Setup

* Legacy Customer Number(s)

# Customer Invoice

* Create a Free text invoice
	+ CQA
	+ DC Retiree Med/Den

# Customer Payment

* Enter a Customer payment journal
	+ CQA
	+ DC Retiree Med/Den
* Enter a DRT General journal to record payments
* Enter a General journal to record a forged check
* Enter a Write-off
	+ Individual invoice
	+ Mass Write-off