Training Participant Guide – Accounts Receivable

# Customer Setup

* Create a Customer\*
* Customer groups
* Legacy Customer Number(s)

# Customer Invoice

* Create a Free text invoice\*
  + CQA
  + DC Retiree
* Create a Free text invoice template
* Create a Free text invoice from a template\*
* Create a Fuel General journal

# Customer Payment

* Enter a Customer payment journal\*
* Enter a Write-off

# Customer Inquiries and Reports

* Customer
  + Balance\*
  + Transactions\*
* Aged balances\*