



Accounts Receivable - Standard Processing



DISPRAX



::: OVERVIEW

This course will introduce you to the key functions within the TIMMS Accounts Receivable module and provide you with the knowledge to be able to perform day-to-day Debtor tracking tasks.

Also covered are key enquiries and reports to assist you with performing these functions.

::: AREAS COVERED

- Creating & Maintaining Customer Accounts
- Processing Customer Receipts & Overpayments
- Account Enquiries & Adjustments
- Generating Statements
- Trial Balances and Stop Credit listings

::: PRIOR KNOWLEDGE

This course assumes an understanding of the key functions and responsibilities of an Accounts Receivable clerk.

::: WHO WILL BENEFIT?

- New Accounts Receivable Clerk
- Accounts Staff
- Administration Staff

::: BENEFITS OF TRAINING

Regular training sessions are critical to ensuring your staff maximise their usage of the TIMMS system.

Our training is performed by **TIMMS certified Training Consultants** in an environment that promotes discussion and learning, helping to:

- Gain a deeper understanding of how the TIMMS system works
- Build skills and confidence
- Improve usage of TIMMS to maximise efficiency and accuracy

Workshop level:

- [Day-to-Day Processing](#)
- Intermediate
- Advanced Setup

Course Code: AR01

Course Duration: 3 hours

To register please phone or email training@disprax.com.au

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