USING ACCOUNTS RECEIVABLE (AR)

Course Description

Do you need to learn NetSuite Accounts Receivable? Will short tutorials help you be more effective on the job?

Using Accounts Receivable (AR) includes 23 video tutorials, each about 10 minutes in length. Each tutorial illustrates how to complete a specific AR task in NetSuite. You can select which tutorials to watch for just-in-time training or you can complete all of the tutorials for a comprehensive training experience.

Expert NetSuite instructors walk you through each AR process step-by-step. Along the way, recommended tips, best practices and key points are shared to make sure you use NetSuite most effectively. Downloadable Quick Reference Guides are also included with most tutorials so you have detailed instructions for later reference.

Once you are enrolled in the course, you will have 24-hour access for 30 days, giving you time to complete the training whenever you need it.

Key Tasks
How do I:

- Configure the Home Dashboard for an Accounts Receivable role?
- Create a new customer and contact?
- Create and approve sales orders?
- Create an invoice?
- Invoice billable customers?
- Receive customer payments and record deposits?
- Issue a customer credit memo?
- Refund an Open Balance?
- Create and approve a return authorization (RMA)?
- Set up a billing schedule?
- Generate customer statements?
- Navigate and generate accounts receivable reports and standard sales reports?

Who Should Attend

- Finance and accounting professionals who are new to using NetSuite and are responsible for Accounts Receivable (AR).

Prerequisite Course

- Participants should be familiar with NetSuite navigation and functionality prior to taking this training. To ensure you have the necessary skills, watch the Getting Started tutorials available in the SuiteAnswers Training Videos library.

Tutorials

Introduction

Configuring Accounts Receivable Home Dashboard: NetSuite provides flexibility in building your Home Dashboard based on your role. In this topic, you will learn how to tailor the dashboard for an Accounts Receivable role, add and set up portlets including Reminders, Shortcuts, Recent Records, Quick Search, KPIs and Report Snapshots.

Managing a Customer Record

Creating a New Customer: Learn how to create a customer record to collect information specific to the needs of your business.

Creating a New Contact From a Customer Record: Contacts are your point persons when doing business with a company. Learn how to add new contacts to an existing customer record.

Related Courses
Take these courses for more training:
- NetSuite: Finance Fundamentals
- SuiteAnalytics: Financial Reports and Searches

Managing Sales Orders and Invoices

Creating a Sales Order: Learn how to enter a Sales Order using the Standard Sales Order form.

Approving a Sales Order: Learn how to approve a Sales Order, either individually or in bulk.

Creating an Invoice: Learn how to create an Invoice when payment for goods or services is not received at the time of delivery.

Billing a Sales Order: Learn how to generate Cash Sales for sales paid with cash and generate Invoices for transaction made on account.

Invoicing Billable Customers: Learn how to manage and charge back the customer for billable items, time and expenses though an invoice.

Processing Payments and Credits

Receiving Customer Payments: Learn the different ways to apply payments to an invoice and how a payment receipt is generated for each payment.

Recording Customer Deposits: Learn how to record advanced customer payments either through a stand-alone Customer Deposit or through a specific Sales Order. This topic explains both processes and highlights their advantages and disadvantages.

Issuing a Customer Credit Memo: Learn how to create credit memos that are both linked and not linked to an invoice.

Refunding an Open Balance: Learn how to pay a customer refund by issuing a check or crediting a customer's credit card using NetSuite.

Managing Return Authorizations

Creating a Return Authorization: Learn how to issue a return authorization in NetSuite. This topic walks you through the two ways to enter an RMA, which is either stand-alone or linked. You will also discover how to process the return as a cash refund or credit.

Approving a Return Authorization: In this topic, you will learn how to approve a single return authorization or approve them in bulk.

Billing Schedules and Monthly Activities

Setting up a Billing Schedule: Learn how to create a schedule to bill a sale over a range of time or a contract term.

Committing Revenue for a Sales Order: Learn how to create a revenue commitment based on the sales order and utilize the revenue commitment to recognize the revenue.

Generating Customer Statements: Learn how to generate customer statements including invoices, finance charges assessed, credit memos issued and payments received during a specific period of time.

Reports

Navigating NetSuite Reports: Learn how to navigate through NetSuite's Standard Reports, apply filters and customize them to your needs. Generate reports in different views and formats, such as XLS, CSV, PDF or DOC.

Generating Sales Order Reports: Learn how to access and generate the different Sales Order Reports. This topic covers: Order Registers, Open Registers, Orders Pending Fulfillment, Sales Back Order and Shipping.

Generating Return Authorization Reports:
Learn how to generate and customize your Return Authorization Reports and change the status of the different Return Authorizations. This includes: Return Authorizations Register, Open Return Authorizations Report and Return Authorizations Pending Receipt Report.

Generating Open Invoices Report: Learn how to generate an Open Invoices Report to track and get an overview of outstanding receivables as well as unpaid customer invoices.

Generating Transaction Detail Report:
Learn how to generate a detailed report of your transactions.

Generating Customer/Receivables Reports:
Find out about the different kinds of Customer/Receivable Reports and learn how they can be used in your business. This topic includes: A/R Aging Report, A/R Register Report, A/R Payment History Reports and Receivable by Customer Report.

NetSuite reserves the right to adjust the stated course content to reflect changes to the NetSuite application and to meet the expressed needs of course attendees.

Features and functions covered in this course might not reflect those in your purchased NetSuite account.