

Training Webinar Series

Accounts Payable / Accounts Receivable

This training webinar series for Accounts Payable and Accounts Receivable is designed to give attendees a high-level understanding of the overall process flow of both areas in the DELMIworks system. Each session will walk through the process from creating an invoice, viewing aging information, creating credit/debit memos, and then applying cash. This is a 2-part series with each session lasting 2 hours.

➤ Accounts Receivable Process

- Auto Invoicing from Packing Slips
- Customer Ageing information
 - Aging reports
 - Customer Status
- Customer returns / adjustments
 - Generating a credit memo from a posted AR Invoice
 - Generating a credit memo from the Customer RMA module
- Cash Receipts
 - Applying credit memos
 - Short pay transactions
 - Receiving pre-payments on account

➤ Accounts Payable Process

- Invoicing from PO Receipts
- Vendor Ageing information
 - Aging reports
 - Vendor status
- Vendor returns / adjustments
 - Generating a debit memo from a posted AP Invoice
 - Generating a credit memo from the Vendor RMA module
- Cash Disbursements
 - Applying debit memos
 - EFT transactions
 - Cash Flow and Check register reports

Training Policy

Virtual training sessions are presented via GoToWebinar. Training will be on the trainer's data and there will be an opportunity for question and answer at the end of the session. Please contact our Training Department at 805.227.1122 Ext.4, or email DELMIAworks.training@3ds.com for course availability and pricing information.

Customer Cancellation & Reschedule Policy

- 49 hours or more, no charge
- 48 hours or less, 50% charge

DELMIAworks reserves the right to cancel Virtual Training Classes due to lack of enrollment.