

Receivables Certification

Critical Skills for Certification

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Document Types and Fields

- Identify and explain the proper use of the following documents
 - RE
 - CR
 - WO
- Identify and explain the proper use of the following document sections
 - Header
 - Vendor
 - Accounting
- Identify and understand the required and often used optional fields

Lookup and Retrieval

- Locate an existing receivable document in the Document Catalog
- Locate referenced documents associated with the receivable

Document

- Create a new Receivable document for the Document Catalog
- Modify a Receivable as necessary
- Understand how to close a Receivable
 - Through a Cash Receipt
 - Through a write-off
 - By discarding
- Validation
- Submission

Customer Information

- Find the customer number
 - From within the document using the pick list
 - From Data warehouse
 - From VCUSTQ

Revenue Process

- Understand and explain the billing process
- Understand and explain the collection process

Definitions

- Understand and be able to define the following terms
 - Billing Process
 - Cancellation Phases
 - Cash Receipts
 - Collection Letters
 - COLLC
 - Dunning Messages
 - Inquiries
 - RESTA – Receivable Search
 - CACT – Customer Account Options
 - CUSTA – Customer Account Information
 - DHIST – Document History
 - VCUSTQ – Vender/Customer Query Table
 - Invoices
 - INVQ
 - INVHS
 - Invoice Printing
 - Receivable
 - Revenue
 - Statements
 - STMTQ
 - STATD
 - Statement Printing