

# ACCOUNTS RECEIVABLE

## Lesson Plan - September 16, 2021

At the end of the *Accounts Receivable* lesson, the client and targeted users will be able to perform all the necessary configurations and actions to manage accounts receivable in **maestro\***, from from issuing invoices to collecting them.

## UnitAR01 - Preliminary Analysis and Configuration

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
<p>The objective of this lesson is to clarify the needs, requirements, and conditions for using accounts receivable and to perform the basic configurations related to the use of <b>maestro*</b>'s <b>Invoicing</b> module.</p> <p><i>PREREQUISITES</i></p> <ul style="list-style-type: none"><li>• General Ledger;</li><li>• Projects;</li><li>• Security.</li></ul> <p><i>OPTIONAL PREREQUISITES</i></p> <ul style="list-style-type: none"><li>• Document Management;</li><li>• Contact Management.</li><li>• Catalogue Management</li></ul>	<ul style="list-style-type: none"><li>• Analysis</li><li>• General Settings (<b>Invoicing</b> module):<ul style="list-style-type: none"><li>• General;</li><li>• Forms;</li><li>• Account Statement;</li><li>• Customer;</li><li>• Enter a Sale;</li><li>• Project Receivable.</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Discussion on the current and future process of accounts receivable management (strengths and weaknesses);</li><li>• Set up of the required configurations for the implementation;</li><li>• Decision-making.</li></ul> <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"><li>• Reflect on the discussions.</li></ul>	30 min	<ul style="list-style-type: none"><li>• <a href="#">Training document AR01</a></li><li>• Concept - <a href="#">The Different Invoicing Methods in maestro*</a></li><li>• <a href="#">Holdback configuration document<sup>1</sup></a></li></ul>	Pilot

<sup>1</sup>This training document is under development.

## UnitAR02 - Customer Configurations

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the customer and designated users will be able to define and configure the parameters necessary to create and import customers in <b>maestro</b> *.	<ul style="list-style-type: none"> <li>Customer Management (creating and using a template);</li> <li>Define Certificates;</li> <li>Define Customer Addresses;</li> <li>Define Customer Types;</li> <li>Customer Discounts Table;</li> <li>Salesperson Management;</li> <li>Credit Terms Management;</li> <li>Define Sales Departments;</li> <li>Maintain Price Lists;</li> <li>Item Management;</li> <li>Customer Import;</li> <li>Close a Customer;</li> <li>Reopen a Customer;</li> <li>Block a Customer;</li> <li>Unblock a Customer;</li> <li>Credit Validation;</li> <li>Close a Period;</li> <li>Verification of Certifications.</li> </ul>	<ul style="list-style-type: none"> <li>Review of previous concepts and validation of completed tasks as homework;</li> <li>Explanation and completion of the different management windows linked to aging reports, according to the client's needs and system requirements, to automate data entry.</li> <li>Import of customers and their information using an <i>Excel</i> file.</li> </ul> <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> <li><i>Finalize data entry;</i></li> <li><i>Finalize the Excel file listing all customer information.</i></li> </ul>	2h	<ul style="list-style-type: none"> <li><a href="#">Training document AR02<sup>1</sup></a></li> <li>How To - <a href="#">Managing Customer Credit</a></li> </ul>	<p>Pilot</p> <p>Users</p>

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<sup>1</sup>This training document is under development.

## UnitAR03 - Accounts Receivable 101

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the customer and designated users will be able to perform sales and collect receipts.	<ul style="list-style-type: none"> <li>Enter a Sale (T&amp;M Invoicing);</li> <li>List of Sales;</li> <li>Print Invoices;</li> <li>Receipt;</li> <li>Individual Receipts;</li> <li>Liste of Receipts;</li> <li>Cancel a Receipt;</li> <li>Deposit Receipts;</li> <li>Account Statement;</li> <li>Release Holdback;</li> <li>Modify Receivable Invoice Status Code;</li> <li>Interest Accounting;</li> <li>Lien Management (optional);</li> <li>Lien Report.</li> </ul> <p>Reports</p> <ul style="list-style-type: none"> <li>Accounts Receivable List;</li> <li>AR Aging Report;</li> <li>Detailed AR Aging Report;</li> <li>AR List by Project;</li> <li>List of Invoices;</li> <li>Receipts by Customer;</li> <li>Receipts by Project;</li> <li>Customer History;</li> <li>Recovery Periods;</li> <li>Customer Inquiry.</li> </ul>	<ul style="list-style-type: none"> <li>Review of previous concepts and validation of completed tasks as homework;</li> <li>User training according to the process established at the time of the analysis.</li> <li>Demonstration of the different options and ways to carry out sale transactions and enter receipts.</li> <li>Validation and definition of modifications to be made to the sale forms, if necessary.</li> <li>Validation of aging reports and consultations.</li> </ul> <p>HOMEWORK</p> <ul style="list-style-type: none"> <li>Practice entering transactions and validate the discussed processes</li> </ul>	4h	<ul style="list-style-type: none"> <li>Training document <a href="#">AR03</a></li> <li>How To - <a href="#">Post Payment Discounts when Transferring Receipts</a></li> </ul>	<p>Pilot</p> <p>Users</p>

## UnitAR04 - Operational Accounts Receivable Training

### Optional Session - Training of the client's employees with the implementation specialist

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, users will be able to perform the various types of transactions and operations specific to accounts receivable management.	<ul style="list-style-type: none"> <li>• Enter a Sale (T&amp;M Invoicing);</li> <li>• Print Invoices;</li> <li>• Receipts;</li> <li>• Individual Receipts;</li> <li>• List of Receipts;</li> <li>• Cancel a Receipt;</li> <li>• Deposit Receipts;</li> <li>• Account Statement;</li> <li>• Release Holdback;</li> <li>• Modify Receivable Invoice Status Code;</li> <li>• Interest Accounting;</li> <li>• Lien Management (optional);</li> <li>• Lien Report;</li> </ul> <p>Reports</p> <ul style="list-style-type: none"> <li>• Accounts Receivables List;</li> <li>• AR Aging Report;</li> <li>• Detailed AR Aging Report;</li> <li>• AR List by Project;</li> <li>• List of Invoices;</li> <li>• Receipts by Customer;</li> <li>• Receipts by Project;</li> <li>• Customer History;</li> <li>• Recovery Periods;</li> <li>• Customer Inquiry.</li> </ul>	<ul style="list-style-type: none"> <li>• Review of previous concepts and validation of completed tasks as homework;</li> <li>• User training according to the process established at the time of the analysis;</li> <li>• Validation and definition of modifications made to sale forms, if needed.</li> <li>• Demonstration of the different options and ways to execute sale transactions and enter receipts.</li> <li>• Validation of aging reports and consultations.</li> </ul> <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> <li>• Practice entering transactions</li> </ul>	4h	<ul style="list-style-type: none"> <li>• Training document <a href="#">AR03</a></li> </ul>	Pilot Users

## UnitAR05 - Form Validation

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson the customer will be able to use the standard <b>maestro</b> * forms defined to meet their needs.	<ul style="list-style-type: none"><li>• Invoices;</li><li>• Account Statements;</li><li>• Holdback Release;</li><li>• Lien Management;</li><li>• Releases;</li><li>• Delivery Preparation.</li></ul>	<ul style="list-style-type: none"><li>• Review of previous concepts and validation of completed tasks as homework;</li><li>• Adjustment of standard <b>maestro</b>* forms to print pre-configured forms with the customer's logo.</li></ul> <i>HOMEWORK</i> <ul style="list-style-type: none"><li>• <i>Validate the accuracy of the forms</i></li></ul>	To be Determined	<ul style="list-style-type: none"><li>• <a href="#">Training document AR05<sup>1</sup></a></li></ul>	Pilot

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<sup>1</sup>This training document is under development.

## UnitAR06 - Tests and Validation

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the customer and designated users will have carried out the tests and verifications to validate the configurations made beforehand, and will be able to attest to the adequacy of these configurations with the established processes.	<ul style="list-style-type: none"> <li>Accounting Entry;</li> <li>Accounts Receivable List;</li> <li>Print Account Statements.</li> </ul>	<ul style="list-style-type: none"> <li>Review of previous concepts and validation of completed tasks as homework;</li> <li>Test Assistance;</li> <li>Transaction Validations.</li> <li>Validation of reports and consultations</li> <li>Settings review, if needed</li> <li>Processes review, if needed.</li> </ul> <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> <li><i>Complete Integrated Tests</i></li> </ul>	5h	<ul style="list-style-type: none"> <li><a href="#">Training document AR06<sup>1</sup></a></li> </ul>	Pilot Users

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## UnitAR07 - Conclusion

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the customer will have shown the necessary knowledge and skills to manage accounts receivable in <b>maestro*</b> .	<ul style="list-style-type: none"><li>• Validate learnings;</li><li>• Review the security settings applied to the module.</li></ul>	<ul style="list-style-type: none"><li>• Preparation of the next training lessons:<ul style="list-style-type: none"><li>• Contractual Billing</li><li>• Progress Billing</li><li>• Cost Plus Invoicing</li><li>• Construction Management Billing</li><li>• Invoice Managemnet (W/O)</li><li>• Quarry and Concrete Ticket Invoicing</li><li>• Customer Orders and Sale Point</li></ul></li></ul>	1h	<a href="#">Acquired competencies form - AR<sup>I</sup></a>	Pilot

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