

The Accounts Receivable training video series provides the information necessary in order to set up and maintain commercial customers that buy on-account from the stores, are sent statements at the end of the accounting period and remit payments that must then be applied to their accounts.

Although the topics are listed in the recommended order, they can be viewed as needed.

Since there are a number of controls that determine how A/R customer accounts are handled, the following topics help determine the type of accounts to setup and the best way to present both the back office posting screens and the customer aging balances.

-  [Intro to AR](#) – 2 minutes
-  [AR Account Pay Type](#) – 2 minutes
-  [Prompt Payment Terms](#) – 4 minutes
-  [Posting Setups BF and OI](#) – 5 minutes
-  [Posting Setups Open Item](#) – 4 minutes

There are a number of features that can be used when posting and applying transactions to customer accounts that streamline the process. The following videos identify how each part of the A/R screen is used and deal primarily with the types of posting transactions.

-  [Post Entries Screen](#) – 3 minutes
-  [Post Entries Posting Codes](#) – 3 minutes
-  [Post Entries Screen Transactions Grid](#) – 4 minutes
-  [AR Right-Click Menu](#) – 3 minutes

Since most of the work in maintaining commercial accounts is posting and applying payments, these videos define the best way to handle both Open Item and Balance Forward payment posting, how to correct posting errors and how to create and apply adjustments to the accounts.

-  [Balance Forward Payment Posting](#) – 4 minutes
-  [Posting Open Item Payments](#) – 5 minutes
-  [Posting Open Item Overapply](#) – 3 minutes
-  [Posting Adjustments](#) – 3 minutes
-  [Posted Error](#) – 4 minutes
-  [Posting Payment Discounts](#) – 3 minutes
-  [Posting Payment Discounts Auto-Calculation](#) – 5 pages
-  [Posting ROA Payments](#) – 2 minutes
-  [Apply Pending Screen](#) – 3 minutes
-  [View Entries Screen](#) – 4 minutes

Furthermore, ROA accounts can be processed in eOffice. Watch the videos below to see how to process and set up automatic ROA with eOffice.

-  [eOffice Auto ROA Setup](#) – 2 minutes
-  [eOffice Auto ROA Processing](#) – 4 minutes