

Practice Exercises – Accounts Receivables

Please use the Company List below to complete the following exercises

1. Create an AR account for Company# 1 and complete the following:
 - a. Client Profile
 - b. 2 different Client Contacts
 - c. Give the account full credit
 - d. Create 4 Invoices and post Room Charges to all of them
2. Create an AR account for Company# 2 and complete the following:
 - a. Client Profile
 - b. 2 different Client Contacts
3. Create a Permanent Client Account for Company# 3 and complete the following
 - a. Client Profile
 - b. 1 Client Contact
4. Post a payment of \$1,000 to Company# 1. Distribute the payment to 2 of the 4 invoices
5. Transfer one of the remaining open folios from Company# 1 to Company# 2's account
6. Distribute the remaining payment for Company# 1.
7. Go to Front Desk Menu, using the Permanent Folio Search, create 2 folios and post 3 charges to each folio
 - a. Post a full payment for the first folio
8. Change the address and phone number for Company# 2

Company Names

- 1.
2. Accademia Qualitas
3. Discovery Learning Solutions
4. Ingenia Training
5. RG Training Resources
6. Sapient Management Consulting Inc
7. Job Design Concepts Inc