



## 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. Academia Qualitas
2. Discovery Learning Solutions
3. Ingenia Training
4. RG Training Resources
5. Sapient Management Consulting Inc
6. Job Design Concepts Inc