

# **MrMonarch Commercial Banking Course Curriculum**

**Class Length: 2 days on site, 3 (4) hour block Web Based.**

## **Accounts Receivable**

1. Calculate ineligible per Detailed and Summary AR agings
  - a. re-age data based on invoice or due date (calculate past dues)
  - b. Credits in past dues
  - c. Cross aging reserve
  - d. Foreign AR
  - e. Contras
  - f. Intercompany
  - g. Chargebacks
  - h. Partially paid invoices
  - i. Customer/Vendor same name or address for contra detection
2. Sort by customer
3. Top 10 reporting
4. Pick out transactions for a particular customer
5. Analyze subsidiary registers or individual transactions
  - a. Segregate different transactions (credits from invoices)
  - b. Analyze cash receipts
6. Convert due date to invoice date agings
7. Sample selection
  - a. Statistical
  - b. High dollar items
  - c. Round dollar items

## **Inventory**

1. Sort by value
2. exclude or include by product codes
3. exclude per sku
4. Reboot and re-extend values
5. Determine inventory values by location
6. Item analysis (compare inventory levels)
  - a. By SKU or product code
7. Sample selection
  - a. Statistical
  - b. High dollar items
  - c. Round dollar items

## **Accounts Payable**

1. Sort by vendor
2. Top 10 reporting
3. Pick out transactions for a particular vendor
4. Convert due date to invoice date agings and vice versa

## **Cash**

1. Check register – sort by big ticket items
2. Find even or zero cent item

## Files/Reports Incorporated

1. Files to use:
  - a. AR detail
  - b. AP detail
  - c. Check Register
  - d. Inventory Report
  - e. Invoice Register
  - f. Credit memo register
  - g. Detailed GL or extract of GL (i.e., one account)