

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)