

GOVERNMENT FINANCE OFFICERS ASSOCIATION OF ALABAMA
CERTIFIED GOVERNMENTAL ACCOUNTING TECHNICIAN PROGRAM
COURSE CONTENTS

Course Title : **Billings/Accounts Receivable** **Course Classification:** Elective

Course Objective : **To familiarize the candidate with techniques to record money that is owed and or paid to your entity for products or services that have been rendered by you on credit to customers.**

Course Textbook(s): **Accounting Essentials, 2nd edition by Margolis and Harmon
Essentials of Credit, Collections, and Accounts Receivable by
Schaeffer**

Assignments

Chapter 6 Margolis **Accounting for Credit Sales**
 The sales journal
 The cash receipts journal
 Maintaining accounts receivable subsidiary ledgers
 Reconciling the control account and the subsidiary ledger

Chapter 1 Schaeffer **Approving the Credit Application**
 Importance of business credit
 Evaluating the creditworthiness of customers

Chapter 2 Schaeffer **Billing Customers**
 Billing cycle
 Invoice preparation
 Electronic billing

Chapter 8 Margolis **Internal Control of Receipts**
 Definition of internal control
 Control of receipts
 Check Register
 Bank reconciliations
 Using financial statement data to evaluate receivables

Chapter 3 & 4 Schaeffer **Collections**
 Types of collection techniques
 Use of late fee
 Use of collection agencies
 Using financial statement data to evaluate receivables

Chapters 5,7 Schaeffer **Managing Customers and Receivables**
 Discounts and deduction issues
 Customer relations

**Chapters 8, 9, 10
Schaefer** **Legal Issues Involving Credit**

