

**Instructions:**

*Review the “Sales and Cash Receipts” lesson from Volume 2 of the interactive Multimedia Tutorial CD and Chapters 1 and 2 of the Accounting Supplement manual. Complete the following exercises and review your progress with your supervisor.*

**Review**

- CD Tutorial – Sales and Cash Receipts
- Accounting Supplement Manual – Chapter 1, Accounting Setup
- Accounting Supplement Manual – Chapter 2, Sales Invoices & Receipts

**Create a Batch**

- Create a Batch for today’s date. Use the naming convention outlined in Chapter 2. Accept the system default field values with the following exceptions:

Billing Group = ASOC  
Print Receipts = Y  
Credit Card Verifying Options = None

*Enter the Batch ID here:* \_\_\_\_\_

**Create an Invoice**

- Using the batch you just created, create an invoice for Carol Barker. Carol is purchasing the following items:

2 REALTOR Logo Mugs  
1 Boss Executive Planner  
10 Listing Forms

*Enter the Invoice # here:* \_\_\_\_\_

*Enter the Invoice Amount here:* \_\_\_\_\_

Print and attach the invoice

**Pay off the Invoice**

- Pay the invoice created in the previous step with the payment type of Cash.

Print and attach the receipt

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Trainee: \_\_\_\_\_