DELPHI Skills Assessment for AR Accounting Supervisor

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

		Proficiency						
Skills	**Does not apply to my job**	**I don't know how**	**I need help**	**I can do with written steps**	**I can do with some help**	**I can do without help**	**I can explain what I am doing**	**I can teach someone else**
Basic Navigation								
Review all Accounts Receivable Transactions								
Validate AR Setup and Add new Memo Lines as needed								
Prepare AR Recurring Charge Invoices								
Approve Journal Entries								
Approve Offset Invoices								
Approve Customer Merge								
Collection Activity for Accounts 180 or more days Delinquent								
Determine need for Miscellaneous AR Invoices								
Modify Customer Setup								
Approving Debit Memos								
Customer Call Information								
Approving Project Invoices								
Print Project Invoices								
Prepare Journal Entries for Accounts Receivable Activities								
Assure Agency is Prepared for Period End								
Reconcile Accounts Receivable and General Ledger								
Resolve AR Invoice Errors								
Maintain Customer Files								
Maintain Transaction Types								