Accounting Location Bookkeeper Course

Last Modified on 11/16/2026 9:24 am CST

Cancellations received up to 10 business days prior to the date of the class will receive a full refund. Cancellations less than 10 business days prior to class and no-shows are not eligible for a refund.

Cost

$800

To apply SKY Bucks to the course price, please register for the course, then contact your sales representative.

Description

The Location Bookkeeper course familiarizes those new to Agvance with best practices for Accounts Receivable and Inventory transactions as well as related reports.

This class is packed with hands-on exercises giving each participant the confidence to apply this knowledge in their work environment.

Note: The topic of Accounts Payable will not be covered in this course. An understanding of Accounts Payable is not necessary to successfully complete this course. If needed, an Accounts Payable eLearning course is available and can be found by following the link below.

- Accounts Payable Basics (e-Learning, 1- hour, learning can be customized and shortened by only completing needed topics)

Learning Objectives

After completing this course, participants will be able to:

- Identify Key Elements of Agvance Navigation and Master Files
- Create Invoices
- Create Delivery Tickets
- Process Payments from Customers
- Identify and Run Key A/R reports
- Create Purchase Orders
- Create Purchase Receipts
- Create Inter-Company Transfers
- Enter Physical Inventory Adjustments

- Utilize Product and Price Look-up Utilities
- Prepare for A/R and Inventory End of Month Prove Out

Time

The daily schedule for this 2-day course is:

> Day 1: 9 a.m. – 4 p.m. Central Time
> Day 2: 9 a.m. – 4 p.m. Central Time

Location



This course is taught by an instructor in a Virtual Classroom.

Register

Select a date below to register for the course.

- February 17th & 18th, 2027
- May 12th & 13th, 2027
- November 10th & 11th, 2027

Intended Audience

This training is intended for Bookkeepers new to Agvance Accounts Receivable and Inventory functions.

Prerequisites

Prior to attending this class it is recommended that participants familiarize themselves with Master Files in Agvance, as the topic will not be fully covered in course content. For your reference, links to Master Files educational resources are available at the links below.

- **Customers Master File** (eLearning)
- **Products Master Files** (eLearning)
- **Farms & Field Master Files** (eLearning)

Materials and Equipment

- **Printed Manual** – A printed manual will be shipped to course registrants if registration is submitted 10 business days prior to the course.
- **Dual monitors with speakers and a microphone** – For your best experience, please plan to take the course in

a quiet location using headphones with a mic and dual monitors.

- **Credentials** – Registrants will receive instructions on how to connect to Agvance prior to the course.