

## Accounting Department (AR) 3rd Month Objectives

Mentor's Name: \_\_\_\_\_ Employees Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Title: \_\_\_\_\_

Training Requirement	Initials or (N/A)
<b>Private Work</b>	
Shadowed on lien process	
Example:	
<b>Reports</b>	
Understanding of AR aging report	
Understanding QA report	
Understanding of reconciliation report	
<b>Collection Calls and Emails</b>	
Ability to handle collection calls and emails	
Example #1:	
Example #2:	
<b>Contract Adjustments</b>	
Ability to complete contract adjustments	
<b>Change Orders</b>	
Ability to complete change order process	
<b>Taulia Uploads</b>	
Ability to complete Taulia uploads	
<b>Ariba Uploads</b>	
Ability to complete Ariba uploads	
<b>Financial Dashboard</b>	
Understanding and ability to navigate Financial Dashboards	
<b>Unifier</b>	
Shadowed and basic understanding of unifier	
Example #1:	
Example #2:	
<b>High Speed Rail Waivers</b>	
Ability to complete high speed rail waiver process	
<b>Aging Invoice</b>	
Ability to complete aging invoice email reminder process	
<b>Certificate of Insurance</b>	

Ability to complete certificate of insurance process	
Additional Training Provided:	
1.	
2.	
3.	
4.	
5.	