Accounting Department: Week 5: Accounts Receivable & Accounts Payable

The fifth week you will learn:

* How to work with charge sales and accounts receivable
* About invoices
* About accounts payable
* Know parts of a purchase order

Assignments for Week 5

1. Read the chapter 5 accounting Tutorial. [Chapter 5 Accounting Tutorial](http://janetbelch.com/acct/c5.html)
2. Answer the four questions at the bottom of the tutorial
3. Complete worksheet questions and turn into instructor
4. Complete practice invoice
5. Turn in your progress log to your supervisor.
6. Prepare an invoice spreadsheet
7. Prepare a practice purchase order
8. Prepare a purchase order spreadsheet
9. Take the chapter 5 accounting test. [Chapter 5 Accounting Test](http://janetbelch.com/acctests/c5test.html)