



Job Tracking - Standard Processing



DISPRAX



::: OVERVIEW

In this course you will learn how to set up Fixed or Time & Material jobs to allow tracking of work performed and materials used for a customers' project or job.

::: AREAS COVERED

- Setting up Cost Codes, and Product Codes to track labour and materials used in jobs
- How to handle both Stocked items and Outsourced materials
- Process transactions for your labour
- Invoice jobs in instalments (Fixed cost) or as you go (T&M)

::: PRIOR KNOWLEDGE

This course assumes an understanding of the Sales Order processing for your business, and how these jobs are tracked.

::: WHO WILL BENEFIT?

- TIMMS Administrators
- Project / Job Manager
- Sales Administration Staff

::: BENEFITS OF TRAINING

Regular training sessions are critical to ensuring your staff maximise their usage of the TIMMS system.

Our training is performed by **TIMMS certified Training Consultants** in an environment that promotes discussion and learning, helping to:

- Gain a deeper understanding of how the TIMMS system works
- Build skills and confidence
- Improve usage of TIMMS to maximise efficiency and accuracy

Workshop level:

- Day-to-Day Processing
- **Intermediate**
- Advanced Setup

Course Code: JT01

Course Duration: 4 hours

To register please phone or email training@disprax.com.au

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