



Order Entry – Sales Processing



DISPRAX



::: OVERVIEW

This course will introduce you to the key functions within the TIMMS Order Entry module.

It will cover all aspects of selling from creating an Allocation (Picking Slip), Modifying / Releasing it to an Order (Delivery Docket), and Modifying / Releasing it to an Invoice.

Also included are the key enquiries and reports to assist you with effectively tracking customer orders and performing these functions.

::: AREAS COVERED

- Creating and Maintaining Customer Ship-To-Addresses
- Creating / Modifying / Cancelling / Releasing Allocations
- Creating / Modifying / Cancelling / Releasing Orders
- Key Enquiries & Reports

• ::: PRIOR KNOWLEDGE

This course assumes an understanding of your current business processes and procedures in relation to the taking and processing of customer sales orders.

::: WHO WILL BENEFIT?

- TIMMS Administrators
- Sales Staff
- 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: OE04

Course Duration: 2 hours

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