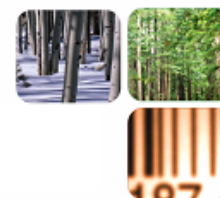




Order Entry - Invoicing Administration



DISPRAX



::: WHO WILL BENEFIT?

- TIMMS Administrators
- Accountants
- 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: OE02

Course Duration: 2.5 hours

::: OVERVIEW

This course expands on the Order Entry - Sales Processing course (OE01) by introducing you to key administration functions within the Order Entry module.

Included are key enquiries and reports to support these functions.

::: AREAS COVERED

- Creating / Modifying Invoices
- Creating Price Credit Notes
- Creating Stock Return Credit Notes
- Setting Up Sales Margins
- Modifying/ Releasing Suspended Sales Documents
- Processing the End of Day Document Posting which will move all released Invoices/Credit Notes to Account Receivable
- Key Enquiries & Reports

::: PRIOR KNOWLEDGE

It is expected that participants will have a thorough understanding of the topics covered in the Order Entry - Sales Processing (OE01) course.

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

Surveyors Place
Level 1, 119 Ferrars Street
Southbank VIC 3006

Telephone: +61 3 9682 3700
Facsimile: +61 3 9682 9022
Website: www.disprax.com.au