



Purchasing – Non Stock & Setup



DISPRAX



::: OVERVIEW

This course will work through the various methods of processing and tracking non-stock items using TIMMS.

::: AREAS COVERED

- Product Code and Integration data setup
- Review the different ways to use Non-Stock codes
- Purchase Order and Receipt processes
- Supplier Invoice matching
- Impact on General Ledger integration data

::: PRIOR KNOWLEDGE

This course assumes an understanding of the set up and flow of processes for normal stock ordering, receipting and purchase accrual matching.

::: WHO WILL BENEFIT?

- TIMMS Administrators
- Purchasing / Stock Receipting Staff
- Accounts Payable 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: PO02

Course Duration: 2 hours

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