



Point Of Sale - Standard Processing



DISPRAX



::: OVERVIEW

This course will introduce you to the key functions within the TIMMS Point of Sale module. It includes all aspects of COD and Cash sales from creating a COD and Cash Sale through to posting all released documents to the Accounts Receivable module.

Also covered are key enquiries and reports to assist you with performing these functions.

::: AREAS COVERED

- Creating / Modifying / Releasing a COD
- Making a payment to a COD
- Refunding a COD
- Creating / Modifying / Releasing a Cash Sale
- Transferring a Cash Sale to a COD
- Refunding a Cash Sale
- Receipting an Account Payment
- Closing off and Balancing the Till
- Posting all released End of Day documents
- Key Enquiries and Reports

::: PRIOR KNOWLEDGE

This course assumes an understanding of how your business processes cash and COD sales, and how payments are tracked.

::: 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: PS01

Course Duration: 4 hours

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

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