

COMMANDbatch Training

COMMANDbatch Order Entry Basics

Course Description:

This one day class will familiarize attendees with the basics of the COMMANDbatch Order Entry module and settings and features that are beyond a basic understanding of the Order Entry module. Attendees will gain a working knowledge of creating orders, shipping orders, setting up pricing, products, taxes, accounting information, and customers within COMMANDbatch.

Who should attend:

Anyone in your organization who is responsible for creating Orders, shipping Orders, responsible for creating and maintaining saleable products and accounting information using COMMANDbatch.

Prerequisites:

Prior to attending this class the attendee should:

- Be familiar with concrete shipping operations within your company.
- Be familiar with the pricing of products within your company.
- Be familiar with the accounting processes within your company.
- Have a working knowledge of COMMANDbatch.
- Completed the COMMANDbatch Basics Command Alkon course.
- Understand their specific job responsibilities within your organization.

Course Objectives:

After completing the Order Entry Basics session attendees will know how to:

- Create a project.
- Delete a project.
- Copy a project.
- Create an order from a project.
- Create an order without a project.
- Cancel an order.
- Copy an order.
- Create an order for a future date.
- Add Non Concrete products to an order.
- Edit the pricing on an order.
- Create tickets from an order.
- Edit a delivery ticket.
- Cancel delivery tickets
- Copy delivery tickets against an order.
- Access order entry specific reports.

After completing the Order Entry Intermediate session attendees will know how to:

- Identify different methods for pricing products.
- Identify different methods for discounting products.
- Create and assign pricing categories.
- Create customers.
- Create tax authorities and tax codes.
- Create other products.

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- Create saleable materials.
- Use the reports designer to make minor changes to a delivery ticket format.
- Identify and use different methods for tracking inventory.
- Troubleshoot minor issues with the COMMANDbatch order entry module.
- Access the reports specific to the COMMANDbatch order entry module.