

Course Description:

This class will introduce new users to editing hauler information, paying haulers and withholding deductions from hauler pay in COMMANDseries. The class format will include demonstrations, group discussions, and hands-on practice.

Who should attend and when:

Anyone in your organization who will be responsible for assigning haulers and processing hauler pay should attend. If your company is new to COMMANDseries, this class should be taken before your COMMANDcartage Go-Live.

Prerequisites:

Prior to attending this class the student should:

- Possess basic Windows Operating System skills
- Be comfortable with the use of a keyboard and mouse
- Understand basic procedures for hauler assignments and payment within your company
- Understand their specific job responsibilities within your organization

Course Objectives:

After completing this class students will know how to:

- Define two types of cartage in COMMANDseries
- Describe the flow of information in COMMANDseries
- Describe the order entry and ticketing process in COMMANDseries
- Define the delivery methods in COMMANDseries
- Describe the haul charge hierarchy in COMMANDseries
- Describe the hauler pay hierarchy in COMMANDseries
- Describe each type of cartage rate
- Describe cartage rate table options
- Enter haulers
- Enter trucks
- Enter trailers
- Enter hauler/truck information for pay cartage
- Create quoted cartage pay rates
- Enter quoted deductions
- Create cartage surcharge codes
- Enter cartage accounting periods
- Establish an appropriate update routine for cartage tickets
- Update cartage tickets
- Edit tickets
- Update deductions
- Select the appropriate cartage report
- Generate a Hauler Revenue Report
- Generate a Deduction Report
- Generate a Settlement Sheet Report
- Use COMMANDseries Online Help and Workplace Features