

Course Description:

This class will introduce new users to pricing preparation and processing of invoices in COMMANDseries. Demonstrations, hands-on practice, and group discussions will be used to provide students with the knowledge and skills required to edit order and ticket information, create credit & debit memos, run cost and pricing routines, print invoices, and generate accounting-related reports using COMMANDinvoicing.

Who should attend and when:

Anyone in your organization who will be responsible for preparing or generating invoices should attend. If your company is new to COMMANDseries, this class should be taken prior to your Go-Live on COMMANDinvoicing.

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
- Possess basic accounting knowledge
- Understand basic invoice preparation processes, billing procedures and balancing routines within your company
- Understand their specific job responsibilities within your organization

Course Objectives:

After completing this class students will know how to:

- Describe the flow of information in COMMANDseries
- Describe the pricing hierarchy in COMMANDseries
- Describe the Order Entry and Ticketing process in dispatch
- Generate a ticket list
- Update costs and prices on existing orders and tickets to reflect changed price information
- Calculate unloading charges
- View priced orders to find zero-priced items and verify pricing
- Edit Ticket Times
- Edit existing orders or tickets
- Manually enter orders and tickets
- Retrieve, edit, suspend, remove and reactivate orders or tickets
- Suspend products from an invoice run
- Edit suspended tickets
- Generate various billing preparation reports to ensure accurate invoice information
- Generate a Preliminary Invoice Register
- Print invoices
- Generate a Final Invoice Register
- Creating messages to print
- Use COMMANDseries Online Help and Workplace Features