

Course Description:

This class will provide new users the knowledge and skills needed to organize, produce and manage liens 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 managing or gathering lien related data, creating lien locations, and posting payments or adjustments. This class should be taken prior to your COMMANDlien 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
- Basic accounting knowledge
- Understand the lien process and your business rules of operation
- Understand their specific job responsibilities within your organization

Course Objectives:

After completing this class students will know how to:

- Understand Basic Lien Configuration in COMMANDseries
- Understand Lien Terminology as it is used in COMMANDseries
- Identify User Responsibilities within the company
- Set lien requirements in the Customer and Project files
- Create/Edit lien locations in the Lien Location Manager Screen
- Create/Edit lien locations in the Project Screen
- Create/Edit lien location information in Edit Orders and Tickets
- Understand manual lien location creation in order entry
- Understand automatic lien location creation in order entry
- Print billing prep reports and verify lien information
- Update accounts receivable information to the lien module
- Run Queries
- Generate Preliminary Notices
- Generate Conditional Progress Releases
- Generate Unconditional Progress Releases
- Generate Conditional Final Releases
- Generate Unconditional Final Releases
- Generate Lien Notices
- Generate Intent to Stop Job Notices
- Recognizing New Activity
- Generate Lien Reports
- Access Lien History information
- Correct lien location information using the Lien Location Substitution Screen
- Understand the purpose of the Lien Legacy Invoice Manager
- Use COMMANDseries Online Help and Workplace Features