



## Order Entry

**Duration:** ½ day

### Who Should Attend

All delegates that are involved with selling and quoting for customers.

### Entrance Requirements

Computer literacy and Bookkeeping Knowledge.

### Course Content:

Transactions	Reports
<ul style="list-style-type: none"> <li>Quote</li> <li>Sales Order</li> <li>Shipment Entry</li> <li>Invoice Entry</li> <li>Return / Credit Entry</li> </ul>	<ul style="list-style-type: none"> <li>Transaction Lists</li> <li>Order Action</li> <li>Aged Orders</li> <li>Posting Journals</li> <li>Sales History</li> <li>Sales Statistics</li> </ul>
Statistics And Inquiries	
OE Forms	
<ul style="list-style-type: none"> <li>Order Confirmations</li> <li>Quotes</li> <li>Picking Slips</li> <li>Invoice</li> <li>Credit Notes</li> </ul>	