



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"> • Quote • Sales Order • Shipment Entry • Invoice Entry • Credit Note Entry 	<ul style="list-style-type: none"> • Transaction Lists • Order Action • Aged Orders • Posting Journals • Sales History • Sales Statistics
Statistics and Inquiries	OE Forms
	<ul style="list-style-type: none"> • Order Confirmations • Quotes • Picking Slips • Invoice • Credit Notes