



## Course Aim

The course aim is to enable the attendees to enter Invoice and Credit information and to enquire and report on the results.

## Pre-requisites

The course has been designed for Sales Invoicing input staff who have attended a Desktop Navigation course, and are familiar with the customer maintenance procedure of the organisation, and staff who are involved in the day to day function of a Sales Department.

## Suggested Attendees

This course is intended for users responsible for the input of invoice and credit information and the analysis that is produced.

## Course Content

- **Introduction to Sales Invoicing links with ACR Customers**  
An evaluation of the concept of the SIV system within AgressoQLF and the links with ACR.
- **Document Entry**  
Input of Invoice and Credit information to produce Invoice and Credit print runs.
- **Enquiries**  
The full SIV enquiry suite will be explained and demonstrated including individual customer documents, product searches and statistics.
- **Reports and Listings**  
There is a host of varied reports and listings that are incorporated within the Sales Invoicing system. It will be dependant on the module Parameter settings to which reports and listings are available to the user. Examples of the reports in this section will be explained.

### Course Objectives

To enable users within the Sales Department to produce invoices and credits in a timely manner.

### Methodology

The theoretical overview of invoice and credit note production with "hands on" tasks provided by the seminar leader to reinforce all aspects of the course.

### Duration

1 day  
From 10.00 a.m. - 16.30 p.m.

### Location

Agresso's Swansea Training  
Centre or customer site

### Cost

POA - dependant on location.