



SYLLABUS – SALES ASSISTANTS (ORDER MANAGEMENT)

CREATION AND FILES MAINTENANCE

- Customers
- Customer default file

CURRENT OPERATIONS

- Invoicing screen
- Invoice
- Credit and exchange confirmation
- Bid
- Order
- Shipping order
- Open order
- Format
- Customer change in the *Invoicing* screen
- Sales representative validation
- Confirm component
- Serial number
- Customer interface
- Customer, products and transactions search

REPORTS

- Accounts receivable reports
- Invoicing reports
- Sales reports