

Merit Technology

Training Course

SOM Order Processing

1 Day

The objective of this course is to train operational and project staff in the practical use of SOM Orders, Customer data management and Product data management.

Agenda

- SOM system overview
- Basic setting up :
 - Customers, rounds, positions
 - Products and price lists
 - Document formats
- Order processing
 - Daily, weekly , permanent and temporary orders
- Order progression: Charging and delivery recording
- Invoicing, Credits and Accounts
- Exporting to Sales Ledger
- Reports
 - Packing, production
 - Sales and Invoice Analysis
- Van Returns (optional)
- EDI (Optional)
- Deployment – implementation tips and issues

There are no prerequisites for this one-day course, which can also be delivered as a day's on-site consultancy. By the end of the course delegates will be in a position to enter and maintain orders through despatch to invoice, create the necessary documentation and to maintain supporting data such as customer and rounds.