

# **AGENDA**

## **Advanced Training Day**

### **18. Stock Control**

- 18.1 Creating Stock Items
- 18.2 Allocated Stock/Free Stock
- 18.3 Min/Max Stock Quantities
- 18.4 Re Order Levels

### **19. Invoicing from Delivery Note**

System Configuration Settings

### **20. Advanced Supplier Discounts**

More Details  
Individual Product Prices

### **21. Updating My Catalogue**

Exporting/Updating via Excel Spreadsheet  
Individual Product Prices

### **22. Accounts Link with Sage**

Exporting Customer/Sales Invoices  
Export Suppliers/Purchase Invoices  
Live link with Sage

### **23. Add-on Orders & Remedial**

### **24. Collection Notes**

### **25. Returns Notes**

### **26. Task List Management**

### **27. Advanced Word Processor**

Multi Page Templates

### **28. Milestones & Flags**

Creating Milestones  
Creating own Tracker  
Add & Remove Columns

### **29. Fitters Documentation & Certificates**

### **30. Archiving**