



**POINT OF SALE BASIC**

Delivery	One hour course often broke into two half hour sessions using on-line connection & over the phone with a specialist.
Who should take the course	Parts Sales, Parts Managers, Service Managers, Purchasing Agents, Accounting.
Course Description	<p>This course covers how to set up inventory to manage automatic reordering of selling inventory.</p> <ul style="list-style-type: none"> <li>• The different types of sales available</li> <li>• Starting a sale</li> <li>• Entering a sold to: Current customers, walkins</li> <li>• Terms</li> <li>• Unit data</li> <li>• Amending the sale info</li> <li>• Understanding the intella input area to add inventory parts, non inventoried parts and labor</li> <li>• Amending parts and labor</li> <li>• Viewing parts, labor or both</li> <li>• Deleting parts or labor</li> <li>• Billing out</li> </ul>
Comments	The point of sale is the backbone of any business and everyone involved in the success of the business should have this basic understanding of how the point of sale works.
Pre-requisites	Inventory Basic

