This course is designed to make users with a basic knowledge of AMOS familiar with the different financial modules Billing and Contracting. In this context you learn how to use AMOS so that valuable financial data can be entered and retrieved.

Course Objectives
Upon completion of this course, you will be able to:

- Define a project
- Create a Project contract with stock access restriction, or related to different billing condition
- Define Leasing contract
- Define PBH contract and sub contracts
- Define Labour rates and Surcharges
- Generate invoices for third parties
- Generate complex bills including different orders (Loan, Exchange) and apply Surcharges
- Down Payments
- Credit Notes

Course Topics
- Project Administration
- Contract Management
- General Conditions
- Address Administration
- Billing

Who should attend
Any Amos user dealing with financial topics.

Prerequisite
AMOS Basics Training
### AMOS Billing and Contract Management Basics

<table>
<thead>
<tr>
<th>Skill</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Classroom</td>
</tr>
<tr>
<td>Duration</td>
<td>1 day</td>
</tr>
<tr>
<td>Times</td>
<td>Classes begin at 09:00AM. The course usually ends at around 05:00PM. Please check your confirmation letter for exact time.</td>
</tr>
<tr>
<td>Training Costs</td>
<td>See pricelist</td>
</tr>
<tr>
<td>Registration</td>
<td>Please register your participant(s) via <a href="http://www.swiss-as.com">www.swiss-as.com</a>.</td>
</tr>
</tbody>
</table>