

**TOOLWATCH TRAINING****Tool & Equipment Billing Workshop***A Comprehensive Course on Tool and Equipment Billing*TR-TB-101
7 February 2003**Course Details:****Class Description:**

This course is designed for ToolWatch users and administrators who want to gain fundamental knowledge of the key components and skills needed to use the Tool and Equipment Billing Module. The class demonstrates how to set up and use fixed rate and usage based billing methods. Participants will learn how to post tool and equipment billing to assigned cost centers and see how they can export that data to accounting and job costing systems. On completion of the course, participants will be awarded certification for the skills they have mastered.

Prerequisites:

In order to attend the course, the student must have attended the ToolWatch Essentials course or have a working knowledge of the ToolWatch SE system. All ToolWatch classes assume that students have a good understanding of Windows® 95/98, NT, or 2000.

This Class Covers:

- Billing Module Overview and Navigation
- Fixed Rate and Usage Billing Methods
- Billing Defaults and Setup
- Setting Up Cost Centers and Cost Codes
- Overriding Billing Defaults for Specific Products or Cost Centers
- Billing Calendar Configuration
- The Billing Wizard
- Exporting Billing Data to Job Cost Accounting Systems

Time: Thursdays 8 a.m. to 5 p.m. Mountain Time.**Location:** 13111 East Briarwood Avenue, Suite 200, Englewood, CO 80112**Cost:**

Seats	Standard Price	Alliance Price	Unit
1	\$475.00	\$375.00	ea.
2-3	\$425.00	\$325.00	ea.
4-5	\$375.00	\$275.00	ea.

For the current training schedule, please visit the [ToolWatch web site](#) or call 800.676.4034.