MoversSuite
by EWS

CLASS INFORMATION

CLASS TITLE:	Reductions
SESSION I:	**Date:** Thursday, February 13, 2014 **Time:** 10:00 a.m. (MST)
SESSION II:	**Date:** Friday, February 14, 2014 **Time:** 2:00 p.m. (MST)

WEBCAST INFORMATION

Please join this webcast by clicking on the following link:
http://go.teamviewer.com/v9/m68397093

Or join this webcast by clicking on the "Join Online Meeting" link available from the TeamViewer.com site.

TeamViewer

Select *Join Online Meeting* and *Run*

NOTE: If this is your first time using TeamViewer, please allow 15 minutes to download and run the online meeting executable.

Once you are logged in, use the following to access this training session:

Meeting ID = **m68-397-093**
Password = **Reduce**

AUDIO INFORMATION

The audio portion is held through our conference line (instructions are in both English and French):

Access Phone Number: 1 877-343-2259
Meeting ID: 2630296

Once the session starts all phone lines than other than the presenter will be muted until the *Question and Answer* session at the end.

CLASS OUTLINE

Reductions

What are reductions?

- **Reductions can take a specific percentage or flat amount off of the revenue amount.**
- **Reductions can take off the charge for credit card and escrow accounts, for example.**
- **Reductions can be taken off the gross, invoice, allocated, or net amount.**
- **Reductions can be defined that the amount taken can be added back to a different Item Code.**
- **Amount taken can consider other reductions in its calculation.**

Learning Objectives:
- **How Revenue Entry Reductions Are Used**
- **Adding/Editing/Deleting a Reduction on a Revenue Item**
- **Adding Reductions For Allocated Revenue Groups**
- **Adding/Removing Reductions Using Group Functions**

The key training topics:

- **What are reductions and how to utilize them in MoversSuite**
- **Defining Reductions**
- **Adding, Editing, and Deleting a reduction to a revenue item**
- **Adding Reductions to Allocated Revenue Groups**
- **Adding and Removing a reduction using group functions**

Question and Answers