

March 29, 2022

ACCSES NJ is pleased to share our new **ProcessEx** training videos through our partnership with Object Builders. The videos are focused on our CSR Reporting requests and our Purchase Order and Billing products.

Should you have any questions, please contact us, and we will respond to you as soon as possible. All our training videos are also available at <https://accsesnj.org/training/>

Acknowledge and Download

In this video we demonstrate the Acknowledge and Download button. The Acknowledge and Download button is available in the New Purchase Order notification email. It allows the recipient of the notification to acknowledge and download the purchase order in one step without logging onto the application.

<https://drive.google.com/file/d/1lljlyp5ezHOBeyCmioDudr1mgwTFS7gS/view?usp=sharing>

Auto Invoice Products

In this video we show you how to auto invoice for products. We also demonstrate how to download a packing slip and the auto invoice at the same time.

<https://drive.google.com/file/d/1gw0FGdtKtZbfQwknzPcuoGLsapQQuKYV/view?usp=sharing>

Incremental Billing

In this video we show you how to incrementally bill. Examples of products and services that use incremental billing include: janitorial, scanning, shredding, HVAC air filters and promotional products.

https://drive.google.com/file/d/1LorgVuyRkPbH127gHa4Y0foqQmJB_sTc/view?usp=sharing

Shipping without Invoicing

In this video we show you how to ship without invoicing and then go back into ProcessEx and attach an invoice at a later date.

<https://drive.google.com/file/d/1X8SJyF0dfy9VAtL6yZnaGJkCG-7MvOhz/view?usp=sharing>

Shipping and Service Features

In this video we discuss features available in ProcessEx when shipping a product or providing a service. We also discuss avoiding the “New” status of an invoice.

<https://drive.google.com/file/d/193QemVAya3NzkjRNqzWGBhUulqBhfCwx/view?usp=sharing>

How to Acknowledge a CSR

When it is time to submit your CSR you will receive an email notification. In this video we show you how to acknowledge a CSR after receiving the email notification.

https://drive.google.com/file/d/1fKFmAopDHGnSzHcrOiNNcptp82o_gg8f/view?usp=sharing

Filling Out the CSR Template

In this video we show you how to fill out the spreadsheet template to complete your CSR.

<https://drive.google.com/file/d/1PKJR58cZ3YEel4hFKU1nWS95h1SQBc4N/view?usp=sharing>

CSR Manual Entry

In this video we show you how to submit a CSR by entering it manually.

<https://drive.google.com/file/d/1kJz5ykdQxW8avmUv-0EhQPMZYm2R2b2o/view?usp=sharing>

Thank you,

Salvatore Coppola
VP Sales & Operations
ACCSES New Jersey, Inc.
150 W State Street, Suite 120
Trenton NJ, 08608
609-503-1074
Sal.Coppola@accsesnj.org
www.accsesnj.org