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Syllabus

| Section | Subject | Time Estimated |
|---------|-------------------------------|----------------|
| | <u>A/R Review</u> | |
| 1 | Welcome | 10 min |
| 2 | Setup and Defining Parameters | 25 min |
| 3 | Processing A/R Transactions | 25 min |
| | <u>Order Entry</u> | |
| 1 | Welcome and Introduction | 20 min |
| 2 | Setup and Defining Parameters | 60 min |
| 3 | Parameters | |
| 4 | Lab Exercise 1 | 30 min |
| 5 | Processing O/E Transactions | 120 min |
| 6 | Reports and Close | 30 min |
| 7 | Review | 10 min |
| | Lab Exercises 3 and 4 | 60 min |
| | Total Time | 390 min |

BW Order Entry Objectives:

- Review settings in A/R and discuss their effect on Order Entry transactions.
- Learn which setup options must be defined prior to using Order Entry.
- Review the reports available in A/R.
- Review the steps for closing the period in A/R.
- Provide an understanding of the features available in Order Entry.
- Learn the steps necessary for setting up O/E.
- Learn how to create and maintain kits.
- Learn how to enter quotes and sales orders.
- Learn how to process quotes and sales orders.
- Learn how to release orders on hold.
- Learn how to print and post invoices.
- Learn how to track and fill back orders.
- Learn how to post voids and returns.
- Learn how to use the reports for tracking orders.