



Authorized Partner

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## Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	20 min
2	Setting Up I/M	150 min
3	Lab	20 min
4	Processing	60 min
5	Additional Processing	45 min
6	Reporting in I/M	30 min
7	Utilities and Period End	30 min
8	Review	15 min
9	Lab	20 min
	<b>Total Time</b>	<b>390 min or 6 1/2 hours</b>

## I/M Objectives:

- Understand the features and capabilities of I/M
- Learn how to setup Inventory Management
- Learn how to enter inventory items and kits
- Understand how to enter transactions for inventory items
- Learn how to use the tools available for counting and updating physical inventory
- Understand how to print the necessary inventory reports and update I/M and the General Ledger
- Know how to use I/M reports and inquiry options to evaluate your inventory
- Understand steps for closing a period in I/M