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Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	20 min
2	Setting Up Inventory Management	150 min
3	Processing	60 min
4	Additional Processing	45 min
5	Reporting in Inventory Management	30 min
6	Utilities and Period End	30 min
7	Review	15 min
8	Lab	40 min
	Total Time	390 min or 6 1/2 hours

I/M Objectives:

- Demonstrate the capabilities of I/M.
- Learn how to set up Inventory Management.
- Learn how to enter inventory items.
- Learn how to enter and update transactions for inventory items.
- Learn how to use the tools available for counting and updating physical inventory.
- Learn how to use I/M reports and inquiry options to evaluate your inventory.
- Learn steps for closing a period in I/M.



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Welcome and Introduction

Overview of Bill of Materials
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Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	40 min
2	Setting Up BOM	60 min
3	Processing a Standard Bill	120 min
4	Options & Additional Bill Types	60 min
5	Misc.Topics	60 min
6	Review	5 min
7	Lab	45 min
	Total Time	390 min or 6 1/2 hours

Tasks Performed in Payroll:

- Learn the features and function of Bill of Materials (BOM).
- Learn the steps necessary for setting up BOM.
- Learn how to enter various types of bills including phantom and kit bills.
- Learn how to enter bill of materials into production.
- Learn how to enter options on bills and the effect this has on Production Entry and the entering of sales orders.
- Learn how to use yield and scrap percentages to account for wasted materials in the production process.
- Learn the reports and inquiry options that are available.



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Welcome and Introduction

Introduction to Work Order
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Setting Up Work Order

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Defining Operation Codes for Work Centers
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Work Order Label Printing

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Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	30 min
2	Setting Up Work Order	90 min
3	Entering & Releasing work Orders	120 min
4	Processing Transactions	60 min
5	Additional Options & Reports	30 min
6	Review	15 min
7	Lab	45 min
	Total Time	390 min or 6 1/2 hours

Work Order Objectives:

- Learn the features and function of Work Order.
- Learn the steps necessary for setting up Work Order.
- Learn how to enter work orders and work order templates.
- Learn how to release a work order to production.
- Learn the reports, forms, and inquiry options available for assisting the production staff.
- Learn how to post transactions against work orders.
- Learn how to complete and close work orders.



Material Requirements Planning

Certified Training Course



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MRP Startup Process

MRP Options

Warehouse Grouping Maintenance

Maintain Projected Demands

MRP Generation Process

MRP Generation Option

MRP Reports

Auto Generate Work Orders

Inquiry Options

Year End Processing

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	10 min
2	Setting Up MRP	25 min
3	Projected Demands & MRP Generation	35 min
4	Inquiries & Year End Processing	15 min
5	Review and Summary	5 min
Total Time		90 min or 1 1/2 hours

MRP Objectives:

- Learn the features and functions of MRP.
- Learn how to enter projected demands for the current and future calendar year.
- Learn how to calculate the item requirements based on information entered in the other modules using the MRP Generation option.
- Learn how to automatically create and modify work orders in the Work Order module.
- Learn the reports and inquiry options that are available.