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Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	10 min
2	Setting Up S/O	60 min
3	Sales Orders/Daily Processing	90 min
4	Lab	20 min
5	Shipping	75 min
6	Invoicing and Updating	60 min
7	Inquiry Options and Reports	30 min
8	Period End Processing	15 min
9	Review	10 min
10	Lab	20 min
	Total Time	390 min or 6 1/2 hours

Sales Order Objectives:

- Understand the capabilities of Sales Order.
- Learn the steps necessary for setting up the module, as well as how it integrates with the other modules.
- Learn how to create sales orders including standard, master orders, repeating orders, and price quotes.
- Learn the steps necessary to ship orders.
- Learn how to automatically and manually select orders for invoicing.
- Learn how to print the necessary sales reports and update Sales Order and General Ledger.
- Learn how to use the reports and inquiry options, as well as how to close the period in Sales Order.