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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.



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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.