



Topic	Subject	Notes	Handout	Exercise
Inventory				
Introduction				
	General Inventory Information			
	Working with Responsibility Centres			
	Set Up Locations			
	Register New Items			
	About Item Types			
	Setting Up Item Units of Measure			
	Categorizing Items			
Working with Responsibility Centres				
	Setting up a responsibility centre			X
	Assigning responsibility centres to users			X
Setting Up Locations				
	Create a location cards			X
	Create a transfer routes			X
Register New Items				
	Creating a new item card			X
	Saving the item card as a template			X
	Setting up multiple vendors for an item			X
About Item Types				
	Qty. on Hand			X
	Non-Inventory			X
	Service			X
	Item Type Examples and Best Practices			
				X
Setting Up Item Units of Measure				
	Setting up a unit of measure			X
	Setting up unit of measure translations			X
	Default unit of measure code for sales & purchasing transaction			X
Categorizing Items				
	Assigning an item category to an item			X

Cost per module per student is **\$370 CAD**
 Estimated training hours per module is 4hrs