



Topic	Subject	Notes	Handout	Exercise
Sales				
Introduction				
	Sales Overview and Setup			
Customer				X
	Customer card			
	Customer templates			
	Create a customer	Create, must use customer template to do so now		X
Quoting				
	Creating a Sales Quote			X
	Tax types			X
	Discounts			X
	Sending by email			X
				X
Break				
Recurring Sales and Purchase Lines				
	Assigning standard sales lines to a customer			X
	Inserting recurring sales lines on a sales invoice			
	Creating multiple sales invoices based on standard sales lines			
				X
Blanket Sales Orders				
	Creating a blanket sales order			X
	View the status of a blanket sales order			
	View unposted and posted blanket sales order lines			X
Combine Shipments on a Single Invoice				
	Manually combine shipments on a single invoice			X
	Automatically combine shipments on a single invoice			X
Calculate Order Promising Dates				
	Order Promising Overview			
	Configuring Available to Promise (ATP)			
	Configuring Capable to Promise (CTP)			
Date Calculation for Sales				
	Calculating a Requested Delivery Date			X
	Calculating the Earliest Possible Delivery Date			

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