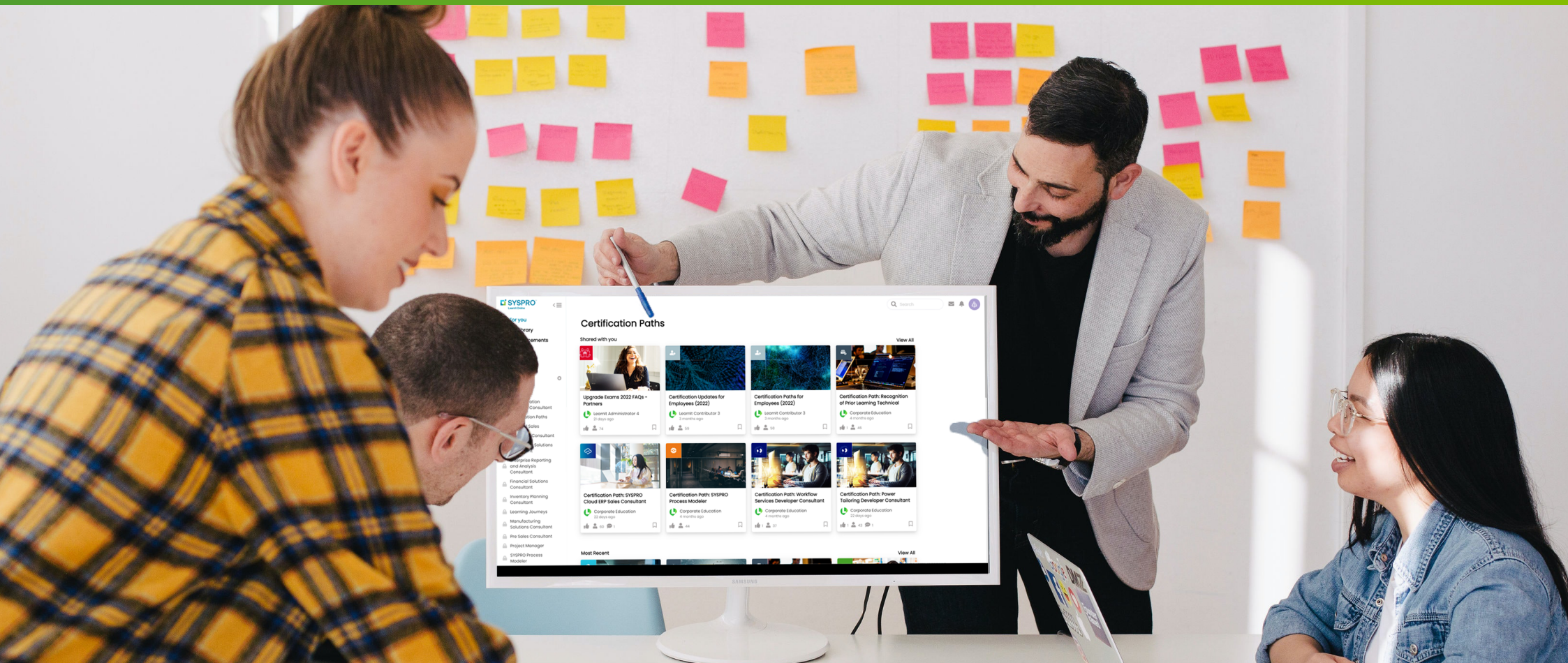


SYSPRO LearnIt Online for Customers



Welcome to SYSPRO LearnIt Online

About this Catalog

This catalog lists the various courses that are available for successful learning experiences on SYSPRO LearnIt Online. It has been grouped based on customer/end user roles used at SYSPRO e.g. Accounts Payable Clerk and Manager or Salesperson, Order Entry Clerk and Sales Manager. These roles are then further categorized into beginner, intermediate and advanced sections, depending on your proficiency with the SYSPRO product.

It includes courses in both our client and **SYSPRO Avanti, Web User Interface, Web UI**, as well as courses that are applicable to SYSPRO 7, SYSPRO 8 or both versions.

These courses are grouped into bundles indicating related content. Subscription users are awarded with badges for completing a bundle. It also includes the price per course in US dollars, should you opt for our Pay-As-You-Go offering, the duration of the course so you can fit learning into your schedule.

The certification paths applicable to customers are included at the end of each role section, should you wish to be certified as a particular role.

With all this information at your disposal, we think it makes for a personalized, successful learning experience.

Disclaimer: Bundle hyperlinks will only direct you if you have an active subscription, have purchased the respective course, and are part of the relevant Area of Focus.



About SYSPRO LearnIt Online

SYSPRO LearnIt Online is a Learning Experience Platform (LXP) which provides a fully immersive, intuitive and personalized learning experience that brings practical, self-directed education to life. Online learners experience training and education designed to be inspiring and easy to use, ensuring the delivery for positive results of your business, your employees and your customers.

SYSPRO LearnIt Online - How To



[How do I register?](#)



[How do I make my area of focus selections?](#)



[What Area of Focus selections are available?](#)

Contact Us

For any access or content related queries, reach out to education@syspro.com.

Subscriptions

SYSPRO LearnIt Online has an annual subscription that is a cost-effective and complete learning experience that enables companies to measure and monitor the educational progress of each SYSPRO user. With a SYSPRO LearnIt Online subscription you can assign users educational pathways leading to their SYSPRO certifications. It provides organizations and employees the peace of mind that they will receive the opportunity to upskill themselves on the latest SYSPRO releases as and when they happen, while enabling organizational optimization to be maintained at the highest level.

For subscription related queries, reach out to your regional LearnIt administrator.

Shop LearnIt!

If you are looking for an alternative to our annual subscriptions, **Shop LearnIt** is for you.

A world of education at your fingertips with our carefully selected courses. This is where your journey to mastering your ERP begins.

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Products

Filter: Availability Price Sort by: Alphabetically, A-Z 199 products

Product Name	Price
Administration Essentials: Customization	R 1,610.12 ZAR
Administration Essentials: Security	R 1,662.06 ZAR
Administration Essentials: System Administration	R 1,436.99 ZAR
After Sales Service	R 277.01 ZAR

Can't find what you are looking?

- [Where do I start?](#)
- [New to SYSPRO?](#)

Finance

- [I am an Accounts Payable Clerk or Manager](#)
- [I am an Accounts Receivable Clerk or Manager](#)
- [I am a Bookkeeper and Accountant](#)
- [I am an Asset Controller](#)
- [I am a Cost Accountant](#)



Can't find what you are looking?

Distribution

- I am a Inventory Control Manager and Dispatcher
- I am a Buyer and Purchasing Manager
- I am a Salesperson, Order Entry Clerk and Sales Manager
- I am an Inventory Planner

Manufacturing

- I am a Planner for Bill of Materials
- I am a Planner and Production Manager for Work in Progress
- I am a Planner for Requirements Planning
- I am an Asset Controller

Development

- I am a SYSPRO Developer

Administration

- I am a SYSPRO Administrator



New to SYSPRO

Are you new to ERP systems and SYSPRO? Not to worry, you've come to the right place.

Start off with ERP and then gradually make your way to orientating yourselves about the SYSPRO product and then some of the main learning areas, SYSPRO's offering caters for.





Onboarding for Everyone/Onboarding for New Users

Are you new to the concept of Enterprise Resource Planning (ERP)? Start your learning experience by learning about the commonly used terms and definitions used in an ERP system such as SYSPRO.

Let your journey to mastering your ERP begin!

BUNDLE	COURSE	DURATION	PRICE - USD
ERP Concepts	ERP Concepts Introduction	4 mins	3.00
	The Supply Chain	4 mins	3.00
	Business Processes	7 mins	6.00
	What is ERP?	7 mins	6.00
	Inventory Concepts	12 mins	10.00
	Manufacturing Concepts	10 mins	8.00



Exploring the SYSPRO Interfaces

Let's introduce you to the look and feel of the different SYSPRO versions and user interfaces that are available.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>SYSPRO Orientation - SYSPRO 8</u>	The SYSPRO Interface	18 mins	15.00
	SYSPRO Programs	27 mins	22.00
<u>SYSPRO Orientation Web UI</u>	SYSPRO Avanti: Navigation Orientation	20 mins	5.00
	SYSPRO Avanti: Application Orientation	20 mins	5.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>SYSPRO Orientation - SYSPRO 7</u>	SYSPRO Product Orientation Course Introduction	6 mins	5.00
	Logging into SYSPRO	2 mins	Free
	The SYSPRO Button	4 mins	3.00
	The SYSPRO Program List	10 mins	8.00
	Favorites Menu, Navigation Pane and Flow Graphs	8 mins	6.00
	Browser and Calendar	6 mins	5.00
	Setup, Import, Query and Administration Tabs	13 mins	11.00
	Program Navigation	17 mins	14.00
	Hyperlinks, Smartlinks and SYSPRO Help	6 mins	5.00
	Keyboard Shortcuts	8 mins	6.00



What is essential to building a solid foundation?

When building a house, it's best to start with a good foundation. Let's build up your SYSPRO knowledge by looking at the essentials for **Distribution**, **Financial**, **Administration**, **Manufacturing** and **Digitalization**.

BUNDLE	COURSE	DURATION	PRICE - USD
Administration Essentials	Administration Essentials - Customization	1 hrs 56 mins	94.00
	Administration Essentials - System Administration	1 hrs 44 mins	84.00
	Administration Essentials - Security	2 hrs	97.00
Distribution Essentials	Distribution Essentials Introduction	2 hrs 31 mins	122.00
	Distribution Essentials - Require-Procure-Pay	1 hrs 07 mins	54.00
	Distribution Essentials - Prospect-Transact-Care	1 hrs 51 mins	90.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Digitalization Essentials</u>	SYSPRO Rules Engine Overview	6 mins	5.00
	SYSPRO Artificial Intelligence Overview	7 mins	6.00
	SYSPRO Bot Overview	10 mins	8.00
	SYSPRO Harmony Overview	19 mins	16.00
	SYSPRO Harmony Features	10 mins	8.00
<u>Financial Essentials</u>	Financial Essentials - General Ledger Integration	7 mins	6.00
	Financial Essentials - Cash Management	34 mins	28.00
	Financial Essentials - GL Management	30 mins	24.00
	Financial Essentials - Month Ends	12 mins	10.00
<u>Manufacturing Concepts</u>	Part 1: The Manufacturing Environment	32 mins	26.00
	Part 2: Data Accuracy and Roles and Responsibilities	26 mins	21.00
	Part 3: Inventory Management	28 mins	23.00
	Part 4: Lot Sizing, Lead Times, Safety Stock, Scrap and Yield	33 mins	27.00
	Part 5: Material Replenishment and Introduction to MRP and BOM	29 mins	23.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Manufacturing Concepts</u>	Part 6: MRP Processing	29 mins	23.00
	Part 7: Production Planning	31 mins	25.00
	Part 8: DRP and Supply Chain Management	23 mins	19.00
	Part 9: Manufacturing and Quality Philosophies	45 mins	36.00
<u>Manufacturing Essentials (Schedule-Produce-Distribute)</u>	Schedule-Produce-Distribute Introduction	5 mins	4.00
	Schedule Phase	10 mins	8.00
	Produce Phase Overview	7 mins	6.00
	Releasing Production Orders	10 mins	8.00
	Processing Production Transactions	10 mins	8.00
	The Distribute Phase	10 mins	8.00



It is likely that you perform one or more activities within a business process. It helps to view what happens before and after you action something.

SYSPRO LEARNIT

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Obtain-Maintain-Dispose (Asset Management)</u>	Obtain-Maintain-Dispose Business Process Introduction	5 mins	4.00
	The Obtain Phase	5 mins	4.00
	Asset Capex Management	8 mins	6.00
	Asset Order Processing	8 mins	6.00
	Asset Acquisition	8 mins	6.00
	The Maintain Phase	5 mins	4.00
	Asset Maintenance	5 mins	4.00
	Asset Depreciation and Asset Revaluation	10 mins	8.00
	Asset Count	5 mins	4.00
	Asset Disposal	5 mins	4.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Prospect-Transact-Care (Sales)</u>	Prospect-Transact-Care Introduction	12 mins	10.00
	The Prospect Phase	6 mins	5.00
	Prospect Management for PTC	10 mins	8.00
	Quotation Management	20 mins	16.00
	New Customer Approval	20 mins	16.00
	The Transact Phase	10 mins	8.00
	Sales Order Processing	16 mins	13.00
	Goods Delivery	16 mins	13.00
	Document Processing	16 mins	13.00
	Receivables Management	18 mins	15.00
	The Care Phase	6 mins	5.00
	After Sales Service	20 mins	16.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Require-Procure-Pay (Purchasing)</u>	Require-Procure-Pay Business Process Introduction	08 mins	6.00
	The Require Phase	10 mins	8.00
	Requisition Processing	10 mins	8.00
	New Supplier Approval	10 mins	8.00
	Supplier Contract Maintenance	10 mins	8.00
	Supplier Contract Management (BPO)	06 mins	5.00
	The Procure Phase	10 mins	8.00
	Purchase Order Processing	08 mins	6.00
	Import Management	10 mins	8.00
	Receipts Management	15 mins	12.00
	The Pay Phase	15 mins	12.00
	Invoice Processing	15 mins	12.00
	Payment Processing	15 mins	12.00



FINANCE



Finance Users Explained

If you perform tasks and activities within a Financial role, you might be an **Accounts Payable Clerk and Manager, Accounts Receivable Clerk and Manager, Bookkeeper and Accountant, Asset Controller, Cost Accountant** or maybe your company calls your role something different. We have provided the content that will be applicable to you and hope that it will support you in your function.

We have categorized our content into levels of proficiency, as you may be a beginner, intermediate or advanced user of SYSPRO.

Accounts Payable Clerk and Manager

If you perform one or more of the following activities:

- Posting supplier invoices, credit notes or debit notes.
- Processing supplier payments.
- Querying supplier details.

Then select the **Accounts Payable Clerk and Manager** area of focus and the following courses and certifications will be available to you.



Start here and get an overall understanding of the financial solutions in SYSPRO. You may not transact within all these solutions, but knowing about them will give you a better foundation and also insight into the possibilities with SYSPRO.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>SYSPRO 8 Finance Modules</u>	Accounts Payable Overview - SYSPRO 8	8 min	6.00
	Accounts Receivable Overview - SYSPRO 8	10 min	8.00
	Assets Overview	10 min	8.00
	Goods Received Notes (AP) Overview	10 min	8.00
	Contact Management Overview – SYSPRO 8	10 min	8.00
	Cash Book Overview	6 min	5.00
	General Ledger Overview	10 min	8.00
	Electronic Funds Transfer Overview	8 min	6.00

Your role plays an integral part in the **Purchasing** process. View the process end-to-end to see your touch points and responsibilities.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Require-Procure-Pay (Purchasing)</u>	Require-Procure-Pay Business Process Introduction	8 min	6.00
	The Require Phase	10 min	8.00
	Requisition Processing	10 min	8.00
	New Supplier Approval	10 min	8.00
	Supplier Contract Maintenance	10 min	8.00
	Supplier Contract Management (BPO)	6 min	5.00
	The Procure Phase	10 min	8.00
	Purchase Order Processing	8 min	6.00
	Import Management	10 min	8.00
	Receipts Management	15 min	12.00
	The Pay Phase	15 min	12.00
	Invoice Processing	15 min	12.00
	Payment Processing	15 min	12.00

These bundles take you through how to post invoices and process payments.

BUNDLE	COURSE	DURATION	PRICE - USD
AP Invoice Posting	Invoice Processing Overview	6 min	5.00
	AP Invoice Registration: Processing without LCT Apportionment	19 min	15.00
	AP Invoice Posting: Overview	20 min	16.00
	AP Invoice Posting without GRN Matching	24 min	19.00
	AP Invoice Posting with GRN Matching	31 min	25.00
	AP Invoice Posting: Issue to Job	12 min	10.00
	AP Invoice Posting: Approve Registered Invoice	25 min	20.00
	AP Invoice Posting: Adjustments	24 min	19.00
	AP Invoice Posting: Credit Notes and Debit Notes	20 min	16.00
	AP Invoice Automation	10 min	8.00
AP Contra	AP Supplier-Customer Link & Contra	14 min	11.00
	AP Invoice Contra	14 min	11.00

These bundles take you through how to post invoices and process payments.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>AP Payment Cycle</u>	AP Payments	10 min	8.00
	AP Payment Cycle Maintenance - Overview	14 min	11.00
	AP Payment Cycle Maintenance - Program Layout	14 min	20.00
	AP Payment Cycle Maintenance - System Checks	25 min	19.00
	AP Payment Cycle Maintenance - Manual Checks	24 min	14.00
	AP Payment Cycle Maintenance - EFT Payments	17 min	18.00

Reports and queries provide insight as well as tracking of your suppliers, purchasing and payments.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>AP Payment Cycle</u>	AP Cash Requirements Report	8 min	6.00
	AP Released Payments Report	5 min	4.00
	AP Release Schedule Report	5 min	4.00
	AP Check and Remittance Print	22 min	18.00
	AP Tax on Settlement Discount	18 min	19.00
<u>Accounts Payable Reports and Queries</u>	AP Trial Balance	7 min	6.00
	AP Invoice Registration Report	5 min	4.00
	AP Aged Analysis Report	6 min	5.00
	AP Purchase Analysis	6 min	5.00
	AP Purchase Analysis History Report	3 min	2.00
	AP Supplier Query	11 min	9.00

At an intermediate level, you will learn about the configuration programs and other solution features.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Accounts Payable Period End</u>	AP Period End - Balance Function	7 min	6.00
	AP Period End - Purge Function	7 min	6.00
	AP Period End - Month End & Month End and Purge	9 min	7.00
<u>Contact Management System Query and Searches</u>	Contact Management Query	5 min	4.00
	Contact Query	7 min	6.00
	Activity Search	5 min	4.00
	Account Query	3 min	2.00
	Organization Search	7 min	6.00
<u>Supplier Maintenance</u>	AP Supplier Maintenance - Overview	25 min	20.00
	AP Supplier Maintenance - Supplier & Contact Details	12 min	10.00
	AP Supplier Maintenance - General & Purchasing Details	22 min	18.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Accounts Payable Group Payments</u>	Accounts Payable Group Payments Configuration	10 min	8.00
	Accounts Payable Group Payments Processing	10 min	8.00
	Accounts Payable Intercompany Group Payments Configuration	10 min	8.00
	Capturing Accounts Payable Intercompany Group Payments	4 min	3.00
<u>Dimension Analysis</u>	Dimension Analysis Overview	7 min	6.00
	Dimension Analysis Configuration: Part 1	10 min	8.00
	Dimension Analysis Configuration: Part 2	12 min	10.00
	Dimension Analysis: GL Dimension Analysis Extract and Query	7 min	6.00

The **Web UI** has the same capability, but looks different to the **Client UI**. Use these courses to see how to transact in the **Web UI**.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>AP Invoice Posting Web UI</u>	SYSPRO Avanti: Supplier Document Processing Overview	10 min	8.00
	SYSPRO Avanti: AP Invoice Posting Overview	6 min	5.00
	SYSPRO Avanti: AP Invoice Posting with GRN Matching	6 min	6.00
	SYSPRO Avanti: AP Invoice Posting without GRN Matching	7 min	5.00
	SYSPRO Avanti: AP Invoice Posting Adjustments	12 min	8.00
	SYSPRO Avanti: AP Invoice Posting - Approve Registered Invoices	10 min	8.00
	SYSPRO Avanti: AP Invoice Posting - Issue to Job	10 min	10.00
	SYSPRO Avanti: AP Invoice Posting Credit and Debit Notes	10 min	8.00
	SYSPRO Avanti: AP Invoice Automation	10 min	8.00
<u>AP Payments Web UI</u>	SYSPRO Avanti: AP Group Payments Configuration	10 min	8.00
	SYSPRO Avanti: AP Registered Invoices	10 min	8.00
	SYSPRO Avanti: AP Group Payments Processing	10 min	8.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>AP Payments Web UI</u>	SYSPRO Avanti: AP Payment Cycle Maintenance - EFT Payments	14 min	5.00
	SYSPRO Avanti: AP Payment Cycle Maintenance - Manual Checks	10 min	8.00
	SYSPRO Avanti: AP Payment Cycle Maintenance Overview and Application Layout	6 min	5.00
	SYSPRO Avanti: AP Payment Cycle Reports	10 min	8.00
<u>CMS Setup Web UI</u>	SYSPRO Avanti: Contact Management Accounts	6 min	5.00
	SYSPRO Avanti: Contact Management Contacts	4 min	3.00
	SYSPRO Avanti: Contact Management Organization List Maintenance	6 min	5.00
	SYSPRO Avanti: Contact Management Activities	10 min	8.00
<u>CMS Searches and Queries Web UI</u>	SYSPRO Avanti: Contact Query	12 min	10.00
	SYSPRO Avanti: Activity Search	5 min	4.00
	SYSPRO Avanti: Organization Search	5 min	4.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>AP Contra Web UI</u>	SYSPRO Avanti: AP Invoice Contra	10 min	8.00
	SYSPRO Avanti: Supplier-Customer Link and Contra	10 min	8.00
<u>AP Configuration Web UI</u>	SYSPRO Avanti: AP Suppliers Overview	8 min	6.00
	SYSPRO Avanti: AP Branch Maintenance	10 min	8.00
	SYSPRO Avanti: AP Invoice Terms Maintenance	3 min	2.00
	SYSPRO Avanti: Supplier Class Maintenance	10 min	8.00
<u>Accounts Payable Reports and Queries Web UI</u>	SYSPRO Avanti: AP Trial Balance	7 min	6.00
	Printing an Invoice Registration Report in Web UI	4 min	3.00
	Printing and Interpreting the AP Aged Analysis Report	5 min	4.00
	Printing and Interpreting the AP Purchase Analysis Report	4 min	3.00
	Printing and Interpreting the AP Purchase Analysis History Report	3 min	2.00
	Querying a Supplier	6 min	5.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>AP Contra Web UI</u>	SYSPRO Avanti: AP Invoice Contra	10 min	8.00
	SYSPRO Avanti: Supplier-Customer Link and Contra	10 min	8.00
<u>AP Configuration Web UI</u>	SYSPRO Avanti: AP Suppliers Overview	8 min	6.00
	SYSPRO Avanti: AP Branch Maintenance	10 min	8.00
	SYSPRO Avanti: AP Invoice Terms Maintenance	3 min	2.00
	SYSPRO Avanti: Supplier Class Maintenance	10 min	8.00
<u>Accounts Payable Reports and Queries Web UI</u>	SYSPRO Avanti: AP Trial Balance	7 min	6.00
	Printing an Invoice Registration Report in Web UI	4 min	3.00
	Printing and Interpreting the AP Aged Analysis Report	5 min	4.00
	Printing and Interpreting the AP Purchase Analysis Report	4 min	3.00
	Printing and Interpreting the AP Purchase Analysis History Report	3 min	2.00
	Querying a Supplier	6 min	5.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Accounts Payable Group Payments Web UI</u>	SYSPRO Avanti: Accounts Payable Group Payments Configuration	15 min	12.00
	SYSPRO Avanti: Accounts Payable Group Payment Processing	10 min	8.00
	SYSPRO Avanti: Accounts Payable Intercompany Group Payments Processing	10 min	8.00
	Capturing Accounts Payable Intercompany Group Payments in Web UI	4 min	2.00
<u>Other General Ledger Journals Web UI</u>	SYSPRO Avanti: Importing General Ledger Journal Entries	10 min	8.00
	SYSPRO Avanti: Posting Multiple Normal Journals	8 min	6.00
	SYSPRO Avanti: Posting a Normal Journal From a Standard Journal	6 min	5.00
	Reversing a Journal in Web UI	4 min	3.00
	SYSPRO Avanti: Recurring Journals	9 min	7.00
	SYSPRO Avanti: Posting Recurring Journals	3 min	2.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>AP Period End Web UI</u>	SYSPRO Avanti: AP Period End - Balance Function	10 min	8.00
	SYSPRO Avanti: AP Period End - Various Month End and Purge Functions	10 min	8.00

Role-based end user certification paths offer you the opportunity to learn more about the SYSPRO offering around your role. There are different levels which you can achieve within a certification path. Once you have completed a level, you will be awarded a certificate of completion, and once you have completed the entire certification path, you will receive a [digital credential](#) from **Credly**. You can include this badge in your email signature and display it on social media platforms.

CERTIFICATION PATHS	CERTIFICATIONS	EXAMS	DURATION	PRICE - USD
<u>Certification Path: SYSPRO 7 User Payables Role</u>	Level 1 Certification: Payables Role 7	Exam: Accounts Payable Clerk and Manager	3 Days	100.00
	Level 2 Certification: Payables Role 7	Exam: Purchasing Business Process	3 Days	100.00
<u>Certification Path: SYSPRO 8 User Payables Role</u>	Level 1 Certification: Payables Role Certification	Exam: SYSPRO 8 Onboarding for Customers	6 Days	20.00
		Exam: Accounts Payable Clerk and Manager		100.00
	Level 2 Certification: Payables Role Certification	Exam: Purchasing Business Process	3 Days	100.00

Accounts Receivable Clerk and Manager

If you perform one or more of the following activities:

- Posting customer invoices, credit notes or debit notes.
- Processing customer payments.
- Querying customer details.

Then select the **Accounts Receivable Clerk and Manager** area of focus and the following courses and certifications will be available to you.



Start here and get an overall understanding of the financial solutions in SYSPRO. You may not transact within all these solutions, but knowing about them will give you a better foundation and also insight into the possibilities with SYSPRO.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>SYSPRO 8 Finance Modules</u>	Accounts Payable Overview - SYSPRO 8	8 min	6.00
	Accounts Receivable Overview - SYSPRO 8	10 min	8.00
	Assets Overview	10 min	8.00
	Goods Received Notes (AP) Overview	10 min	8.00
	Contact Management Overview – SYSPRO 8	10 min	8.00
	Cash Book Overview	6 min	5.00
	General Ledger Overview	10 min	8.00
	Electronic Funds Transfer Overview	8 min	6.00

Your role plays an integral part in the **Sales** process. View the process end-to-end to see your touch points and responsibilities.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Prospect-Transact-Care (Sales)</u>	Prospect-Transact-Care Introduction	12 min	10.00
	The Prospect Phase	6 min	5.00
	Prospect Management for PTC	10 min	8.00
	Quotation Management	10 min	8.00
	New Customer Approval	10 min	8.00
	The Transact Phase	6 min	5.00
	Sales Order Processing	10 min	8.00
	Goods Delivery	8 min	6.00
	Document Processing	10 min	8.00
	Receivables Management	15 min	12.00
	The Care Phase	15 min	12.00
	After Sales Service	15 min	12.00

Dive deeper into your responsibilities within the **Sales** process.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Accounts Receivable Clerk and Manager</u>	Credit Application	20 min	16.00
	Process Customer Documents	14 min	10.00
	Sales Order Batch Printing Overview for Receivables	7 min	6.00
	Manage Payments Due	15 min	10.00
	Release Suspended Orders	15 min	10.00
	Manage Customer Payments	25 min	20.00
	Manage Collections	15 min	12.00
	Day End Procedures	20 min	16.00
	Month/Year End Procedures	29 min	23.00

Let's see how to set up terms discounts and post invoices, post payments from customers as well as adjustments.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>AR Invoice Terms and Discounts</u>	AR Invoice Terms - Overview	6 min	5.00
	AR Invoice Terms - Ageing Method: Aged Statement & Invoice Date	12 min	10.00
	AR Invoice Terms - Ageing Method: Invoice Due Date	13 min	11.00
	AR Invoice Terms - Ageing Method: By Statement	14 min	11.00
	AR Terms Ageing Headings Maintenance	4 min	3.00
	AR Terms Due Dates	11 min	9.00
	AR Invoice Discount Maintenance	6 min	5.00
	Order Discount Breaks	10 min	8.00
<u>AR Invoice Posting</u>	AR Invoice Posting	17 min	14.00
<u>AR Payments and Adjustments</u>	AR Payments and Adjustments - Overview	23 min	19.00
	AR Payments and Adjustments - Payments	28 min	23.00
	AR Payments and Adjustments - Processing and Reconciling Unapplied Payments	5 min	4.00
	AR Payments and Adjustments - Adjustments	30 min	8.00
	AR Payments and Adjustments - Miscellaneous Receipts	5 min	4.00

Learn about the collector runs and receivables reports and queries.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>AR Collector and Payment Run</u>	AR Collector Run Setup and AR Collector Maintenance	5 min	4.00
	AR Collector Run Maintenance	12 min	10.00
	AR Payment Run - Overview	10 min	8.00
	AR Payment Run - By AR Invoice Release	8 min	6.00
	AR Payment Run - By Collector Run	7 min	6.00
<u>Accounts Receivable Reports and Queries</u>	AR Trial Balance	15 min	12.00
	Credit Management Report	17 min	14.00
	AR Summary Credit Management Report	15 min	12.00
	AR Statement Print	16 min	13.00
	AR Customer Movement Report	6 min	6.00
	Credit Letter Extract	3 min	2.00
	AR Customer Query	24 min	19.00

View all the programs used to action day and month end activities.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Accounts Receivable Day and Month End</u>	AR Bank Deposit Slip	5 min	4.00
	AR Period End - Balance	11 min	9.00
	AR Finance Charge Calculation	15 min	12.00
	AR Exchange Rate Revaluation	9 min	7.00
	AR Period End - Purge	10 min	8.00
	AR Period End - Month End & Month End and Purge	13 min	11.00
	AR Payment Run Purge	4 min	3.00
	AR Customer Query Menu and Toolbar	6 min	5.00
	AR Customer Query Panes	17 min	14.00
	AR Customer Query Listviews	5 min	4.00
	AR Period End Balances	6 min	5.00

At an intermediate level you can get an understanding of configuration and other solution features.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Contact Management System Query and Searches</u>	Contact Management Query	5 min	4.00
	Contact Query	7 min	6.00
	Activity Search	5 min	4.00
	Account Query	3 min	2.00
	Organization Search	7 min	6.00
<u>Customer Maintenance</u>	AR Customer Maintenance - Overview	9 min	7.00
	AR Customer Maintenance - Customer Details Pane	7 min	6.00
	AR Customer Maintenance - Contact Details Pane	12 min	10.00
	AR Customer Maintenance - General Details Pane & Additional Tabs	24 min	19.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Accounts Receivable Group Payments</u>	Accounts Receivable Group Payments Configuration	8 min	6.00
	Accounts Receivable Group Intercompany Group Payments Configuration	10 min	8.00
	Accounts Receivable Group Payments Processing	10 min	8.00
	Capturing an Accounts Receivable Intercompany Group Payment	4 min	3.00
<u>Dimension Analysis</u>	Dimension Analysis Overview	7 min	6.00
	Dimension Analysis Configuration: Part 1	10 min	8.00
	Dimension Analysis Configuration: Part 2	12 min	10.00
	Dimension Analysis: GL Dimension Analysis Extract and Query	7 min	6.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Quality Management Inspection</u>	Inspection Overview	5 min	4.00
	Inspection Configuration: Acceptance Quality Limit	8 min	6.50
	Inspection Configuration: Inspection Test Design	10 min	8.00
	Inspection Processing: Inspection Level Review	8 min	6.50
	Inspection Processing: Inspection Tests	13 min	11.00
<u>Customer Complaints</u>	Customer Complaint System Overview	7 min	6.00
	Customer Complaint System - Module Level Setup	15 min	12.00
	Customer Complaint Processing	17 min	14.00

The **Web UI** has the same capability, but looks different to the **Client UI**. Use these courses to see how to transact in the **Web UI**.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>AR Payments and Adjustments Web UI</u>	SYSPRO Avanti: Payments Overview	5 min	4.00
	SYSPRO Avanti: AR Payment Run Overview	6 min	5.00
	SYSPRO Avanti: Payments	8 min	6.00
	SYSPRO Avanti: Capturing and Reconciling Unapplied Payments	6 min	5.00
	SYSPRO Avanti: Customer Adjustments	10 min	8.00
	SYSPRO Avanti: AR Collector Run Maintenance	6 min	5.00
	SYSPRO Avanti: AR Payment Run by Collector Run	6 min	5.00
	SYSPRO Avanti: AR Payment Run by AR Invoice Release	6 min	5.00
	SYSPRO Avanti: AR Post Dated Checks	8 min	6.00
	SYSPRO Avanti: AR Group Payments Configuration	10 min	8.00
	SYSPRO Avanti: AR Group Payments Processing	10 min	8.00
<u>AR Invoice Posting Web UI</u>	SYSPRO Avanti: AR Invoice Posting	10 min	8.00
	SYSPRO Avanti: AR Bank Deposit Slip	5 min	4.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>CMS Setup Web UI</u>	SYSPRO Avanti: Contact Management Accounts	6 min	5.00
	SYSPRO Avanti: Contact Management Contacts	4 min	3.00
	SYSPRO Avanti: Contact Management Organization List Maintenance	6 min	5.00
	SYSPRO Avanti: Contact Management Activities	10 min	8.00
<u>CMS Searches and Queries Web UI</u>	SYSPRO Avanti: Contact Query	12 min	10.00
	SYSPRO Avanti: Activity Search	5 min	4.00
	SYSPRO Avanti: Organization Search	5 min	4.00
<u>Accounts Receivable Group Payments Web UI</u>	SYSPRO Avanti: AR Group Payments Configuration	15 min	12.00
	SYSPRO Avanti: AR Intercompany Group Payments Configuration	10 min	8.00
	SYSPRO Avanti: AR Group Payments Processing	10 min	8.00
	Capturing an Accounts Receivable Intercompany Group Payment	3 min	2.00

Role-based end user certification paths offer you the opportunity to learn more about the SYSPRO offering around your role. There are different levels which you can achieve within a certification path. Once you have completed a level, you will be awarded a certificate of completion, and once you have completed the entire certification path, you will receive a [digital credential](#) from **Credly**. You can include this badge in your email signature and display it on social media platforms.

CERTIFICATION PATHS	CERTIFICATIONS	EXAMS	DURATION	PRICE - USD
<u>Certification Path: SYSPRO 7 User Receivables Role</u>	Level 1 Certification: Receivables Role 7	Exam: Accounts Receivable Clerk and Manager	3 Days	100.00
	Level 2 Certification: Receivables Role 7	Exam: Sales Business Process	3 Days	100.00
<u>Certification Path: SYSPRO 8 User Receivables Role</u>	Level 1 Certification: Payables Role Certification	Exam: SYSPRO 8 Onboarding for Customers	6 Days	20.00
		Exam: Accounts Receivable Clerk and Manager		100.00
	Level 2 Certification: Payables Role Certification	Exam: Sales Business Process	3 Days	100.00

Bookkeeper and Accountant

If you perform one or more of the following activities:

- Recording payments into and from the Cash Book.
- Forecasting cash flow.
- Reconciling bank statements.
- Posting journals.
- Authorizing journals.
- Maintaining GL budgets.
- Analyzing financial information.
- Financial reporting.
- General ledger integration.
- Adding and maintaining ledger codes.

Then select the **Bookkeeper and Accountant** area of focus and the following courses and certifications will be available to you.



Start here and get an overall understanding of the financial solutions in SYSPRO. You may not transact within all these solutions, but knowing about them will give you a better foundation and also insight into the possibilities with SYSPRO.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Financial Essentials</u>	Financial Essentials - General Ledger Integration	7 min	6.00
	Financial Essentials - Cash Management	34 min	28.00
	Financial Essentials - GL Management	30 min	24.00
	Financial Essentials - Month Ends	12 min	10.00
<u>SYSPRO 8 Finance Modules</u>	Accounts Payable Overview - SYSPRO 8	8 min	6.00
	Accounts Receivable Overview - SYSPRO 8	10 min	8.00
	Assets Overview	10 min	8.00
	Goods Received Notes (AP) Overview	10 min	8.00
	Contact Management Overview – SYSPRO 8	10 min	8.00
	Cash Book Overview	6 min	5.00
	General Ledger Overview	10 min	8.00
	Electronic Funds Transfer Overview	8 min	6.00

Now that you have an overall understanding of the financial capability, view the applications used to transact, manage and control the **Cash Book** and **General Ledger**.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Cash Book Deposits and Withdrawals</u>	Cash Book Deposits and Withdrawals - Deposits	9 min	7.00
	Cash Book Deposits and Withdrawals - Withdrawals	12 min	10.00
	Cash Book Deposits and Withdrawals - Adjustments	8 min	6.00
	Cash Book Deposits and Withdrawals - Inter-Bank Transfers	8 min	9.00
	Cash Book Deposits and Withdrawals - Reconciliations	11 min	6.00
	Cash Book Transactions by Tax Code	13 min	11.00
	Cash Book Automatic Bank Reconciliation	8 min	6.00
<u>General Ledger Module Setup</u>	Ledger Code Maintenance	20 min	16.00
	General Ledger Groups	4 min	3.00
	General Ledger Account Copy	3 min	2.00
	GL Recurring Journals	12 min	10.00
	GL Standard Journals	8 min	6.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>General Ledger Module Setup</u>	General Ledger Journal Source Codes	3 min	2.00
	GL Analysis Categories and Codes	7 min	6.00
<u>General Ledger Transaction Processing</u>	GL Journal Entry - Overview	20 min	16.00
	GL Journal Entry Normal Entry	25 min	20.00
	GL Journal Authorization	5 min	4.00
	GL Provisional Journals	15 min	12.00
	GL Inter-Company Journals	13 min	10.00
	GL User-Defined Journals	11 min	9.00
	GL Period End Adjustment Journals	15 min	12.00
	GL Auditor's Adjustment Journals	12 min	10.00
	GL Statistical Journals	10 min	8.00
	GL Alternate Currency Journals	10 min	8.00
	GL Post Multiple Normal Journals	9 min	7.00
	GL Post Recurring Journals	5 min	4.00

Within your role, you may be required to setup certain elements of the **Accounts Payable** module. Learn how to add your company data, to ensure seamless transaction processing.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Accounts Payable Module Setup - SYSPRO 7</u>	AP Branch Maintenance	7 min	6.00
	AP Supplier Class Maintenance	3 min	2.00
	AP Invoice Terms Maintenance	6 min	5.00
<u>Dimension Analysis</u>	Dimension Analysis Overview	7 min	6.00
	Dimension Analysis Configuration: Part 1	10 min	8.00
	Dimension Analysis Configuration: Part 2	12 min	10.00
	Dimension Analysis: GL Dimension Analysis Extract and Query	7 min	6.00

BUNDLE	COURSE	DURATION	PRICE - USD
AP Invoice Posting	Invoice Processing Overview	6 min	5.00
	AP Invoice Registration: Processing without LCT Apportionment	19 min	15.00
	AP Invoice Posting: Overview	20 min	16.00
	AP Invoice Posting without GRN Matching	24 min	19.00
	AP Invoice Posting with GRN Matching	31 min	25.00
	AP Invoice Posting: Issue to Job	12 min	10.00
	AP Invoice Posting: Approve Registered Invoice	25 min	20.00
	AP Invoice Posting: Adjustments	24 min	19.00
	AP Invoice Posting: Credit Notes and Debit Notes	20 min	16.00
	AP Invoice Automation	10 min	8.00

The **Web UI** has the same capability, but looks different to the **Client UI**. Use these courses to see how to transact in the **Web UI**.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Cash Book Deposits and Withdrawals Web UI</u>	SYSPRO Avanti: Cash Book Deposits and Withdrawals: Deposits	9 min	7.00
	SYSPRO Avanti: Cash Book Deposits and Withdrawals: Withdrawals	8 min	6.00
	SYSPRO Avanti: Cash Book and Withdrawals: Adjustments	8 min	6.00
	SYSPRO Avanti: Cash Book and Withdrawals: Reconciliations	8 min	6.00
	SYSPRO Avanti: Cash Book and Withdrawals: Inter-Bank Transfers	11 min	9.00
	Cash Book Transactions by Tax Code	13 min	10.00
	Cash Book Automatic Bank Reconciliation	8 min	6.00
<u>GL Integration Web UI</u>	SYSPRO Avanti: General Ledger Integration Overview	8 min	6.00
<u>Normal Journals Web UI</u>	SYSPRO Avanti: GL Journal Entry Overview	7 min	6.00
	SYSPRO Avanti: Normal Journals	8 min	6.00
	SYSPRO Avanti: GL Journal Authorization	12 min	10.00
	SYSPRO Avanti: Provisional Journals	8 min	5.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Normal Journals Web UI</u>	SYSPRO Avanti: Inter-company Journals	12 min	10.00
	SYSPRO Avanti: Alternate Currency Journals	12 min	10.00
	SYSPRO Avanti: Period End Adjustment Journals	10 min	8.00
	SYSPRO Avanti: Auditor's Adjustment Journals	10 min	8.00
	SYSPRO Avanti: Statistical Journals	13 min	10.00
<u>Other General Ledger Journals Web UI</u>	SYSPRO Avanti: Importing General Ledger Journal Entries	10 min	8.00
	SYSPRO Avanti: Posting Multiple Normal Journals	8 min	6.00
	SYSPRO Avanti: Posting a Normal Journal From a Standard Journal	6 min	5.00
	Reversing a Journal in Web UI	4 min	3.00
	SYSPRO Avanti: Recurring Journals	9 min	7.00
	SYSPRO Avanti: Posting Recurring Journals	3 min	2.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>AP Period End Web UI</u>	SYSPRO Avanti: AP Period End - Balance Function	10 min	8.00
	SYSPRO Avanti: AP Period End - Various Month End and Purge Functions	10 min	8.00

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CERTIFICATION PATHS	CERTIFICATIONS	EXAMS	DURATION	PRICE - USD
<u>Certification Path: SYSPRO 7 User Financial Role</u>	Level 1 Certification: Financial Role 7	Exam: Accounts Receivable Clerk and Manager	6 Days	100.00
		Exam: Asset Controller		100.00
	Level 2 Certification: Financial Role 7	Exam: Financial Business Processes - Financial Role	9 Days	100.00
<u>Certification Path: SYSPRO 8 User Financial Role</u>	Level 1 Certification: Financial Role Certification	Exam: SYSPRO 8 Onboarding for Customers	6 Days	20.00
		Exam: Financial Essentials		100.00
	Level 2 Certification: Financial Role Certification	Exam: Bookkeeper and Accountant	6 Days	100.00
	Level 3 Certification: Financial Role Certification	Exam: Asset Controller	9 Days	100.00
		Exam: Financial Business Processes - Financial Role		100.00

Asset Controller

If you perform one or more of the following activities:

- Capturing and maintaining assets.
- Calculating asset depreciation.
- Transferring and disposing assets.
- Revaluing assets.
- Capturing capital expenditure.
- Recording asset counts.
- Reporting on and querying assets.

Then select the **Asset Controller** area of focus and the following courses and certifications will be available to you.



Your role plays an integral part in the **Asset Management** process. View the process end-to-end to see your touch points and responsibilities.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Obtain-Maintain-Dispose (Asset Management)</u>	Obtain-Maintain-Dispose Business Process Introduction	5 min	4.00
	The Obtain Phase	5 min	4.00
	Asset Capex Management	8 min	6.00
	Asset Order Processing	8 min	6.00
	Asset Acquisition	8 min	6.00
	The Maintain Phase	5 min	4.00
	Asset Maintenance	5 min	4.00
	Asset Depreciation and Asset Revaluation	10 min	8.00
	Asset Count	5 min	4.00
	Asset Disposal	5 min	4.00

Start here and get an overall understanding of the financial solutions in SYSPRO. You may not transact within all these solutions, but knowing about them will give you a better foundation and also insight into the possibilities with SYSPRO.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>SYSPRO 8 Finance Modules</u>	Accounts Payable Overview - SYSPRO 8	8 min	6.00
	Accounts Receivable Overview - SYSPRO 8	10 min	8.00
	Assets Overview	10 min	8.00
	Goods Received Notes (AP) Overview	10 min	8.00
	Contact Management Overview – SYSPRO 8	10 min	8.00
	Cash Book Overview	6 min	5.00
	General Ledger Overview	10 min	8.00
	Electronic Funds Transfer Overview	8 min	6.00

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BUNDLE	COURSE	DURATION	PRICE - USD
<u>Asset Capex Web UI</u>	SYSPRO Avanti: Asset Capex System Overview	10 min	8.00
	SYSPRO Avanti: Capex Items and Lines	15 min	12.00
	SYSPRO Avanti: Asset Capex Purchase Orders	8 min	6.00
	SYSPRO Avanti: Asset Capex Made In Items	10 min	8.00
	SYSPRO Avanti: Assets In Suspense	8 min	6.00

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CERTIFICATION PATHS	CERTIFICATIONS	EXAMS	DURATION	PRICE - USD
<u>Certification Path: SYSPRO 7 User Financial Role</u>	Level 1 Certification: Financial Role 7	Exam: Accounts Receivable Clerk and Manager	6 Days	100.00
		Exam: Asset Controller		100.00
	Level 2 Certification: Financial Role 7	Exam: Financial Business Processes - Financial Role	9 Days	100.00
<u>Certification Path: SYSPRO 8 User Financial Role</u>	Level 1 Certification: Financial Role Certification	Exam: SYSPRO 8 Onboarding for Customers	6 Days	20.00
		Exam: Financial Essentials		100.00
	Level 2 Certification: Financial Role Certification	Exam: Bookkeeper and Accountant	6 Days	100.00
	Level 3 Certification: Financial Role Certification	Exam: Asset Controller	9 Days	100.00
		Exam: Financial Business Processes - Financial Role		100.00

Cost Accountant

If you perform one or more of the following activities:

- Managing costs for inventory and bill of materials.
- Performing what-if costing.
- Activity-based costing.
- Actual costing of items.
- Calculating costs of imported items.
- Reporting and analyzing costs and variances.
- Balancing inventory and work in progress values.

Then select the **Cost Accountant** area of focus and the following courses and certifications will be available to you.



View how costs are managed and controlled using the **Inventory** and **Bill of Materials** solutions.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Inventory Management</u>	Inventory Movements - Adjustments	16 min	13.00
	Inventory Movements - Cost Changes	15 min	12.00
	Inventory Movements - Cost Modifications	16 min	13.00
	Inventory Movements - Physical Counts	12 min	10.00
	Minimum Quantity Calculation	6 min	5.00
	Price/Cost Percentage Change	5 min	4.00
<u>Bill of Materials Costing</u>	BOM Cost Implosion and Transfer BOM Costs to Warehouse Costs	13 min	11.00
	What-if Costing Programs	16 min	13.00
	BOM Costing Query - BOM Costs	5 min	4.00
<u>Bill of Materials Reports</u>	BOM Reports Part 1	4 min	3.00
	BOM Reports Part 2	10 min	8.00
	BOM Reports Part 3	10 min	8.00

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BUNDLE	COURSE	DURATION	PRICE - USD
<u>Inventory Management Web UI</u>	SYSPRO Avanti: Inventory - Cost Modifications	12 min	10.00
	SYSPRO Avanti: Inventory - Adjustments	7 min	6.00
	SYSPRO Avanti: Inventory - Cost Changes	7 min	6.00
	SYSPRO Avanti: Inventory - Physical Counts	10 min	8.00
<u>Normal Journals Web UI</u>	SYSPRO Avanti: GL Journal Authorization	12 min	10.00
	SYSPRO Avanti: Provisional Journals	8 min	5.00
	SYSPRO Avanti: Inter-company Journals	12 min	10.00
	SYSPRO Avanti: Alternate Currency Journals	12 min	10.00
	SYSPRO Avanti: Period End Adjustment Journals	10 min	8.00
	SYSPRO Avanti: Auditor's Adjustment Journals	10 min	8.00
	SYSPRO Avanti: Statistical Journals	13 min	10.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Other General Ledger Journals Web UI</u>	SYSPRO Avanti: Importing General Ledger Journal Entries	10 min	8.00
	SYSPRO Avanti: Posting Multiple Normal Journals	8 min	6.00
	SYSPRO Avanti: Posting a Normal Journal From a Standard Journal	6 min	5.00
	Reversing a Journal in Web UI	4 min	3.00
	SYSPRO Avanti: Recurring Journals	9 min	7.00
	SYSPRO Avanti: Posting Recurring Journals	3 min	2.00
<u>Bill of Materials Costing Web UI</u>	SYSPRO Avanti: BOM Cost Implosion	12 min	10.00
	SYSPRO Avanti: BOM What-if Costing	10 min	8.00
	SYSPRO Avanti: What-if Costing Applications	12 min	10.00
	SYSPRO Avanti: BOM Employee Costing	12 min	10.00
<u>AP Period End Web UI</u>	SYSPRO Avanti: AP Period End - Balance Function	10 min	8.00
	SYSPRO Avanti: AP Period End - Various Month End and Purge Functions	10 min	8.00

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CERTIFICATION PATHS	CERTIFICATIONS	EXAMS	DURATION	PRICE - USD
Certification Path: SYSPRO 7 User Cost Accounting Role	Level 1 Certification: Cost Accounting Role 7	Exam: Cost Accountant	3 Days	100.00
	Level 2 Certification: Cost Accounting Role 7	Exam: Cost Management	3 Days	100.00
Certification Path: SYSPRO 8 User Cost Accounting Role	Level 1 Certification: Cost Accounting Role	Exam: SYSPRO 8 Onboarding for Customers	6 Days	20.00
		Exam: Financial Essentials		100.00
	Level 2 Certification: Cost Accounting Role	Exam: Cost Accountant	3 Days	100.00
	Level 3 Certification: Cost Accounting Role	Exam: Cost Management	9 Days	100.00



DISTRIBUTION



Distribution Users Explained

If you perform tasks and activities within a **Distribution** role, you might be a **Inventory Control Manager and Dispatcher**, a **Buyer and Purchasing Manager**, a **Salesperson**, **Order Entry Clerk and Sales Manager**, an **Inventory Planner** or maybe your company calls your role something different. We have provided the content that will be applicable to you and hope that it will support you in your function.

We have categorized our content into levels of proficiency, as you may be a beginner, intermediate or advanced user of SYSPRO.

Inventory Control Manager and Dispatcher

If you perform one or more of the following activities:

- Recording inventory movements.
- Adding and maintaining warehouse details.
- Packing and picking inventory.
- Managing stock levels and pricing.
- Recording stock takes and cycle counts; managing lots and serials.
- Monitoring inventory in transit.
- Managing returns.
- Managing and monitoring dispatches and deliveries.

Then select the **Inventory Control Manager and Dispatcher** area of focus and the following courses and certifications will be available.



Start here and get an overall understanding of the manufacturing and distribution solutions in SYSPRO. You may not transact within all these solutions but knowing about them will give you a better foundation and also insight into the possibilities with SYSPRO and how your role integrates into the different areas of the business.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>SYSPRO 8 Distribution Modules</u>	Product Configurator Overview	14 min	11.00
	Contact Management Overview	7 min	6.00
	Inventory Overview	9 min	7.00
	Goods in Transit Overview	14 min	11.00
	Inventory Planning Overview	9 min	7.00
	Families and Groupings Overview	9 min	7.00
	Purchase Orders Overview	7 min	6.00
	Quotations Overview	11 min	9.00
	Return Merchandise Authorization Overview	9 min	7.00
	Return to Supplier Overview	10 min	8.00
	Sales Analysis Overview	8 min	6.00
	Sales Orders Overview	8 min	6.00
	Trade Promotions Overview	10 min	8.00

BUNDLE	COURSE	DURATION	PRICE - USD
Distribution Essentials	Distribution Essentials Introduction	2 hrs 31 min	122.00
	Distribution Essentials - Require-Procure-Pay	1 hr 7 min	54.00
	Distribution Essentials - Prospect-Transact-Care	1 hr 51 min	90.00
Manufacturing Concepts	Part 1: The Manufacturing Environment	32 min	26.00
	Part 2: Data Accuracy and Roles and Responsibilities	26 min	21.00
	Part 3: Inventory Management	28 min	23.00
	Part 4: Lot Sizing, Lead Times, Safety Stock, Scrap and Yield	33 min	27.00
	Part 5: Material Replenishment and Introduction to MRP and BOM	29 min	23.00
	Part 6: MRP Processing	29 min	23.00
	Part 7: Production Planning	31 min	25.00
	Part 8: DRP and Supply Chain Management	23 min	19.00
	Part 9: Manufacturing and Quality Philosophies	45 min	36.00
Prospect-Transact-Care (Sales)	Prospect-Transact-Care Introduction	12 min	10.00
	The Prospect Phase	6 min	5.00
	Prospect Management for PTC	10 min	8.00

Your role plays an integral part in both the **Sales** and **Purchasing** processes. View the process end-to-end to see your touch points and responsibilities.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Prospect-Transact-Care (Sales)</u>	Quotation Management	20 min	16.00
	New Customer Approval	20 min	16.00
	The Transact Phase	10 min	8.00
	Sales Order Processing	16 min	13.00
	Goods Delivery	16 min	13.00
	Document Processing	16 min	13.00
	Receivables Management	18 min	15.00
	The Care Phase	6 min	5.00
	After Sales Service	20 min	16.00
<u>Require-Procure-Pay (Purchasing)</u>	Require-Procure-Pay Business Process Introduction	8 min	6.00
	The Require Phase	10 min	8.00
	Requisition Processing	10 min	8.00
	New Supplier Approval	10 min	8.00
	Supplier Contract Maintenance	10 min	8.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Require-Procure-Pay (Purchasing)</u>	Supplier Contract Management (BPO)	6 min	5.00
	The Procure Phase	10 min	8.00
	Purchase Order Processing	8 min	6.00
	Import Management	10 min	8.00
	Receipts Management	15 min	12.00
	The Pay Phase	15 min	12.00
	Invoice Processing	15 min	12.00
	Payment Processing	15 min	12.00

Learn how to optimize your inventory by familiarizing yourself with SYSPRO's inventory management solutions.

BUNDLE	COURSE	DURATION	PRICE - USD
Cycle Counting	Cycle Counting System Configuration	7 min	6.00
	Cycle Counting System Processing	18 min	15.00
	SYSPRO Scheduler	7 min	6.00
	Inventory Lost and Found Warehouse Review	6 min	5.00
Goods In Transit	Goods in Transit Setup and Configuration	14 min	11.00
	GIT Warehouse Supply Chain Setup and Validation	14 min	11.00
	Viewing the GIT Supply Chain	6 min	5.00
	Inventory Movements - Transfers IN with GIT	18 min	15.00
	GIT Receipt with Apportionment	21 min	17.00
	Viewing GIT References	10 min	8.00
	GIT Trial Balance	7 min	6.00
Inventory Management	Inventory Movements - Adjustments	16 min	13.00
	Inventory Movements - Cost Changes	15 min	12.00
	Inventory Movements - Cost Modifications	16 min	13.00

BUNDLE	COURSE	DURATION	PRICE - USD
Inventory Management	Inventory Movements - Physical Counts	12 min	10.00
	Minimum Quantity Calculation	6 min	5.00
	Price/Cost Percentage Change	5 min	13.00
Inventory Movements	Inventory Movements - Preferences and Options	12 min	10.00
	Inventory Movements - Bin Transfers	14 min	11.00
	Inventory Movements - Expense Issues	15 min	12.00
	Inventory Movements - Transfers OUT	18 min	15.00
	Inventory Movements - Transfers IN (Non-GIT)	15 min	12.00
	Inventory Movements - Immediate Transfers	18 min	15.00
	Inventory Movements - No Destination Transfers	15 min	12.00
	Inventory Movements - Receipts	12 min	10.00
Inventory Pricing	Inventory Quantity Discounts	8 min	6.00
	Stock Code Price Maintenance	7 min	6.00
	Price Code Price Maintenance	6 min	5.00

BUNDLE	COURSE	DURATION	PRICE - USD
Inventory Pricing	Foreign Currency Price Codes	5 min	4.00
	Foreign Prices	5 min	4.00
Inventory - Stock Code Maintenance	Stock Code Maintenance - Overview	15 min	12.00
	Stock Code Maintenance - Stock Code Details Pane	12 min	10.00
	Stock Code Maintenance - Replenishment Pane	23 min	19.00
	Stock Code Maintenance - Tracking Tab	14 min	11.00
	Stock Code Maintenance - Sales Details Pane	20 min	16.00
	Stock Code Maintenance - Other Tab	5 min	4.00
	Copy Stock Code	10 min	8.00
	Copy Stock Codes to New Warehouses	9 min	7.00
	Stock Code Maintenance - Production Details Pane	10 min	8.00
Missions and Tasks	SYSPRO Avanti: Missions and Tasks Overview	8 min	6.00
	SYSPRO Avanti: Missions and Tasks: Configuration	8 min	6.00
	SYSPRO Avanti: Missions and Tasks: Transaction Processing	8 min	6.00

Purchasing can have a direct impact on a business's inventory control and the management of accurate inventory stock levels. To learn more about how the **Purchase Orders** module integrates into your role, view the bundles below.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Purchase Order Inspection</u>	Purchase Order Inspection Overview	7 min	6.00
	Purchase Order Inspection Managers - Transaction Processing	10 min	8.00
<u>Purchase Order Receipts</u>	Purchase Order Receipts and Inspection Overview	6 min	5.00
	Goods Received Notes (PO) Overview	4 min	3.00
	Purchase Order Receipts and Inspection Preferences	13 min	10.00
	Purchase Order Receipts - Receipt Order	23 min	18.00
	Purchase Order Receipts - Receipt Line and Cancel Line	18 min	14.00
	Purchase Order Receipts - Apportion Order	18 min	14.00
	Purchase Order Receipts - Negative and Reverse Receipts	17 min	14.00
	Supply Chain Portal for Suppliers	10 min	8.00
	Request for Quote System Transaction Processing	16 min	13.00
<u>Preferred Suppliers</u>	Preferred Suppliers	21 min	17.00
	Sourcing Policy Maintenance 1: Program Overview and Header	15 min	12.00
	Sourcing Policy Maintenance 4: Supplier by Stock Code vs. Supplier by Warehouse	9 min	7.00

BUNDLE	COURSE	DURATION	PRICE - USD
Preferred Suppliers	Sourcing Policy Maintenance 2: Multi-Sourcing Policy	17 min	14.00
	Sourcing Policy Maintenance 3: Lowest Cost and Lowest Cost Within Due Date	20 min	16.00
Return to Supplier	Return to Supplier (RTS): Review	14 min	11.00
	Creating Returns from Inventory Movements	6 min	5.00
	Creating Returns from Return Merchandise Authorization (RMA) Receipts	9 min	7.00
	Return to Supplier Reports and Purge	6 min	5.00
Sales Order Dispatch Notes	Dispatch Notes Overview	15 min	12.00
	Dispatch Notes: Transaction Processing	25 min	20.00
Sales Order Picking	Picking	3 min	2.00
	Sales Orders Picking: Configuration	5 min	4.00
	Pick Maintenance and Picks - User Interface	7 min	6.00
	Pick Query - User Interface	7 min	6.00
	Pick Review - User Interface	10 min	8.00
	Creating Picks and Adding to Picks	12 min	10.00

BUNDLE	COURSE	DURATION	PRICE - USD
Stock Take System	Stock Take Overview	6 min	5.00
	Stock Take Selection	7 min	6.00
	Stock Take Tickets and Stock Take Forms	7 min	6.00
	Stock Take Capture	16 min	13.00
	Stock Take Capture by Stock Code	10 min	8.00
	Uncaptured Stock Quantities and Stock Take Variance Reports	9 min	7.00
	Stock Take Confirmation	12 min	10.00
Product Recall	Product Recall Overview	9 min	8.00
	Additional Lot Maintenance	5 min	4.00
	Product Recall Selections Review and Quarantine	17 min	14.00
	Product Recall Query	3 min	2.00

BUNDLE	COURSE	DURATION	PRICE - USD
Kanban	Kanban Overview	8 min	6.00
	Kanban Configuration	10 min	8.00
	Transacting with Kanban	6 min	5.00
Marshalling	Marshalling Overview	10 min	8.00
	Marshalling Configuration	10 min	8.00
	Marshalling a Pick	10 min	8.00
	Marshalling Query	10 min	8.00
Quality Management Inspection	Inspection Overview	5 min	4.00
	Inspection Configuration - Acceptance Quality Limit	8 min	6.00
	Inspection Configuration: Inspection Test Design	10 min	8.00
	Inspection Processing: Inspection Level Review	8 min	6.00
	Inspection Processing: Inspection Tests	13 min	10.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Customer Complaints</u>	Customer Complaint System Overview	7 min	6.00
	Customer Complaint System - Module Level Setup	15 min	12.00
	Customer Complaint Processing	17 min	14.00

The **Web UI** has the same capability, but looks different to the **Client UI**. Use these courses to see how to transact in the **Web UI**.

BUNDLE	COURSE	DURATION	PRICE - USD
Dispatch Notes Web UI	SYSPRO Avanti: Dispatch Notes Transaction Processing Part 1	8 min	7.00
	SYSPRO Avanti: Dispatch Notes Transaction the Web UI Processing Part 2	8 min	7.00
Inventory Management Web UI	SYSPRO Avanti: Inventory - Cost Modifications	12 min	10.00
	SYSPRO Avanti: Inventory - Adjustments	7 min	6.00
	SYSPRO Avanti: Inventory - Cost Changes	7 min	6.00
	SYSPRO Avanti: Inventory - Physical Counts	10 min	8.00
Inventory Movements Web UI	SYSPRO Avanti: Inventory - Expense Issues	8 min	6.00
	SYSPRO Avanti: Inventory - Transfers Out	8 min	6.00
	SYSPRO Avanti: Inventory - Transfers In (Non-GIT)	7 min	6.00
	SYSPRO Avanti: Inventory - Immediate Transfers	10 min	8.00
	SYSPRO Avanti: Inventory - Transfers No Destination	8 min	6.00
	SYSPRO Avanti: Inventory - Transfers In with GIT	7 min	6.00
	SYSPRO Avanti: Inventory - Receipts	12 min	10.00
	SYSPRO Avanti: Minimum Quantity Calculation	10 min	8.00

BUNDLE	COURSE	DURATION	PRICE - USD
Inventory Movements Web UI	SYSPRO Avanti: Inventory Movements - General Preferences and Options	10 min	8.00
	SYSPRO Avanti: Inventory Movements - Preferences for GIT Transfers	7 min	6.00
	SYSPRO Avanti: Inventory - Bin Transfers	7 min	6.00
Picking Web UI	SYSPRO Avanti: Pick Review and Pick Maintenance	5 min	6.00
	SYSPRO Avanti: Creating Picks and Adding to Picks in Sales Order Entry	6 min	5.00
	SYSPRO Avanti: Picking	10 min	8.00
Purchase Order Inspection Web UI	SYSPRO Avanti: Purchase Order Inspection Overview	7 min	6.00
	SYSPRO Avanti: Purchase Order Inspection - Transaction Processing	10 min	8.00
Purchase Order Entry Web UI	SYSPRO Avanti: Purchase Order Entry - Overview and Program Layout	6 min	5.00
	SYSPRO Avanti: Purchase Order Entry - Preferences	7 min	6.00
	SYSPRO Avanti: Purchase Order Entry - Stocked Lines	7 min	6.00
	SYSPRO Avanti: Purchase Order Entry - Nonstocked Line	5 min	4.00
	SYSPRO Avanti: Purchase Order Entry - Freight, Miscellaneous and Comment Lines	6 min	5.00
	SYSPRO Avanti: Purchase Order Entry - End Order Options	8 min	7.00
	SYSPRO Avanti: Purchase Order Entry - Copy, Cancel and Graph Functions	8 min	7.00

Find out more about how **Web UI**, caters for your role, with its various applications, relevant to the **Distribution** module.

BUNDLE	COURSE	DURATION	PRICE - USD
Purchase Order Receipts Web UI	SYSPRO Avanti: Purchase Order Receipts - Receipt Order	10 min	8.00
	SYSPRO Avanti: Purchase Order Receipts - Receipt Line and Cancel Line	10 min	8.00
	SYSPRO Avanti: Purchase Order Receipts - Apportion Order	10 min	8.00
	SYSPRO Avanti: Purchase Order Receipts - Negative and Reverse Receipts	10 min	8.00
	SYSPRO Avanti: Purchase Order Receipts - Preferences	10 min	8.00
Return to Supplier Web UI	SYSPRO Avanti: RTS Review	20 min	16.00
	SYSPRO Avanti: Creating Returns from RMA Receipts	10 min	8.00
	SYSPRO Avanti: Creating Returns from the Receipts Application	8 min	6.00
Stock Take System Web UI	SYSPRO Avanti: Stock Take Overview	10 min	8.00
	SYSPRO Avanti: Stock Take Selection and Stock Take Forms	12 min	10.00
	SYSPRO Avanti: Stock Take Capture and Stock Take Confirmation	15 min	12.00

BUNDLE	COURSE	DURATION	PRICE - USD
Product Recall Web UI	SYSPRO Avanti: Product Recall Configuration	8 min	6.00
	SYSPRO Avanti: Product Recall Quarantine	8 min	6.00
	SYSPRO Avanti: Product Recall Selections Review	6 min	5.00
	SYSPRO Avanti: Product Recall Query and Reports	7 min	6.00
Inspection Web UI	SYSPRO Avanti: Inspection Overview	6 min	5.00
	SYSPRO Avanti: Inspection Configuration - Acceptance Quality Limit	10 min	8.00
	SYSPRO Avanti: Inspection Configuration - Inspection Test Design	10 min	8.00
	SYSPRO Avanti: Inspection Processing - Inspection Level Review	7 min	6.00
	SYSPRO Avanti: Processing Inspection Tests Part 1	7 min	6.00
	SYSPRO Avanti: Processing Inspection Tests Part 2	12 min	10.00

BUNDLE	COURSE	DURATION	PRICE - USD
Kanban Web UI	SYSPRO Avanti: Kanban Overview	8 min	6.50
	SYSPRO Avanti: Kanban Configuration	10 min	8.10
	SYSPRO Avanti: Kanban Transaction Processing	8 min	6.50

Role-based end user certification paths offer you the opportunity to learn more about the SYSPRO offering around your role. There are different levels which you can achieve within a certification path. Once you have completed a level, you will be awarded a certificate of completion, and once you have completed the entire certification path, you will receive a [digital credential](#) from **Credly**. You can include this badge in your email signature and display it on social media platforms.

CERTIFICATION PATHS	CERTIFICATIONS	EXAMS	DURATION	PRICE - USD
Certification Path: SYSPRO 7 User Inventory Control Role	Level 1 Certification: Inventory Control Role 7	Exam: Inventory Control Manager	3 Days	100.00
	Level 2 Certification: Inventory Control Role 7	Exam: Inventory Management	3 Days	100.00
Certification Path: SYSPRO 8 User Inventory Control Role	Level 1 Certification: Inventory Control Role	Exam: SYSPRO 8 Onboarding for Customers	6 Days	20.00
		Exam: Distribution Essentials Essentials		100.00
	Level 2 Certification: Inventory Control Role	Exam: Inventory Control Manager	3 Days	100.00
	Level 3 Certification: Inventory Control Role	Exam: Inventory Management	3 Days	100.00

Buyer and Purchasing Manager

If you perform one or more of the following activities:

- Requesting or buying goods for manufacturing or distribution.
- Sourcing suppliers.
- Reporting on supplier performance.
- Submitting request for quotations.
- Monitoring imported items.
- Querying suppliers and orders from suppliers.

Then select the **Buyer and Purchasing Manager** area of focus and the following courses and certifications will be available.



Start here and get an overall understanding of the distribution solutions in SYSPRO. You may not transact within all these solutions but knowing about them will give you a better foundation and insight into the possibilities with SYSPRO and how your role integrates into the different areas of the business.

BUNDLE	COURSE	DURATION	PRICE - USD
SYSPRO 8 Distribution Modules	Product Configurator Overview	14 min	11.00
	Contact Management Overview	7 min	6.00
	Inventory Overview	9 min	7.00
	Goods in Transit Overview	14 min	11.00
	Inventory Planning Overview	9 min	7.00
	Families and Groupings Overview	9 min	7.00
	Purchase Orders Overview	7 min	6.00
	Quotations Overview	11 min	9.00
	Return Merchandise Authorization Overview	9 min	7.00
	Return to Supplier Overview	10 min	8.00
	Sales Analysis Overview	8 min	6.00
	Sales Orders Overview	8 min	6.00
	Trade Promotions Overview	10 min	8.00

Your role plays an integral part in the **Purchasing** process. View the process end-to-end to see your touch points and responsibilities.

BUNDLE	COURSE	DURATION	PRICE - USD
Require-Procure-Pay (Purchasing)	Require-Procure-Pay Business Process Introduction	8 min	6.00
	The Require Phase	10 min	8.00
	Requisition Processing	10 min	8.00
	New Supplier Approval	10 min	8.00
	Supplier Contract Maintenance	10 min	8.00
	Supplier Contract Management (BPO)	6 min	5.00
	The Procure Phase	10 min	8.00
	Purchase Order Processing	8 min	6.00
	Import Management	10 min	8.00
	Receipts Management	15 min	12.00
	The Pay Phase	15 min	12.00
	Invoice Processing	15 min	12.00
	Payment Processing	15 min	12.00

Purchase orders play a major role in the inventory management process. Learn how SYSPRO can help you optimize your procurement process.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Purchase Orders Module Setup</u>	Supplier Comments	6 min	5.00
	Stock Code Comments	6 min	5.00
	Standard Comments in Purchase Orders	8 min	6.00
	Alternate Delivery Address & Price UoM	8 min	6.00
	Purchase Order Format	5 min	4.00
<u>Purchase Order Processing</u>	Purchase Order Entry - Overview and Header Information	7 min	6.00
	Purchase Order Entry - Preferences	8 min	6.00
	Purchase Order Entry - Menu and Toolbar	11 min	9.00
	Purchase Order Entry - Order Header Panes	4 min	3.00
	Purchase Order Entry - Stocked Lines	13 min	10.00
	Purchase Order Entry - Non-stocked Lines	10 min	8.00
	Purchase Order Entry - Freight, Miscellaneous and Comment Lines	6 min	5.00
	Purchase Order Entry - End Purchase Order Options	5 min	4.00
	Purchase Order Entry - Copy, Cancel and Graph Functions	6 min	5.00

BUNDLE	COURSE	DURATION	PRICE - USD
Purchase Orders Reports and Queries	Purchase Order Query	15 min	10.00
	Purchase Orders Reports	15 min	10.00
Preferred Suppliers	Preferred Suppliers	21 min	17.00
	Sourcing Policy Maintenance 1: Program Overview and Header	15 min	10.00
	Sourcing Policy Maintenance 4: Supplier by Stock Code vs. Supplier by Warehouse	9 min	7.00
	Sourcing Policy Maintenance 2: Multi-Sourcing Policy	17 min	14.00
	Sourcing Policy Maintenance 3: Lowest Cost and Lowest Cost Within Due Date	20 min	16.00
Requisitions	Requisition System Overview	6 min	5.00
	Requisition System - User Maintenance	9 min	7.00
	Request for Quote System Overview	6 min	5.00
	Request for Quote System Configuration	5 min	4.00
Supplier Maintenance	AP Supplier Maintenance - Overview	25 min	20.00
	AP Supplier Maintenance - Supplier & Contact Details	12 min	10.00
	AP Supplier Maintenance - General & Purchasing Details	22 min	18.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Contact Management System Query and Searches</u>	Contact Management Query	5 min	4.00
	Contact Query	7 min	6.00
	Activity Search	5 min	4.00
	Account Query	3 min	2.00
	Organization Search	7 min	6.00
<u>Marshalling</u>	Marshalling Overview	10 min	8.00
	Marshalling Configuration	10 min	8.00
	Marshalling a Pick	10 min	8.00
	Marshalling Query	10 min	8.00
<u>Quality Management Inspection</u>	Inspection Overview	5 min	4.00
	Inspection Configuration - Acceptance Quality Limit	8 min	6.00
	Inspection Configuration: Inspection Test Design	10 min	8.00
	Inspection Processing: Inspection Level Review	8 min	6.00
	Inspection Processing: Inspection Tests	13 min	10.00

The **Web UI** has the same capability, but looks different to the **Client UI**. Use these courses to see how to transact in the **Web UI**.

BUNDLE	COURSE	DURATION	PRICE - USD
Purchase Order Entry Web UI	SYSPRO Avanti: Purchase Order Entry - Overview and Program Layout	6 min	5.00
	SYSPRO Avanti: Purchase Order Entry - Preferences	7 min	6.00
	SYSPRO Avanti: Purchase Order Entry - Stocked Lines	7 min	6.00
	SYSPRO Avanti: Purchase Order Entry - Nonstocked Line	5 min	4.00
	SYSPRO Avanti: Purchase Order Entry - Freight, Miscellaneous and Comment Lines	6 min	5.00
	SYSPRO Avanti: Purchase Order Entry - End Order Options	5 min	4.00
	SYSPRO Avanti: Purchase Order Entry - Copy, Cancel and Graph Functions	8 min	6.00
Request for Quote Web UI	Request for Quote System Overview	10 min	8.00
	Request for Quote Review	8 min	6.00
	Request for Quote Maintenance	10 min	8.00
	Supplier Quote Entry	8 min	6.00
CMS Setup Web UI	SYSPRO Avanti: Contact Management Accounts	6 min	5.00
	SYSPRO Avanti: Contact Management Contacts	4 min	3.00
	SYSPRO Avanti: Contact Management Organization List Maintenance	6 min	5.00

BUNDLE	COURSE	DURATION	PRICE - USD
CMS Setup Web UI	SYSPRO Avanti: Contact Management Activities	10 min	8.00
CMS Searches and Queries Web UI	SYSPRO Avanti: Contact Query	12 min	10.00
	SYSPRO Avanti: Activity Search	5 min	4.00
	SYSPRO Avanti: Organization Search	5 min	4.00
Inspection Web UI	SYSPRO Avanti: Inspection Overview	6 min	5.00
	SYSPRO Avanti: Inspection Configuration - Acceptance Quality Limit	10 min	8.00
	SYSPRO Avanti: Inspection Configuration - Inspection Test Design	10 min	8.00
	SYSPRO Avanti: Inspection Processing - Inspection Level Review	7 min	6.00
	SYSPRO Avanti: Processing Inspection Tests Part 1	7 min	6.00
	SYSPRO Avanti: Processing Inspection Tests Part 2	12 min	10.00

Role-based end user certification paths offer you the opportunity to learn more about the SYSPRO offering around your role. There are different levels which you can achieve within a certification path. Once you have completed a level, you will be awarded a certificate of completion, and once you have completed the entire certification path, you will receive a [digital credential](#) from **Credly**. You can include this badge in your email signature and display it on social media platforms.

CERTIFICATION PATHS	CERTIFICATIONS	EXAMS	DURATION	PRICE - USD
Certification Path: SYSPRO 7 User Purchasing Role	Level 1 Certification: Purchasing Role 7	Exam: Buyer and Purchasing Manager	3 Days	100.00
	Level 2 Certification: Purchasing Role 7	Exam: Purchasing Business Process	3 Days	100.00
Certification Path: SYSPRO 8 User Purchasing Role	Level 1 Certification: Purchasing Role	Exam: SYSPRO 8 Onboarding for Customers	6 Days	20.00
		Exam: Buyer and Purchasing Manager		100.00
	Level 2 Certification: Purchasing Role	Exam: Purchasing Business Process	3 Days	100.00

Salesperson, Order Entry Clerk and Sales Manager

If you perform one or more of the following activities:

- Prospecting.
- Managing customers.
- Proving customer quotations.
- Processing sales.
- Maintaining pricing.
- Maintaining promotions.
- Analyzing sales.
- Managing customer contracts.

Then select the **Salesperson, Order Entry Clerk and Sales Manager** area of focus and the following courses and certifications will be available.



Get an overall understanding of the distribution solutions in SYSPRO by familiarizing yourself with the topics covered in these courses.
 . You may not transact within all these solutions but knowing about them will give you a better foundation and also insight into the possibilities with SYSPRO and how your role integrates into the different areas of the business.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>SYSPRO 8 Distribution Modules</u>	Product Configurator Overview	14 min	11.00
	Contact Management Overview	7 min	6.00
	Inventory Overview	9 min	7.00
	Goods in Transit Overview	14 min	11.00
	Inventory Planning Overview	9 min	7.00
	Families and Groupings Overview	9 min	7.00
	Purchase Orders Overview	7 min	6.00
	Quotations Overview	11 min	9.00
	Return Merchandise Authorization Overview	9 min	7.00
	Return to Supplier Overview	10 min	8.00
	Sales Analysis Overview	8 min	6.00
	Sales Orders Overview	8 min	6.00
	Trade Promotions Overview	10 min	8.00

Your role plays an integral part in the **Sales** process. View the process end-to-end to see your touch points and responsibilities.

BUNDLE	COURSE	DURATION	PRICE - USD
Prospect-Transact-Care (Sales)	Prospect-Transact-Care Introduction	12 min	10.00
	The Prospect Phase	6 min	5.00
	Prospect Management for PTC	10 min	8.00
	Quotation Management	20 min	16.00
	New Customer Approval	20 min	16.00
	The Transact Phase	10 min	8.00
	Sales Order Processing	16 min	13.00
	Goods Delivery	16 min	13.00
	Document Processing	16 min	13.00
	Receivables Management	18 min	15.00
	The Care Phase	6 min	5.00
	After Sales Service	20 min	16.00
Order Entry Clerk	Manage Sales Orders - Simple Order	8 min	6.00
	Manage Sales Orders - Reserved Stock	6 min	5.00

Unpack your role within SYSPRO, by viewing how we cater for each area of your job specification.

BUNDLE	COURSE	DURATION	PRICE - USD
Order Entry Clerk	Manage Sales Orders - Back Orders	9 min	7.00
	Manage Sales Orders - Scheduled Orders	11 min	9.00
	Manage Returns	9 min	7.00
Sales Managers	Reporting and Analysis: Queries	6 min	5.00
	Reporting and Analysis: Sales Targets	6 min	5.00
	Reporting and Analysis - Sales Staff	15 min	12.00
	Reporting and Analysis: Turnover and Profit	5 min	4.00
Salespersons	Prospect Management	4 min	3.00
	Price Management Overview	4 min	3.00
	Monitor Prices	4 min	3.00
	Manage Contracts	9 min	7.00
	Manage Promotions	7 min	6.00
	Sales Order Templates and Service Charges	9 min	7.00
	Reason Codes and Problem Codes	8 min	6.00

BUNDLE	COURSE	DURATION	PRICE - USD
Salespersons	Product Classes and Departments	6 min	5.00
	Salespersons	5 min	4.00
	Manage Quotations	11 min	9.00
	Prepare Quotations for PTO Products	5 min	4.00
Salespersons, Order Entry Clerk and Sales Managers	Prospect Management	4 min	3.00
	Price Management Overview	4 min	3.00
	Monitor Prices	4 min	3.00
	Manage Contracts	9 min	7.00
	Manage Promotions	7 min	6.00
	Sales Order Templates and Service Charges	9 min	7.00
	Reason Codes and Problem Codes	8 min	6.00
	Product Classes and Departments	6 min	5.00
	Salespersons	5 min	4.00
	Manage Quotations	11 min	9.00

BUNDLE	COURSE	DURATION	PRICE - USD
Salespersons, Order Entry Clerk and Sales Managers	Prepare Quotations for PTO Products	5 min	4.00
	Manage Sales Orders - Simple Order	4 min	3.00
	Manage Sales Orders - Reserved Stock	3 min	2.00
	Manage Sales Orders - Back Orders	4 min	3.00
	Manage Sales Orders - Scheduled Orders	5 min	4.00
	Manage Returns	4 min	3.00
	Reporting and Analysis: Queries	4 min	3.00
	Reporting and Analysis: Sales Targets	4 min	3.00
	Reporting and Analysis - Sales Staff	3 min	2.00
	Reporting and Analysis: Turnover and Profit	3 min	2.00

Now that you have an overall understanding of **Distribution** capabilities, learn more about the programs which assist with sales transactions.

BUNDLE	COURSE	DURATION	PRICE - USD
Inventory Pricing	Inventory Quantity Discounts	8 min	6.00
	Stock Code Price Maintenance	7 min	6.00
	Price Code Price Maintenance	6 min	5.00
	Foreign Currency Price Codes	5 min	4.00
	Foreign Prices	5 min	4.00
Sales Order Back Order Release	SO Back Order Release	11 min	9.00
	Import Back Order Releases	11 min	9.00
	Sales Order Back Order Review	12 min	10.00
Sales Order Picking	Picking	3 min	2.00
	Sales Orders Picking: Configuration	5 min	4.00
	Pick Maintenance and Picks - User Interface	7 min	6.00
	Pick Query - User Interface	7 min	6.00
	Pick Review - User Interface	10 min	8.00
	Creating Picks and Adding to Picks	12 min	10.00

BUNDLE	COURSE	DURATION	PRICE - USD
Sales Order Processing	Sales Order Entry - Overview and General Program Layout	21 min	17.00
	Sales Order Entry Preferences	14 min	11.00
	Sales Order Entry - Order Header Pane	24 min	19.00
	SO Entry - Statuses & Select New Status Program	12 min	10.00
	Sales Order Entry - Processing a Stocked Line Using Default Fields	21 min	17.00
	Sales Order Entry - Processing a Non-Stocked Line	12 min	10.00
	Processing a Miscellaneous and Freight Line	12 min	10.00
	Sales Order Batch Printing Overview	14 min	11.00
	Quick Sales Order Entry	5 min	4.00
Quotation Entry	Quotation Entry - Overview and Quotation Header	7 min	6.00
	Quotation Entry - Stocked Lines	6 min	5.00
	Quotation Entry - Non-stocked Bought-out	7 min	6.00
	Quotation Entry - Version Numbering	5 min	4.00
	Quotation Entry - Non-stocked Made-in and Estimates	12 min	10.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Contact Management System Query and Searches</u>	Contact Management Query	5 min	4.00
	Contact Query	7 min	6.00
	Activity Search	5 min	4.00
	Account Query	3 min	2.00
	Organization Search	7 min	6.00

SYSPRO Web User Interface, Avanti (Web UI) - Intermediate

The **Web UI** has the same capability, but looks different to the **Client UI**. Use these courses to see how to transact in the **Web UI**.

BUNDLE	COURSE	DURATION	PRICE - USD
Back Orders Web UI	SYSPRO Avanti: Sales Orders - Back Order Release	6 min	5.00
	SYSPRO Avanti: Sales Orders Back Order Review	8 min	6.00
Picking Web UI	SYSPRO Avanti: Pick Review and Pick Maintenance	5 min	4.00
	SYSPRO Avanti: Creating Picks and Adding to Picks in Sales Order Entry	6 min	5.00
	SYSPRO Avanti: Picking	10 min	8.00
Sales Order Entry Web UI	SYSPRO Avanti: Sales Order Entry - Overview and General Application Layout	7 min	6.00
	SYSPRO Avanti: Sales Order Entry - Preferences	7 min	6.00
	SYSPRO Avanti: Sales Orders - Change Order Status Application	5 min	4.00
	SYSPRO Avanti: Sales Order Entry - Stocked Lines	7 min	6.00
	SYSPRO Avanti: Sales Order Entry - Miscellaneous and Freight Lines	7 min	6.00
	SYSPRO Avanti: Sale Order Entry - Non-stocked Lines	4 min	3.00
	SYSPRO Avanti: Document Print	8 min	6.00
CMS Setup Web UI	SYSPRO Avanti: Contact Management Accounts	6 min	5.00
	SYSPRO Avanti: Contact Management Contacts	4 min	3.00

BUNDLE	COURSE	DURATION	PRICE - USD
CMS Setup Web UI	SYSPRO Avanti: Contact Management Organization List Maintenance	6 min	5.00
	SYSPRO Avanti: Contact Management Activities	10 min	8.00
CMS Searches and Queries Web UI	SYSPRO Avanti: Contact Query	12 min	10.00
	SYSPRO Avanti: Activity Search	5 min	4.00
	SYSPRO Avanti: Organization Search	5 min	4.00
Pricing Engine Web UI	SYSPRO Avanti: Pricing Engine Overview	10 min	8.00
	SYSPRO Avanti: Price List Conversion	6 min	5.00
	SYSPRO Avanti: Pricing Engine - Price Lists	8 min	7.00
	SYSPRO Avanti: Pricing Engine - Price List Review	8 min	7.00
	SYSPRO Avanti: Pricing Engine - Price Group Maintenance	8 min	7.00
	SYSPRO Avanti: Pricing Engine - Price Group Order Discounts	8 min	7.00

The **Product Configurator** facilitates rapid order configuration by non-technical people across an organization.

BUNDLE	COURSE	DURATION	PRICE - USD
Product Configurator	Product Configurator Overview	14 min	11.00
	Demo Configurator - Example	6 min	5.00
	Demo Configurator - Selections and Criteria	13 min	10.00
	Demo Configurator - Options and Components	9 min	7.00
	Building a Configurator - Selections and Criteria	15 min	12.00
	Building a Configurator - Options Components and Operations	16 min	13.00
	Building a Configurator - Calculations and Component Dependencies	13 min	10.00
Pricing Engine	Pricing Engine Overview	10 min	8.00
	Pricing Engine: Price Lists	12 min	10.00
	Pricing Engine: Price Groups	8 min	6.00
	Pricing Engine: Order Discount Breaks	8 min	6.00
	Pricing Engine: Price Catalogs	6 min	5.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Quality Management Inspection</u>	Inspection Overview	5 min	4.00
	Inspection Configuration: Acceptance Quality Limit	8 min	6.50
	Inspection Configuration: Inspection Test Design	10 min	8.00
	Inspection Processing: Inspection Level Review	8 min	6.50
	Inspection Processing: Inspection Tests	13 min	11.00
<u>Customer Complaints</u>	Customer Complaint System Overview	7 min	6.00
	Customer Complaint System - Module Level Setup	15 min	12.00
	Customer Complaint Processing	17 min	14.00

Role-based end user certification paths offer you the opportunity to learn more about the SYSPRO offering around your role. There are different levels which you can achieve within a certification path. Once you have completed a level, you will be awarded a certificate of completion, and once you have completed the entire certification path, you will receive a [digital credential](#) from **Credly**. You can include this badge in your email signature and display it on social media platforms.

CERTIFICATION PATHS	CERTIFICATIONS	EXAMS	DURATION	PRICE - USD
Certification Path: SYSPRO 7 User Sales Role	Level 1 Certification: Sales Role 7	Exam: Salesperson, Order Entry Clerk and Sales Manager	3 Days	100.00
	Level 2 Certification: Sales Role 7	Exam: Sales Business Process	3 Days	100.00
Certification Path: SYSPRO 8 User Sales Role	Level 1 Certification: Sales Role 8	Exam: SYSPRO 8 Onboarding for Customers	6 Days	20.00
		Exam: Salesperson, Order Entry Clerk and Sales Manager		100.00
	Level 2 Certification: Sales Role 8	Exam: Sales Business Process	3 Days	100.00

Inventory Planner

If you perform one or more of the following activities:

- Determining the optimal quantity and timing of inventory.
- Aligning inventory levels with sales and production capacity.
- Inventory forecasting.
- Classifying stock codes.
- Setting stock policy and modeling policy effects.

Then select the **Inventory Planner** area of focus and the following courses and certifications will be available to you.



The **Inventory Planner** role is a specialist role.
All prerequisite learning is in the [Inventory Control Manager and Dispatcher](#) role.



Learn how SYSPRO supports forecasting and inventory optimization with the **Inventory Planning** solution.

BUNDLE	COURSE	DURATION	PRICE - USD
Families and Groupings	Families and Groupings Overview	9 min	7.00
	IO Families and Groupings - Collections	12 min	10.00
	IO Families and Groupings - Program Tabs	6 min	5.00
	IO Families and Groupings - Pulldown Menu Functions	18 min	15.00
Forecasting Setup	IO Options Maintenance	9 min	7.00
	Forecast Calendars	2 min	2.00
	IO Selection Set Maintenance	5 min	4.00
Inventory Optimization	The Modeling Interface	10 min	8.00
	Introduction to Stock Policies	11 min	9.00
	Fixed Policy	10 min	8.00
	Risk Policy	6 min	5.00
	Changing the Model	5 min	4.00
Inventory Forecasting	IO Demand History	9 min	7.00
	Statistics Review	6 min	5.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Inventory Forecasting</u>	IO Pareto Analysis	10 min	8.00
	IO Manual Forecasting	8 min	6.00
	Forecasting Algorithms Part 1	13 min	11.00
	Forecasting Algorithms Part 2	16 min	13.00
	IO Approve Draft Forecasts & Updating Live Forecasts	qq5 min	4.00
	IO Batch Forecasting	6 min	5.00

BUNDLE	COURSE	DURATION	PRICE - USD
Kanban Web UI	SYSPRO Avanti: Kanban Overview	8 min	6.50
	SYSPRO Avanti: Kanban Configuration	10 min	8.10
	SYSPRO Avanti: Kanban Transaction Processing	8 min	6.50

An aerial photograph of a port area. In the foreground, two large red gantry cranes are positioned over a ship's deck, which is filled with stacks of colorful shipping containers in shades of blue, green, red, and white. The ship is docked at a concrete pier. In the background, more stacks of containers are visible on the pier, along with a few small vehicles. The word "MANUFACTURING" is overlaid in large, white, bold capital letters on a semi-transparent blue rectangular background that covers the middle portion of the image.

MANUFACTURING



Manufacturing Users Explained

If you perform tasks and activities within a Manufacturing role, you might be a **Planner for Bill of Materials**, **Planner and Production Manager for WIP** or a **Planner for Requirements Planning**, or maybe your company calls your role something different. We have provided the content that will be applicable to you and hope that it will support you in your function.

We have categorized our content into levels of proficiency, as you may be a beginner, intermediate or advanced user of SYSPRO.

Planner - Bill of Materials

If you perform one or more of the following activities:

- Adding and maintaining bill of materials.
- Updating production item costs.

Then select the **Planner - Bill of Materials** area of focus and the following courses and certifications will be available to you.



Start here and get an overall understanding of the manufacturing and distribution solutions in SYSPRO. You may not transact within all these solutions but knowing about them will give you a better foundation and also insight into the possibilities with SYSPRO.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>SYSPRO 8 Distribution Modules</u>	Product Configurator Overview	14 min	11.00
	Contact Management Overview	7 min	6.00
	Inventory Overview	9 min	7.00
	Goods in Transit Overview	14 min	11.00
	Inventory Planning Overview	9 min	7.00
	Families and Groupings Overview	9 min	7.00
	Purchase Orders Overview	7 min	6.00
	Quotations Overview	11 min	9.00
	Return Merchandise Authorization Overview	9 min	7.00
	Return to Supplier Overview	10 min	8.00
	Sales Analysis Overview	8 min	6.00
	Sales Orders Overview	8 min	6.00
	Trade Promotions Overview	10 min	8.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Manufacturing Concepts</u>	Part 1: The Manufacturing Environment	32 min	26.00
	Part 2: Data Accuracy and Roles and Responsibilities	26 min	21.00
	Part 3: Inventory Management	28 min	23.00
	Part 4: Lot Sizing, Lead Times, Safety Stock, Scrap and Yield	33 min	27.00
	Part 5: Material Replenishment and Introduction to MRP and BOM	29 min	23.00
	Part 6: MRP Processing	29 min	23.00
	Part 7: Production Planning	31 min	25.00
	Part 8: DRP and Supply Chain Management	23 min	19.00
	Part 9: Manufacturing and Quality Philosophies	45 min	36.00
<u>Manufacturing Essentials (Schedule-Produce- Distribute)</u>	Schedule-Produce-Distribute Introduction	5 min	4.00
	Schedule Phase	10 min	8.00
	Produce Phase Overview	7 min	6.00
	Releasing Production Orders	10 min	8.00
	Processing Production Transactions	10 min	8.00
	The Distribute Phase	10 min	8.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>SYSPRO 7 Manufacturing Modules</u>	Bill of Materials Overview	8 min	7.00
	Engineering Change Control Overview	7 min	6.00
	Manufacturing Operations Management Overview	5 min	4.00
	Requirements Planning Overview	16 min	13.00
	Quotations Overview	11 min	9.00
	Work in Progress Overview - SYSPRO 7	10 min	8.00
	Lot Traceability Overview - SYSPRO 7	5 min	4.00
<u>SYSPRO 8 Manufacturing Modules</u>	Bill of Materials Overview	8 min	7.00
	Engineering Change Control Overview	7 min	6.00
	Manufacturing Operations Management Overview	5 min	4.00
	Requirements Planning Overview	16 min	13.00
	Quotations Overview	11 min	9.00
	Work in Progress Overview - SYSPRO 8	10 min	8.00
	Lot Traceability Overview - SYSPRO 8	5 min	4.00

The bill of materials, in manufacturing, is essential to enable your business to bring products from concept to customer. Familiarize yourself with SYSPRO's **Bill of Materials** solution to find out more.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Bill of Materials Module Setup</u>	BOM Cost Center Maintenance	7 min	6.00
	BOM Work Center Maintenance and BOM Work Center Move Matrix Maintenance	11 min	9.00
	Capacity Calendar Maintenance	4 min	3.00
	Machine Maintenance, BOM Tool Set Maintenance, and Employee Maintenance	6 min	5.00
<u>Bill of Materials Structures and Routings</u>	Structures & Routings Overview and Components	17 min	14.00
	Structures & Routings - Operations	22 min	18.00
	Structures & Routings - Subcontract Operations	7 min	6.00
	Batch Bill of Materials	5 min	4.00
	BOM Structure Validation, Relationship Validation, and BOM Lead Time Calculation	11 min	9.00
<u>Bill of Materials Reports</u>	BOM Reports Part 1	4 min	3.00
	BOM Reports Part 2	10 min	8.00
	BOM Reports Part 3	10 min	8.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Quotation Entry</u>	Quotation Entry - Overview and Quotation Header	7 min	6.00
	Quotation Entry - Stocked Lines	6 min	5.00
	Quotation Entry - Non-stocked Bought-out	7 min	6.00
	Quotation Entry - Version Numbering	5 min	4.00
	Quotation Entry - Non-stocked Made-in and Estimates	12 min	10.00

The **Web UI** has the same capability, but looks different to the **Client UI**. Use these courses to see how to transact in the **Web UI**.

BUNDLE	COURSE	DURATION	PRICE - USD
Quotation Entry Web UI	SYSPRO Avanti: Quotations Application Overview	10 min	8.00
	SYSPRO Avanti: Quotations - Non-stocked Bought Out	10 min	8.00
	SYSPRO Avanti: Quotations - Non-stocked Made In Items and Estimates	18 min	14.00
Bill of Materials Costing Web UI	SYSPRO Avanti: BOM Cost Implosion	12 min	10.00
	SYSPRO Avanti: BOM What-if Costing	10 min	8.00
	SYSPRO Avanti: What-if Costing Applications	12 min	10.00
	SYSPRO Avanti: BOM Employee Costing	12 min	10.00

Role-based end user certification paths offer you the opportunity to learn more about the SYSPRO offering around your role. There are different levels which you can achieve within a certification path. Once you have completed a level, you will be awarded a certificate of completion, and once you have completed the entire certification path, you will receive a [digital credential](#) from **Credly**. You can include this badge in your email signature and display it on social media platforms.

CERTIFICATION PATHS	CERTIFICATIONS	EXAMS	DURATION	PRICE - USD
Certification Path: SYSPRO 7 User Planning Role	Level 1 Certification: Planning Role 7	Exam: Planner and Production Manager	9 Days	100.00
		Exam: Planner - Requirement Planning		100.00
	Level 2 Certification: Planning Role 7	Exam: Planning Business Processes	10 Days	100.00
Certification Path: SYSPRO 8 User Planning Role	Level 1 Certification: Planning Role	Exam: SYSPRO 8 Onboarding for Customers	6 Days	20.00
		Exam: Manufacturing Essentials		100.00
	Level 2 Certification: Planning Role	Exam: Planner and Production Manager	9 Days	100.00
		Exam: Planner - Requirement Planning		100.00
	Level 3 Certification: Planning Role	Exam: Planning Business Processes	10 Days	100.00

Planner and Production Manager - WIP

If you perform one or more of the following activities:

- Creating and maintaining jobs.
- Allocating materials and labor to jobs.
- Confirming jobs.
- Receipting jobs.
- Inspecting jobs.
- Querying and reporting on jobs.

Then select the **Planner and Production Manager - WIP** area of focus and the following courses and certifications will be available.



Get an overall understanding of the **Manufacturing** and **Distribution** solutions in SYSPRO and gain a greater understanding of what the solution has to offer. You may not transact within all these solutions but knowing about them will give you a better foundation and insight into the possibilities with SYSPRO, and how your role integrates into other modules.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Manufacturing Concepts</u>	Part 1: The Manufacturing Environment	32 min	26.00
	Part 2: Data Accuracy and Roles and Responsibilities	26 min	21.00
	Part 3: Inventory Management	28 min	23.00
	Part 4: Lot Sizing, Lead Times, Safety Stock, Scrap and Yield	33 min	27.00
	Part 5: Material Replenishment and Introduction to MRP and BOM	29 min	23.00
	Part 6: MRP Processing	29 min	23.00
	Part 7: Production Planning	31 min	25.00
	Part 8: DRP and Supply Chain Management	23 min	19.00
	Part 9: Manufacturing and Quality Philosophies	45 min	36.00
<u>Manufacturing Essentials</u> <u>(Schedule-Produce- Distribute)</u>	Schedule-Produce-Distribute Introduction	5 min	4.00
	Schedule Phase	10 min	8.00
	Produce Phase Overview	7 min	6.00
	Releasing Production Orders	10 min	8.00
	Processing Production Transactions	10 min	8.00
	The Distribute Phase	10 min	8.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>SYSPRO 8 Distribution Modules</u>	Product Configurator Overview	14 min	11.00
	Contact Management Overview	7 min	6.00
	Inventory Overview	9 min	7.00
	Goods in Transit Overview	14 min	11.00
	Inventory Planning Overview	9 min	7.00
	Families and Groupings Overview	9 min	7.00
	Purchase Orders Overview	7 min	6.00
	Quotations Overview	11 min	9.00
	Return Merchandise Authorization Overview	9 min	7.00
	Return to Supplier Overview	10 min	8.00
	Sales Analysis Overview	8 min	6.00
	Sales Orders Overview	8 min	6.00
	Trade Promotions Overview	10 min	8.00

Within your role in **Work in Progress**, you may be involved in areas such as inventory, labour and overhead consumed on open production orders in progress.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Product Recall</u>	Product Recall Overview	9 min	7.00
	Additional Lot Maintenance	5 min	4.00
	Product Recall Selections Review and Quarantine	17 min	14.00
	Product Recall Query	3 min	2.00
<u>WIP Job Nesting</u>	Job Nest Capture	16 min	13.00
	WIP Nest Mapping Format Maintenance - Exporting	8 min	6.00
	Job Nesting Overview	26 min	21.00
	WIP Nest Processing	18 min	15.00
	WIP Job Nest Cost History	4 min	3.00
<u>Work in Progress Job Posting</u>	Job Entry, Trial Loading, and ATP Query	18 min	15.00
	Material Allocations	17 min	14.00
	Operation Allocations - Internal	23 min	19.00
	Operation Allocations - Subcontract	7 min	6.00
	WIP Reservations Review	6 min	5.00
	WIP Job Confirmations	6 min	5.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Work in Progress Job Posting</u>	WIP Job Issues	9 min	7.00
	WIP Job Issues - Kit Issue	6 min	5.00
	WIP Job Issue - Specific Issue	7 min	6.00
	WIP Labor Posting	10 min	8.00
	Job Receipts	16 min	13.00
	Job Closure	6 min	5.00
	Expected Job Cost Recalculation Program	6 min	5.00
	Transfer Work in Progress	6 min	5.00
	Reserving, Tracking, and Cross-Referencing Lots and Serials	12 min	10.00
	WIP Link Job to Sales Order	6 min	5.00
<u>Work in Progress Inspection</u>	WIP Inspection - Overview and Setup	11 min	9.00
	WIP Inspection	4 min	3.00
	WIP Inspection Variance Review	4 min	3.00

Reports and queries provide insight as well as tracking of your work in progress and its relevant elements.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Work in Progress Reports and Queries</u>	Reports and Documents	4 min	3.00
	WIP Job Query	5 min	4.00
	Multi-level Job Query	2 min	2.00
	WIP Reports Part 1	13 min	10.00
	WIP Reports Part 2	9 min	7.00
	WIP Reports Part 3	13 min	10.00
	WIP Period End	7 min	6.00
<u>Kanban</u>	Kanban Overview	8 min	6.00
	Kanban Configuration	10 min	8.00
	Transacting with Kanban	6 min	5.00
<u>Marshalling</u>	Marshalling Overview	10 min	8.00
	Marshalling Configuration	10 min	8.00
	Marshalling a Pick	10 min	8.00
	Marshalling Query	10 min	8.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Quality Management Inspection</u>	Inspection Overview	5 min	4.00
	Inspection Configuration - Acceptance Quality Limit	8 min	6.00
	Inspection Configuration: Inspection Test Design	10 min	8.00
	Inspection Processing: Inspection Level Review	8 min	6.00
	Inspection Processing: Inspection Tests	13 min	10.00
<u>Dimension Analysis</u>	Dimension Analysis Overview	7 min	6.00
	Dimension Analysis Configuration: Part 1	10 min	8.00
	Dimension Analysis Configuration: Part 2	12 min	10.00
	Dimension Analysis: GL Dimension Analysis Extract and Query	7 min	6.00

SYSPRO Web User Interface, Avanti (Web UI) - Intermediate

The **Web UI** has the same capability, but looks different to the **Client UI**. Use these courses to see how to transact in the **Web UI**.

BUNDLE	COURSE	DURATION	PRICE - USD
Quotation Entry Web UI	SYSPRO Avanti: Quotations Application Overview	10 min	8.00
	SYSPRO Avanti: Quotations - Non-stocked Bought Out	10 min	8.00
	SYSPRO Avanti: Quotations - Non-stocked Made In Items and Estimates	18 min	14.00
WIP Inspection Web UI	SYSPRO Avanti: WIP Inspection Overview	8 min	6.00
	SYSPRO Avanti: WIP Inspection Maintenance	15 min	12.00
	SYSPRO Avanti: WIP Inspection Variance Closure	5 min	4.00
Job Posting Web UI	SYSPRO Avanti: Job Issues Overview	8 min	6.00
	SYSPRO Avanti: Job Issue Preferences	10 min	8.00
	SYSPRO Avanti: Issuing to Jobs	10 min	8.00
	SYSPRO Avanti: Job Entry and Trial Loading	10 min	8.00
	SYSPRO Avanti: Material Allocations	8 min	6.00
	SYSPRO Avanti: Operation Allocations	17 min	14.00
	SYSPRO Avanti: Specific Issue	15 min	12.00
	SYSPRO Avanti: Job Confirmation	5 min	4.00
	SYSPRO Avanti: Labor Posting Formats	7 min	6.00

BUNDLE	COURSE	DURATION	PRICE - USD
Job Posting Web UI	SYSPRO Avanti: Labor Posting	20 min	16.00
	SYSPRO Avanti: Job Receipts	20 min	16.00
	SYSPRO Avanti: Job Closure	20 min	16.00
	SYSPRO Avanti: WIP Job Linking	20 min	16.00
	SYSPRO Avanti: WIP Load Levelling	25 min	20.00
	SYSPRO Avanti: Expected Job Cost Recalculation	12 min	10.00
	SYSPRO Avanti: Transfer Work in Progress	9 min	7.00
Job Nesting Web UI	SYSPRO Avanti: Job Nesting Overview	10 min	8.00
	SYSPRO Avanti: Job Nest Capture	9 min	7.00
	SYSPRO Avanti: Job Nest Processing	12 min	10.00
	SYSPRO Avanti: Job Nest Cost History	8 min	6.00
	SYSPRO Avanti: Job Nest Format Setup	9 min	7.00

BUNDLE	COURSE	DURATION	PRICE - USD
Product Recall Web UI	SYSPRO Avanti: Product Recall Configuration	8 min	6.00
	SYSPRO Avanti: Product Recall Quarantine	8 min	6.00
	SYSPRO Avanti: Product Recall Selections Review	6 min	5.00
	SYSPRO Avanti: Product Recall Query and Reports	7 min	6.00
Bill of Materials Costing Web UI	SYSPRO Avanti: BOM Cost Implosion	12 min	10.00
	SYSPRO Avanti: BOM What-if Costing	10 min	8.00
	SYSPRO Avanti: What-if Costing Applications	12 min	10.00
	SYSPRO Avanti: BOM Employee Costing	12 min	10.00
Inspection Web UI	SYSPRO Avanti: Inspection Overview	6 min	5.00
	SYSPRO Avanti: Inspection Configuration - Acceptance Quality Limit	10 min	8.00
	SYSPRO Avanti: Inspection Configuration - Inspection Test Design	10 min	8.00
	SYSPRO Avanti: Inspection Processing - Inspection Level Review	7 min	6.00
	SYSPRO Avanti: Processing Inspection Tests Part 1	7 min	6.00
	SYSPRO Avanti: Processing Inspection Tests Part 2	12 min	10.00

BUNDLE	COURSE	DURATION	PRICE - USD
Kanban Web UI	SYSPRO Avanti: Kanban Overview	8 min	6.50
	SYSPRO Avanti: Kanban Configuration	10 min	8.10
	SYSPRO Avanti: Kanban Transaction Processing	8 min	6.50

Role-based end user certification paths offer you the opportunity to learn more about the SYSPRO offering around your role. There are different levels which you can achieve within a certification path. Once you have completed a level, you will be awarded a certificate of completion, and once you have completed the entire certification path, you will receive a [digital credential](#) from **Credly**. You can include this badge in your email signature and display it on social media platforms.

CERTIFICATION PATHS	CERTIFICATIONS	EXAMS	DURATION	PRICE - USD
Certification Path: SYSPRO 7 User Planning Role	Level 1 Certification: Planning Role 7	Exam: Planner and Production Manager	9 Days	100.00
		Exam: Planner - Requirement Planning		100.00
	Level 2 Certification: Planning Role 7	Exam: Planning Business Processes	10 Days	100.00
Certification Path: SYSPRO 8 User Planning Role	Level 1 Certification: Planning Role	Exam: SYSPRO 8 Onboarding for Customers	6 Days	20.00
		Exam: Manufacturing Essentials		100.00
	Level 2 Certification: Planning Role	Exam: Planner and Production Manager	9 Days	100.00
		Exam: Planner - Requirement Planning		100.00
	Level 3 Certification: Planning Role	Exam: Planning Business Processes	10 Days	100.00

Planner- Requirements Planning

If you perform one or more of the following activities:

- Materials planning.
- Forecasting.
- Resource planning.
- Master production scheduling.
- Manual scheduling.
- Reporting and querying material requirements.

Then select the **Planner - Requirements Planning** area of focus and the following courses and certifications will be available.



Start here and get an overall understanding of the manufacturing solutions in SYSPRO. You may not transact within all these solutions but knowing about them will give you a better foundation and also insight into the possibilities with SYSPRO.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Manufacturing Concepts</u>	Part 1: The Manufacturing Environment	32 min	26.00
	Part 2: Data Accuracy and Roles and Responsibilities	26 min	21.00
	Part 3: Inventory Management	28 min	23.00
	Part 4: Lot Sizing, Lead Times, Safety Stock, Scrap and Yield	33 min	27.00
	Part 5: Material Replenishment and Introduction to MRP and BOM	29 min	23.00
	Part 6: MRP Processing	29 min	23.00
	Part 7: Production Planning	31 min	25.00
	Part 8: DRP and Supply Chain Management	23 min	19.00
	Part 9: Manufacturing and Quality Philosophies	45 min	36.00
<u>Manufacturing Essentials (Schedule-Produce- Distribute)</u>	Schedule-Produce-Distribute Introduction	5 min	4.00
	Schedule Phase	10 min	8.00
	Produce Phase Overview	7 min	6.00
	Releasing Production Orders	10 min	8.00
	Processing Production Transactions	10 min	8.00
	The Distribute Phase	10 min	8.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>SYSPRO 7 Manufacturing Modules</u>	Bill of Materials Overview	8 min	7.00
	Engineering Change Control Overview	7 min	6.00
	Manufacturing Operations Management Overview	5 min	4.00
	Requirements Planning Overview	16 min	13.00
	Quotations Overview	11 min	9.00
	Work in Progress Overview - SYSPRO 7	10 min	8.00
	Lot Traceability Overview - SYSPRO 7	5 min	4.00
<u>SYSPRO 8 Manufacturing Modules</u>	Bill of Materials Overview	8 min	7.00
	Engineering Change Control Overview	7 min	6.00
	Manufacturing Operations Management Overview	5 min	4.00
	Requirements Planning Overview	16 min	13.00
	Quotations Overview	11 min	9.00
	Work in Progress Overview - SYSPRO 8	10 min	8.00
	Lot Traceability Overview - SYSPRO 8	5 min	4.00

Material Requirements Planning is a planning and decision making tool used in the production process.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Material Requirements Planning</u>	Material Requirements Planning Overview	6 min	5.00
	MRP First Example Run and Requirements Planning Query	9 min	7.00
	MRP Job Review, MRP Purchase Order Review and MRP Requisition Review	14 min	11.00
	MRP Supply Chain Transfer Review and MRP Blanket Purchase Order Review	7 min	6.00
	MRP Second Example Run - Replanning Supply and Demand Dates in the Snapshot	21 min	17.00
	MRP Second Example Run - MRP Job Review and MRP Purchase Order Review	7 min	6.00
<u>Requirements Planning Reports</u>	Requirements Planning Reports - Part 1	9 min	7.00
	Requirements Planning Reports - Part 2	14 min	11.00
	Requirements Planning Reports - Part 3	11 min	9.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Quality Management Inspection</u>	Inspection Overview	5 min	4.00
	Inspection Configuration: Acceptance Quality Limit	8 min	6.50
	Inspection Configuration: Inspection Test Design	10 min	8.00
	Inspection Processing: Inspection Level Review	8 min	6.50
	Inspection Processing: Inspection Tests	13 min	11.00

The **Web UI** has the same capability, but looks different to the **Client UI**. Use these courses to see how to transact in the **Web UI**.

BUNDLE	COURSE	DURATION	PRICE - USD
Quotation Entry Web UI	SYSPRO Avanti: Quotations Application Overview	10 min	8.00
	SYSPRO Avanti: Quotations - Non-stocked Bought Out	10 min	8.00
	SYSPRO Avanti: Quotations - Non-stocked Made In Items and Estimates	18 min	14.00
Requirements Planning Web UI	Warehouse Order Policies - O Policy	10 min	8.00
	SYSPRO Avanti: MRP Overview	10 min	8.00
	SYSPRO Avanti: MPS Review and Build Schedule Maintenance	15 min	12.00
	SYSPRO Avanti: MRP Requirements Calculation and Requirements Planning Query	12 min	10.00
	SYSPRO Avanti: Job review, Requisition Review and Purchase Order Review	10 min	8.00
	SYSPRO Avanti: Supply Chain Review	10 min	8.00
	SYSPRO Avanti: Blanket Purchase Order Review	10 min	8.00
	SYSPRO Avanti: Replanning Supply and Demand Dates	10 min	8.00

Role-based end user certification paths offer you the opportunity to learn more about the SYSPRO offering around your role. There are different levels which you can achieve within a certification path. Once you have completed a level, you will be awarded a certificate of completion, and once you have completed the entire certification path, you will receive a [digital credential](#) from **Credly**. You can include this badge in your email signature and display it on social media platforms.

CERTIFICATION PATHS	CERTIFICATIONS	EXAMS	DURATION	PRICE - USD
Certification Path: SYSPRO 7 User Planning Role	Level 1 Certification: Planning Role 7	Exam: Planner and Production Manager	9 Days	100.00
		Exam: Planner - Requirement Planning		100.00
	Level 2 Certification: Planning Role 7	Exam: Planning Business Processes	10 Days	100.00
Certification Path: SYSPRO 8 User Planning Role	Level 1 Certification: Planning Role	Exam: SYSPRO 8 Onboarding for Customers	6 Days	20.00
		Exam: Manufacturing Essentials		100.00
	Level 2 Certification: Planning Role	Exam: Planner and Production Manager	9 Days	100.00
		Exam: Planner - Requirement Planning		100.00
	Level 3 Certification: Planning Role	Exam: Planning Business Processes	10 Days	100.00

A satellite view of Earth at night, showing city lights and orbital lines. The image is a composite of a night-time satellite photograph of Earth, with glowing yellow and orange city lights visible against the dark blue of the oceans and the black of space. Overlaid on the image are numerous thin, white, curved lines that represent satellite orbits or data paths, radiating from a central point on the horizon. A semi-transparent dark blue rectangular box is centered in the upper half of the image, containing the word "DEVELOPMENT" in white, bold, sans-serif capital letters.

DEVELOPMENT

SYSPRO Developer

If you are developing applications for SYSPRO then select the **SYSPRO Developer** area of focus and the following courses and certifications will be available to you.



The **SYSPRO Bot SDK**, can be used by developers to extend the capabilities of the **SYSPRO Bot**.

BUNDLE	COURSE	DURATION	PRICE - USD
Administration Essentials	Administration Essentials - Customization	1 hr 56 min	94.00
	Administration Essentials - System Administration	1 hr 44 min	84 .00
	Administration Essentials - Security	2 hrs	97.00
SYSPRO Bot Developer	Bot Developer Overview	6 min	5.00
	Bot Developer Part 1: Configuration	11 min	9.00
	Bot Developer Part 2: Basic Hello World	9 min	7.00
	Bot Developer Part 3: Cards	14 min	11.00
	Bot Developer Part 4: Post Skill	17 min	14.00
	Bot Developer Part 5: Confirmation Card	16 min	13.00
	Bot Developer Part 6: Custom Search	17 min	14.00
	Bot Developer Part 7: Prompt Additional Fields	10 min	8.00
	Bot Developer Part 8: Publish Skill to Live Bot	6 min	5.00
	Bot Developer: Final Project	3 min	2.00

Role-based end user certification paths offer you the opportunity to learn more about the SYSPRO offering around your role. There are different levels which you can achieve within a certification path. Once you have completed a level, you will be awarded a certificate of completion, and once you have completed the entire certification path, you will receive a [digital credential](#) from **Credly**. You can include this badge in your email signature and display it on social media platforms.

CERTIFICATION PATHS	CERTIFICATIONS	EXAMS	DURATION	PRICE - USD
Certification Path: SYSPRO User Espresso Developer	Level 1 Certification: Espresso Developer	Exam: SYSPRO 8 Onboarding for Customers	17 Days	20.00
		Exam: Administration Essentials		100.00
		Exam: Technical Aware		50.00
		Exam: Developer Aware		50.00
		Exam: e.net Solutions Developer		100.00
		Exam: SYSPRO Espresso Developer		100.00
	Level 2 Certification: Espresso Developer	Exam: Cause and Effect Espresso Developer	1 Day	100.00
Certification Path: SYSPRO User Power Tailoring Developer	Level 1 Certification: Power Tailoring Developer	Exam: SYSPRO 8 Onboarding for Customers	17 Days	20.00
		Exam: Administration Essentials		100.00
		Exam: Technical Aware		100.00
		Exam: Developer Aware		100.00
		Exam: e.net Solutions Developer		100.00
		Exam: SYSPRO Power Tailoring Developer		100.00
	Level 2 Certification: Power Tailoring Developer	Exam: Cause and Effect Power Tailoring Developer	1 Day	100.00

CERTIFICATION PATHS	CERTIFICATIONS	EXAMS	DURATION	PRICE - USD
Certification Path: SYSPRO User Workflow Services Developer	Level 1 Certification: Workflow Services Developer	Exam: SYSPRO 8 Onboarding for Customers	17 Days	20.00
		Exam: Administration Essentials		100.00
		Exam: Technical Aware		50.00
		Exam: Developer Aware		50.00
		Exam: e.net Solutions Developer		100.00
		Exam: SYSPRO Workflow Services Developer		100.00
	Level 2 Certification: Workflow Services Developer	Exam: Cause and Effect Workflow Services Developer	1 Day	100.00

A close-up photograph of a male worker in a blue hard hat and yellow long-sleeved shirt, wearing safety goggles. He is working on a complex metal structure with many bolts. The background is a blurred industrial setting with warm lighting. A semi-transparent dark blue rectangle is overlaid on the center of the image, containing the word "ADMINISTRATION" in white, bold, sans-serif capital letters.

ADMINISTRATION

SYSPRO Administrator

If you perform one or more of the following activities:

- Maintaining system and company configuration.
- Monitoring performance.
- Customizing the user interface.
- Securing the system.
- Performing balances, month ends and year ends.
- Designing reports and documents.
- Installing, updating and upgrading.

Then select the **SYSPRO Administrator** area of focus and the following courses and certifications will be available to you.



SYSPRO Client User Interface - Beginner

Get an overall understanding of the administration solutions in SYSPRO and gain a greater understanding of what the solution has to offer. These solutions will give you a better foundation and insight into the possibilities with SYSPRO, and how to optimize your own system.

BUNDLE	COURSE	DURATION	PRICE - USD
Administration Essentials	Administration Essentials - Customization	1 hr 56 min	94.00
	Administration Essentials - System Administration	1 hr 44 min	84 .00
	Administration Essentials - Security	2 hrs	97.00
Digitalization Essentials	SYSPRO Rules Engine Overview	6 min	5.00
	SYSPRO Artificial Intelligence Overview	7 min	6.00
	SYSPRO Bot Overview	10 min	8.00
	SYSPRO Harmony Overview	19 min	16.00
	SYSPRO Harmony Features	10 min	8.00

BUNDLE	COURSE	DURATION	PRICE - USD
Customer Maintenance	AR Customer Maintenance - Overview	9 min	7.00
	AR Customer Maintenance - Customer Details Pane	7 min	6.00
	AR Customer Maintenance - Contact Details Pane	12 min	10.00

Cutomize your system using SYSPRO's unique features, configuration and digitalization.

BUNDLE	COURSE	DURATION	PRICE - USD
<u>SYSPRO Bot</u>	SYSPRO Bot Overview	10 min	8.00
	SYSPRO Bot Customization	11 min	9.00
	The SYSPRO Bot Customization Program	7 min	6.00
	SYSPRO Bot Configuration	15 min	12.00
<u>SYSPRO Harmony</u>	SYSPRO Harmony Overview	19 min	15.00
	SYSPRO Harmony Features	10 min	8.00
	SYSPRO Harmony Rules Based Engine	13 min	10.00
	SYSPRO Harmony Configuration	5 min	4.00
<u>SYSPRO Rules Engine</u>	SYSPRO Rules Engine Overview	6 min	5.00
	SYSPRO Rules Administrators	23 min	18.00
	Using the SYSPRO Rules Engine	20 min	16.00
	SYSPRO Rules Engine Configuration	12 min	10.00

Learn about the **Company** and **Module Setup** features and functions for SYSPRO's various modules.

BUNDLE	COURSE	DURATION	PRICE - USD
Accounts Payable Company Setup - SYSPRO 7	Accounts Payable Setup - General Tab	11 min	9.00
	Accounts Payable Setup - Tax Tab	12 min	10.00
	Accounts Payable Setup - History Tab	7 min	6.00
	Accounts Payable Setup - Numbering Tab	4 min	3.00
	Accounts Payable Setup - Integration Tab	2 min	2.00
	Accounts Payable Setup - User Defined Tab	3 min	2.00
	Accounts Payable Setup - Periods Tab	4 min	3.00
	Accounts Payable Setup - Current Month Tab	2 min	2.00
	Accounts Payable Setup - Information Tab	4 min	3.00
	Accounts Payable Setup - GRN Tab	3 min	2.00
	Accounts Payable Setup - Auto Vouchering Tab	4 min	3.00
Accounts Payable Module Setup - SYSPRO 7	AP Branch Maintenance	7 min	6.00
	AP Supplier Class Maintenance	3 min	2.00
	AP Invoice Terms Maintenance	6 min	5.00
Accounts Payable Period End	AP Period End - Balance Function	7 min	6.00
	AP Period End - Purge Function	7 min	6.00
	AP Period End - Month End & Month End and Purge	9 min	7.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Accounts Receivable Company Setup - SYSPRO 7</u>	Accounts Receivable Setup - General Tab	8 min	6.00
	Accounts Receivable Setup - Terms Discount Tab	6 min	5.00
	Accounts Receivable Setup - Tax Tab	5 min	4.00
	Accounts Receivable Setup - History Tab	8 min	6.00
	Accounts Receivable Setup - Numbering Tab	6 min	5.00
	Accounts Receivable Setup - Integration Tab	10 min	8.00
	Accounts Receivable Setup - User Defined Tab	2 min	2.00
	Accounts Receivable Setup - Periods Tab	8 min	6.00
	Accounts Receivable Setup - Current Month Tab	2 min	2.00
	Accounts Receivable Setup - Information Tab	6 min	5.00
	Accounts Receivable Setup - Payment Run Tab	10 min	8.00
<u>Accounts Receivable Module Setup - SYSPRO 7</u>	AR Customer Class Maintenance	3 min	2.00
	Multiple Ship To Address Maintenance	2 min	2.00
	AR Master Sub-accounts	8 min	6.00
	AR Customer Stock Codes	10 min	8.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>AR Invoice Terms and Discounts</u>	AR Invoice Terms - Overview	6 min	5.00
	AR Invoice Terms - Ageing Method: Aged Statement & Invoice Date	12 min	10.00
	AR Invoice Terms - Ageing Method: Invoice Due Date	13 min	11.00
	AR Invoice Terms - Ageing Method: By Statement	14 min	11.00
	AR Terms Ageing Headings Maintenance	4 min	3.00
	AR Terms Due Dates	11 min	9.00
	AR Invoice Discount Maintenance	6 min	5.00
	Order Discount Breaks	10 min	8.00
<u>Accounts Receivable Day and Month End</u>	AR Period End - Month End & Month End and Purge	13 min	11.00
	AR Payment Run Purge	4 min	3.00
	AR Customer Query Menu and Toolbar	6 min	5.00
	AR Customer Query Panes	17 min	14.00
	AR Customer Query Listviews	5 min	4.00
	AR Period End Balances	6 min	5.00
<u>Accounts Receivable Company Setup - SYSPRO 7</u>	AR Stock Code X-ref	7 min	6.00
	AR Branch Maintenance	17 min	14.00
	Salesperson Maintenance	10 min	8.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Accounts Receivable Company Setup - SYSPRO 7</u>	Product Class Maintenance	12 min	10.00
	Buyers	3 min	2.00
	Planner	3 min	2.00
<u>Bill of Materials Module Setup</u>	BOM Cost Center Maintenance	7 min	6.00
	BOM Work Center Maintenance and BOM Work Center Move Matrix Maintenance	11 min	9.00
	Capacity Calendar Maintenance	4 min	3.00
	Machine Maintenance, BOM Tool Set Maintenance, and Employee Maintenance	6 min	5.00
<u>Bill of Materials Company Setup - SYSPRO 7</u>	Inventory Setup and Lot Traceability Setup for Manufacturing	7 min	6.00
	Bill of Materials Setup - General Tab	6 min	5.00
	Bill of Materials Setup - Sequencing Tab	2 min	2.00
	Inventory Setups for Manufacturing	21 min	17.00
	Bill of Materials Setup - Engineering Change Control Tab	3 min	2.00
	Bill of Materials Setup - AB Costing Tab	3 min	2.00
	Bill of Materials Setup - Numbering Tab	2 min	2.00

Enhance your SYSPRO knowledge by learning more about our features and configuration within SYSPRO.

BUNDLE	COURSE	DURATION	PRICE - USD
Customer Maintenance	AR Customer Maintenance - General Details Pane & Additional Tabs	24 min	19.00
Engineering Change Control Company Setup - SYSPRO 7	Bill of Materials Setup - Engineering Change Control Tab - Allow Cosmetic Changes Option	3 min	2.00
	Bill of Materials Setup: Engineering Change Administrators Control Tab	8 min	6.00
General Ledger Module Setup	Ledger Code Maintenance	20 min	16.00
	General Ledger Groups	4 min	3.00
	General Ledger Account Copy	3 min	3.00
	GL Recurring Journals	12 min	10.00
	GL Standard Journals	8 min	6.00
	General Ledger Journal Source Codes	3 min	2.00
	GL Analysis Categories and Codes	7 min	6.00
General Ledger Company Setup - SYSPRO 7	General Ledger Setup - General Tab	6 min	5.00
	General Ledger Setup - Budget Tab	5 min	4.00
	General Ledger Setup - History Tab	6 min	5.00
	General Ledger Setup - Periods Tab	12 min	10.00
	General Ledger Setup - Balances Tab	6 min	5.00
	General Ledger Setup - Information Tab	7 min	6.00
	General Ledger Setup - Current Period Tab	5 min	4.00

Learn about **Inventory Company Setup** within the **Inventory** module.

BUNDLE	COURSE	DURATION	PRICE - USD
Inventory Company Setup - SYSPRO 7	Inventory Setup - General Tab - LIFO Costing	9 min	7.00
	Inventory Setup - General Tab - Last Cost	10 min	8.00
	Inventory Setup - General Tab - Costing per Warehouse	9 min	7.00
	Inventory Setup - General Tab - Multiple Bins	11 min	9.00
	Inventory Setup - General Tab - Amendment Journals and Rounding of WIP Allocations	10 min	8.00
	Inventory Setup - General Tab - Percentage Breaks for ABC Analysis	8 min	6.00
	Inventory Setup - General Tab - Acceptable Cost Variance and GIT Setup	9 min	7.00
	Inventory Setup - General Tab - Negative Inventory	9 min	7.00
	Inventory Setup - Options Tab Part 1	15 min	12.00
	Inventory Setup - Options Tab Part 2	12 min	10.00
	Inventory Setup - Options Tab Part 3	13 min	11.00
	Inventory Setup - Options Tab Part 4	11 min	9.00
	Inventory Setup - Options Tab Part 5	9 min	7.00
	Inventory Setup: Periods and User Defined Tabs	7 min	6.00
	Inventory Setup: Documents, Current Month and Depletion Tabs	10 min	8.00
	Inventory Setup: Browse and Numbering Tabs	13 min	11.00
	Inventory Setup - History Tab	10 min	8.00

Discover what setup options are available for each module within SYSPRO, to ensure your system works best for your company.

BUNDLE	COURSE	DURATION	PRICE - USD
Purchase Order Company Setup - SYSPRO 7	Purchase Orders Setup - Details Tab	6 min	5.00
	Purchase Orders Setup - Requisition Tab	19 min	15.00
	Purchase Orders Setup - Numbering & Current Month Tabs	5 min	4.00
Purchase Orders Module Setup	Supplier Comments	6 min	5.00
	Stock Code Comments	6 min	5.00
	Standard Comments in Purchase Orders	8 min	6.00
	Alternate Delivery Address & Price UoM	8 min	6.00
	Purchase Order Format	5 min	4.00
Quotations Company Setup - SYSPRO 7	Quotations Setup - General Tab	4 min	3.00
	Quotations Setup - Pricing Tab	5 min	4.00
	Quotation Numbering by Branch	4 min	3.00
Requirements Planning Company Setup - SYSPRO 7	Requirements Planning Setup - General 1 Tab	5 min	4.00
	Requirements Planning Setup - General 2 Tab	4 min	3.00
	Requirements Planning Setup - Planning 1 Tab	6 min	5.00
	Requirements Planning Setup - Planning 2 Tab	8 min	6.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Inventory Period End Processing</u>	Inventory Period End - Balance Function	16 min	13.00
	Inventory Period End - Month End and Purge Function	17 min	14.00
<u>Inventory Planning Company Setup - SYSPRO 7</u>	Inventory Optimization Setup - General Tab	5 min	4.00
	Inventory Optimization Setup - Algorithms 1 Tab	5 min	4.00
	Inventory Optimization Setup - Algorithms 2 Tab	4 min	3.00
	Inventory Optimization Setup - Modeling Tab	10 min	8.00
<u>Inventory Company Setup - SYSPRO 7</u>	Inventory Setup - General Tab - Overview	4 min	3.00
	Inventory Setup - General Tab - Average Costing	15 min	12.00
	Inventory Setup - General Tab - Standard Costing	11 min	9.00
	Inventory Setup - General Tab - FIFO Costing	11 min	9.00

BUNDLE	COURSE	DURATION	PRICE - USD
Installation and Upgrades	Installing SYSPRO 8 - 2019 R1	25 min	20.00
	Post-installation Considerations - 2019 R1	7 min	6.00
	Rolling Out SYSPRO 8 Client Software - 2019 R1	11 min	9.00
	SYSPRO Installer Enhancements - 2019 R2	15 min	12.00
	Configuring the SYSPRO Installer Application - 2019 R2	10 min	8.00
	SYSPRO Additional Services - 2019 R2	8 min	6.00
	SYSPRO Installer Enhancements - 2020 R1	23 min	18.00
	SYSPRO Installer Enhancements - 2020 R2	9 min	7.00
	SYSPRO Installer Enhancements 2021 R1	11 min	9.00
	SYSPRO Installer Enhancements 2021 R2	11 min	9.00
Purchase Order Company Setup - SYSPRO 7	Purchase Orders Setup - General Tab	9 min	7.00
	Purchase Orders Setup - Options Tab	10 min	8.00
	Purchase Orders Setup - History Tab	9 min	7.00
	Purchase Orders Setup - GRN Tab	8 min	6.00

BUNDLE	COURSE	DURATION	PRICE - USD
Requirements Planning Company Setup - SYSPRO 7	Requirements Planning Setup - Scheduling Tab	6 min	5.00
	Requirements Planning Setup - Warehouses Tab	2 min	2.00
Sales Orders Company Setup - SYSPRO 7	Sales Order Setup - General 1 Tab	17 min	14.00
	Sales Order Setup - General 2 Tab	11 min	9.00
	Sales Order Setup - General 3 Tab	15 min	12.00
	Sales Order Setup - Details Tab	13 min	11.00
	Sales Order Setup - Terms/Margins Tab	19 min	15.00
	Sales Order Setup - Pricing Tab	11 min	9.00
	Sales Order Setup - Tax-Um Tab	10 min	8.00
	Sales Order Setup - Commission Tab	4 min	3.00
	Sales Order Setup - Numbering Tab	12 min	10.00
	Sales Order Setup - Printing Tab	7 min	6.00
	Sales Order Setup - Load Planning Tab	10 min	8.00
	Sales Order Setup - History Tab	6 min	5.00
	Sales Order Setup - Counter Sales Tab	9 min	7.00

BUNDLE	COURSE	DURATION	PRICE - USD
Setup Options - Functions and Numbering (Keys)	Setup Options	25 min	20.00
	Setup Options: Keys Overview and Financials	18 min	15.00
	Setup Options: Keys - Distribution	18 min	15.00
	Setup Options: Keys - Manufacturing	14 min	11.00
Setup Options: Finance	Setup Options: General Ledger	35 min	28.00
	Setup Options: Accounts Payable	55 min	44.00
	Setup Options: Accounts Receivable	34 min	28.00
	Setup Options: Assets	16 min	13.00
	Setup Options: Electronic Fund Transfer (EFT)	16 min	13.00
	Setup Options: Cash Book	20 min	16.00
Setup Options: Distribution	Setup Options: Inventory - Costing Methods	1 hr	49.00
	Setup Options: Return to Supplier	5 min	4.00
	Setup Options: Quotations	23 min	19.00
Setup Options: Manufacturing	Setup Options: Bill of Materials	29 min	23.00
	Setup Options: Work in Progress Configuration	9 min	7.00
	Setup Options: Work in Progress Preferences	9 min	7.00

BUNDLE	COURSE	DURATION	PRICE - USD
Setup Options: Manufacturing	Setup Options: Work in Progress History	9 min	7.00
	Setup Options: Work in Progress Job Creation and Operation Numbering	10 min	8.00
	Setup Options: Quotations	23 min	19.00
	Setup Options: Engineering Change Control	22 min	18.00
Supplier Maintenance	AP Supplier Maintenance - Overview	25 min	20.00
	AP Supplier Maintenance - Supplier & Contact Details	12 min	10.00
	AP Supplier Maintenance - General & Purchasing Details	22 min	18.00
Work in Progress Company Setup - SYSPRO 7	Work in Progress Setup - General 1 Tab	9 min	7.00
	Work in Progress Setup - General 2 Tab	11 min	9.00
	Work in Progress Setup - History Tab	6 min	5.00
	Work in Progress Setup - Job Creation Tab	10 min	8.00
	Work in Progress Setup - Labor Posting Tab	5 min	4.00
	Work in Progress Setup - Periods Tab	5 min	4.00
	Work in Progress Setup - Current Month Tab	3 min	2.00
	Work in Progress Setup - Numbering Tab	8 min	6.00

BUNDLE	COURSE	DURATION	PRICE - USD
<u>Work in Progress Company Setup - SYSPRO 7</u>	Work in Progress Setup - Projects and Contracts Tab	5 min	4.00
	Work in Progress Setup - Lots and Serials Tab	8 min	6.00
<u>Business Insights</u>	Business Insights	33 min	27.00
	Tile KPI Definition	10 min	8.00

Further to module and company configuration **SYSPRO Administrators** must know about installations, upgrades, the **Document Flow Manager**, the **Supply Chain Portals** and security. View these bundles on these topics and more.

BUNDLE	COURSE	DURATION	PRICE - USD
Document Flow Manager	Document Flow Manager - Overview	12 min	10.00
	Installing the Document Flow Manager	7 min	6.00
	Document Flow Manager Configuration - 2019 R2	19 min	15.00
	Document Flow Manager Configuration - 2020 R1	15 min	12.00
	Document Flow Manager Programs and Processing	10 min	8.00
Electronic Signatures	Electronic Signatures Overview	8 min	6.00
	Electronic Signatures Global Configuration	7 min	6.00
	Electronic Signatures Setup: Define by Transaction	9 min	7.00
	Electronic Signature Conditions	12 min	10.00
Installation and Upgrades	Installing SYSPRO 8 - 2018 R1	22 min	18.00
	Post-installation Considerations - 2018 R1	15 min	12.00
	Upgrading to SYSPRO 8	22 min	18.00
	The SYSPRO Server Default Directory Structure	5 min	4.00
	The IMPACT.INI File	8 min	6.00
	Pre-installation Considerations - 2019 R1	14 min	11.00

BUNDLE	COURSE	DURATION	PRICE - USD
SYSPRO Hotfixes	SYSPRO Hotfixes - 2019 R1	17 min	14.00
	SYSPRO Hotfixes - 2019 R2	11 min	9.00
	SYSPRO Hotfix Enhancements - 2020 R1	23 min	18.00
SYSPRO OData	OData Overview and Licenses	10 min	8.00
	OData Third Party Software Integration using OData	10 min	8.00
SQL Managed Instance	SQL Managed Instance Overview	5 min	4.00
	Setting up SQL Managed Instance	12 min	10.00
SYSPRO Artificial Intelligence	SYSPRO Artificial Intelligence Overview	7 min	6.00
	SYSPRO Artificial Intelligence	18 min	14.00
	SYSPRO Artificial Intelligence Tiles	11 min	9.00
	AI Version and Status Support	6 min	5.00
	SYSPRO Artificial Intelligence Configuration	5 min	4.00
Supply Chain Portal	Supply Chain Portal Configuration	17 min	14.00
	Supply Chain Portal for Suppliers	10 min	8.00
	Logging into the Supply Chain Portal	3 min	2.00
	Using the Supply Chain Portal	3 min	2.00
	Supply Chain Portal: Customer and Supplier Account Management	6 min	5.00

BUNDLE	COURSE	DURATION	PRICE - USD
Marshalling	Marshalling Overview	10 min	8.00
	Marshalling Configuration	10 min	8.00
	Marshalling a Pick	10 min	8.00
	Marshalling Query	10 min	8.00
Quality Management Inspection	Inspection Overview	5 min	4.00
	Inspection Configuration - Acceptance Quality Limit	8 min	6.00
	Inspection Configuration: Inspection Test Design	10 min	8.00
	Inspection Processing: Inspection Level Review	8 min	6.00
	Inspection Processing: Inspection Tests	13 min	10.00
Customer Complaints	Customer Complaint System Overview	7 min	6.00
	Customer Complaint System - Module Level Setup	15 min	12.00
	Customer Complaint Processing	17 min	14.00

SYSPRO Web User Interface, Avanti (Web UI) - Intermediate

The **Web UI** has the same capability, but looks different to the **Client UI**. Use these courses to see how to transact in the **Web UI**.

BUNDLE	COURSE	DURATION	PRICE - USD
Electronic Signatures Web UI	SYSPRO Avanti: Electronic Signatures Overview	8 min	6.00
	SYSPRO Avanti: Electronic Signatures Global Configuration	7 min	6.00
	SYSPRO Avanti: Electronic Signatures Conditions	7 min	6.00
	SYSPRO Avanti: Electronic Signatures Setup - Define by Transaction	8 min	6.00
SYSPRO Avanti Administration	SYSPRO Avanti Overview	21 min	17.00
	SYSPRO Avanti Customization (Part 1 - The Basics)	25 min	20.00
	SYSPRO Avanti Flow Graphs	7 min	6.00
	SYSPRO Search Criteria	16 min	13.00
Workspaces	Workspaces for Roles	17 min	14.00
	Workspaces for Operators	9 min	7.00
	System-wide Workspaces	7 min	6.00
Bill of Materials Costing Web UI	SYSPRO Avanti: BOM Cost Implosion	12 min	10.00
	SYSPRO Avanti: BOM What-if Costing	10 min	8.00
	SYSPRO Avanti: What-if Costing Applications	12 min	10.00
	SYSPRO Avanti: BOM Employee Costing	12 min	10.00

SYSPRO Web User Interface, Avanti (Web UI) - Intermediate

The **Web UI** has the same capability, but looks different to the **Client UI**. Use these courses to see how to transact in the **Web UI**.

BUNDLE	COURSE	DURATION	PRICE - USD
Workspaces (2021 R2)	SYSPRO Avanti: Workspaces for Roles (2021 R2)	10 min	8.00
	SYSPRO Avanti: Workspaces for Operators (2021 R2)	10 min	8.00
Embedded Analytics Web UI	Embedded Analytics Overview	10 min	8.00
	SYSPRO Avanti: Embedded Analytics Configuration - Part 1	8 min	6.00
	Embedded Analytics Terminology	5 min	4.00
	SYSPRO Avanti: Embedded Analytics Configuration - Part 2	10 min	8.00
	Embedded Analytics Designer	7 min	6.00
	Embedded Analytics Big Data Connectors	10 min	8.00
	Embedded Analytics Template Packs	10 min	8.00
	Embedded Analytics Import and Export	7 min	6.00
	SYSPRO Avanti: Embedding a Dashboard	8 min	6.00
	Embedded Analytics - Contextual Analytics	8 min	6.00

BUNDLE	COURSE	DURATION	PRICE - USD
Inspection Web UI	SYSPRO Avanti: Inspection Overview	6 min	5.00
	SYSPRO Avanti: Inspection Configuration - Acceptance Quality Limit	10 min	8.00
	SYSPRO Avanti: Inspection Configuration - Inspection Test Design	10 min	8.00
	SYSPRO Avanti: Inspection Processing - Inspection Level Review	7 min	6.00
	SYSPRO Avanti: Processing Inspection Tests Part 1	7 min	6.00
	SYSPRO Avanti: Processing Inspection Tests Part 2	12 min	10.00
Pricing Engine Web UI	SYSPRO Avanti: Pricing Engine Overview	10 min	8.00
	SYSPRO Avanti: Price List Conversion	6 min	5.00
	SYSPRO Avanti: Pricing Engine - Price Lists	8 min	7.00
	SYSPRO Avanti: Pricing Engine - Price List Review	8 min	7.00
	SYSPRO Avanti: Pricing Engine - Price Group Maintenance	8 min	7.00
	SYSPRO Avanti: Pricing Engine - Price Group Order Discounts	8 min	7.00

Role-based end user certification paths offer you the opportunity to learn more about the SYSPRO offering around your role. There are different levels which you can achieve within a certification path. Once you have completed a level, you will be awarded a certificate of completion, and once you have completed the entire certification path, you will receive a [digital credential](#) from **Credly**. You can include this badge in your email signature and display it on social media platforms.

CERTIFICATION PATHS	CERTIFICATIONS	EXAMS	DURATION	PRICE - USD
Certification Path: SYSPRO 7 User System Administration Role	Level 1 Certification: System Administration Role 7	Exam: System Administration 1	15 Days	50.00
		Exam: System Administration 2		50.00
		Exam: SYSPRO Espresso Support		100.00
	Level 2 Certification: System Administration Role 7	Exam: SYSPRO Reporting Services	9 Days	100.00
		Exam: Financial Report Writer		100.00
	Level 3 Certification: System Administration Role 7	Exam: Cause and Effect Administration	1 Day	100.00

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CERTIFICATION PATHS	CERTIFICATIONS	EXAMS	DURATION	PRICE - USD
Certification Path: SYSPRO 8 User System Administration Role	Level 1 Certification: System Administration Role	Exam: SYSPRO 8 Onboarding for Customers	15 Days	20.00
		Exam: Administration Essentials		100.00
		Exam: System Administration		100.00
		Exam: Security		100.00
		Exam: Customization		100.00
	Level 2 Certification: System Administration Role	Exam: SYSPRO Espresso Support	10 Days	100.00
		Exam: SYSPRO Reporting Services		100.00
	Level 3 Certification: System Administration Role	Exam: Cause and Effect Administration	1 Day	100.00



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