

C06 - Candela Training Outline

Purpose: The purpose of this document is to provide training to candela users in a structured manner. Some of the training items are required for specific customers and specific versions. These are marked as “Optional”.

Training is given based on the requirements of the customer and configuration of Candela. So before start of this training “C03- Candela discussion sheet” must have been completed and filled.

Once the training is given against an item in the list, mark or check that item so that progress can be recorded

Organization Name: _____

Training Start Date: _____

Training Sessions:

S #	Date	Conducted by	Attended by	Covered Topics
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Start of the Candela training Course

Product Definition

1. Creation of Line Items:

Status:

1. Explain purpose of line items in the system
2. Create required line items
3. give training to customer for new line items and updates

2. (Optional) If assortment version then create size and colors

Status:

1. Explain purpose of size and colors
2. Create and update sizes and given training for definition of sizes
3. Tell about new sizes addition from product definition screen
4. Create and update colors and given training for definition of colors
5. Tell about new colors addition from product definition screen

3. Creation of Categories

Status:

1. Define and update categories for different line items and give training

4. (Optional) Definition of product code templates

Status:

5. Products Definition

Status:

1. Training for basic entry and update
2. Set default usage for quick entry
3. Explain the purpose of product code templates
4. Define product code templates and give training
5. Product attributes training (using BASIC attributes first)
6. (Optional) training of purchase conversion factor, tax etc.
7. (Optional) training of purchase conversion factor, tax etc.
8. (Optional) training of product assembly

Purchase:

Status:

6. Purchase Order (Optional)

1. Definition of supplier
2. Opening balance of suppliers
3. Creation of PO and PO Matrix (optional)

7. Goods Receipt / Purchase of Goods

Status:

1. Definition of suppliers

2. Opening balance of suppliers
3. Create, update and deletion of GRN – use of hold product help and keep focus barcode printing
4. Creation of purchase return note
5. (Optional) Loading of PO
6. (Optional) training of FOC, tax, etc.
7. (Optional) training editable retail price on

Sales and Return

Status:

8. Sales and Return

1. (Optional) Training of sales person
2. Help windows training (F1, F5, F6) – holding
3. Mode of Payment
4. Return and Exchange invoice
5. Invoice Holding
6. Amount adjustment and screen locking
7. Search and update of invoice
8. (Optional) Definition of customer – customer invoice

9. Sales Reports Training

Status:

1. C11, C22, C31, C12 (optional)
2. D07, A25, A03, A05 (optional)

10. Purchase Reports Training

Status:

1. (Optional) PO reports
2. D07, F02, F03, F04

11. Movement Reports Training

Status:

1. E06, E17
2. Check movement due to sales, returns, purchase, purchase returns

12. Supplier Ledger Reports Training

Status:

1. Supplier ledgers
2. Payable ageing

Stock Transfers

Status:

13. Movement (STR) generation training

1. Generation of One to One STR – loading of GRN
2. Generation of One to Many STR
3. Generation of Many to One STR

14. (Optional) STR processing Training

Status:

1. Dispatch of STR
2. Receipt of STR – same quantity and different quantity

15. (Optional) STR adjustment Training – Only for enterprise edition

Status:

1. Adjustment of excess and short quantities
2. New STR adjustment

16. STR Reports Training

Status:

1. Warehouse Movement Report
2. E-17 – Movement of stock in and stock out

Miscellaneous Training Items

Status:

17. System Security & user rights

1. Definition of groups
2. User definition – change password
3. Setting up of group rights

18. Physical Audit Training

Status:

1. Explain physical audit – system and physical quantities
2. Entry of items directly – usually after manual audit
3. Implementation of audit
4. Sessions creation, editing and merging

19. Customer Order / Alteration

Status:

1. Creation of customer orders
2. Closing of customer orders

20. Opening Stock Entry

Status:

1. Entry by physical audit
2. Entry by GRN

3. Update of opening stock

21. Cost price management

Status:

1. Weighted and non weighted price
2. Opening price through product definition screen
3. Utility to set cost price

22. Discount Management

Status:

1. Entry and update of different discount types
2. Effect of discount on sales screen
3. Effect of discount in C11 Report

23. Accounting Transactions

Status:

1. Definition of accounting heads
2. Attachment of accounting heads to shop
3. Entry of expenses, head office, bank, and other accounts
4. Credit card – receipts from banks
5. View of accounting transaction ledgers

24. Accounts Reports Training

Status:

1. A06, A21, A22

25. Daily Accounts closing

Status:

1. All accounting transactions completion before closing
2. POS cash flow – Head office cash submission – cash difference
3. (Optional) Shop closing (for multiple shifts / terminals)

26. Training of Utilities

Status:

1. Change of product numbers

27. Reports Training

Status:

1. A01, A02, B11
2. C30, C62, C63, C64
3. D25, D26, E17, G01

28. Inventory level training

Status:

1. Setting of inventory levels
2. Order point analysis reports
3. Using of inventory levels in GRN

29. (Optional) Replication from Shop

Status:

1. Search product from shop

30. (Optional) Franchise Management

Status:

1. Configuration of Shop and sharing
2. Franchise reports

31. (Optional) System configuration training

Status:

1. Training is given to the people who need and are capable

Remarks:
