



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				

Start of the training Course

1. Creation of Line Items: **Status:**
 - a. Explain purpose of line items in the system
 - b. Create required line items
 - c. give training to customer for new line items and updates

2. (Optional) If assortment version then create size and colors **Status:**
 - a. Explain purpose of size and colors
 - b. Create sizes and given training for definition of sizes
 - c. Tell about new sizes addition from product definition screen
 - d. Create colors and given training for definition of colors
 - e. Tell about new colors addition from product definition screen

3. Creation of Categories **Status:**
 - a. Define categories for different line items and give training

4. (Optional) Definition of product code templates **Status:**

5. Products Definition **Status:**
 - a. Training for basic entry and update
 - b. Set default usage for quick entry
 - c. Explain the purpose of product code templates
 - d. Define product code templates and give training
 - e. Product attributes training (using BASIC attributes first)
 - f. (Optional) training of purchase conversion factor, tax etc.

6. Shop Configuration (Only for professional and enterprise versions) **Status:**
 - a. New shop definition and updates
 - b. Shop employees definition

7. System backups **Status:**
 - a. Demonstrate backups
 - b. Discuss backup frequency

8. Purchase Order (Optional) **Status:**
 - a. Definition of supplier

- b. Opening balance of suppliers
 - c. Creation of PO and PO Matrix (optional)
9. Goods Receipt / Purchase of Goods **Status:**
- a. Definition of suppliers
 - b. Opening balance of suppliers
 - c. Creation of GRN and updates – use of keep focus – printing
 - d. Creation of goods return note
 - e. (Optional) Loading of PO
 - f. (Optional) training of FOC, tax, etc.
 - g. GRN Posting (Compulsory)
10. Purchase Reports Training **Status:**
- a. (Optional) PO reports
 - b. D07, F02, F03, F04
11. Sales and Return **Status:**
- a. (Optional) Training of sales person
 - b. Help windows training (F1, F5, F6) – holding
 - c. Mode of Payment
 - d. Return and Exchange invoice
 - e. Invoice Holding
 - f. Amount adjustment and screen locking
 - g. Search and update of invoice
 - h. (Optional) Definition of customer – customer invoice
12. Sales Reports Training **Status:**
- a. C11, C22, C31, C12 (optional)
 - b. D07, A25, A03, A05 (optional)
13. Movement Reports Training **Status:**
- a. E06, E17
 - b. Check movement due to sales, returns, purchase, purchase returns
14. Supplier Ledger Reports Training **Status:**
- a. Supplier ledgers
 - b. Payable ageing
15. (Optional) STR generation training **Status:**

- a. Generation of One to One STR – loading of GRN
- b. Generation of One to Many STR
- c. Generation of Many to One STR

16. (Optional) STR processing Training **Status:**

- a. Dispatch of STR
- b. Receipt of STR – same quantity and different quantity

17. (Optional) STR adjustment Training – Only for enterprise edition **Status:**

- a. Adjustment of excess and short quantities
- b. New STR adjustment

18. STR Reports Training **Status:**

- a. Warehouse Movement Report
- b. E-17 – Movement of stock in and stock out

19. System Security & user rights **Status:**

- a. Definition of groups
- b. User definition – change password
- c. Setting up of group rights

20. Physical Audit Training **Status:**

- a. Explain physical audit – system and physical quantities
- b. Entry of items directly – usually after manual audit
- c. Implementation of audit
- d. Sessions creation, editing and merging

21. Customer Order / Alteration **Status:**

- a. Creation of customer orders
- b. Closing of customer orders

22. Opening Stock Entry **Status:**

- a. Entry by physical audit
- b. Entry by GRN
- c. Update of opening stock

23. Cost price management **Status:**

- a. Weighted and non weighted price

- b. Opening price through product definition screen
- c. Utility to set cost price

24. Discount Management

Status:

- a. Entry and update of different discount types
- b. Effect of discount on sales screen
- c. Effect of discount in C11 Report

25. Accounting Transactions

Status:

- a. Definition of accounting heads
- b. Attachment of accounting heads to shop
- c. Entry of expenses, head office, bank, and other accounts
- d. Credit card – receipts from banks
- e. View of accounting transaction ledgers

26. Accounts Reports Training

Status:

- a. A06, A21, A22

27. Daily Accounts closing

Status:

- a. All accounting transactions completion before closing
- b. POS cash flow – Head office cash submission – cash difference
- c. (Optional) Shop closing (for multiple shifts / terminals)

28. Training of Utilities

Status:

- a. Change of product numbers

29. Reports Training

Status:

- a. A01, A02, B11
- b. C30, C62, C63, C64
- c. D25, D26, E17, G01

30. Inventory level training

Status:

- a. Setting of inventory levels
- b. Order point analysis reports
- c. Using of inventory levels in GRN

31. (Optional) Replication from Shop

Status:

- a. Search product from shop

32. (Optional) Franchise Management

Status:

- a. Configuration of Shop and sharing
- b. Franchise reports

33. (Optional) System configuration training

Status:

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

Remarks:

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