



Basic Functional Training

Course Guide

2.50v2 2010



www.openbravo.com



I.Course Summary

This is a 5 days Basic Functional Training for partners, potential partners and advanced users to start **using Openbravo ERP and configuring its master data**.

The last day of the course, we will use this knowledge instantly within a “Case Study” or “Final Project” to **simulate a very basic implementation** with a fictitious end-client. With the help of the instructor you will understand main steps to implement and typical challenges to do it.

This course **does not include the technical knowledge** required to perform a basic Openbravo ERP implementation which is given during 5 days of the Customizing & Basic Development Training.

II.Audience: Who is training aimed at?

Training is divided up into individual modules, each covering one functionality or area. Training is meant for potential and current partners, consultants, developers, and any trainee looking to analyze the usability and capabilities of Openbravo ERP and/or implement it.

Some experience in ERPs is helpful, but not required.

III.Conference Schedule

During the five - day training, the Openbravo team delivers a specific set of training sessions, broken up in the following schedule:

	Day 1	Day 2	Day 3	Day 4	Day 5
9:00	Arrival Check - In	Sales/CRM Management	Material Resource Planning (MRP)	Financial Management	Master Data Management
10:00	Welcome & Intro				Project Management
11:00	Openbravo ERP User Interface	Lunch Break	Lunch Break	Lunch Break	Lunch Break
12:00	Lunch Break				
13:00	Lunch Break	Production Management	Lunch Break	Lunch Break	Final Project Functional Case Conclusion
14:00	Procurement Management				
15:00	Warehouse Management	Production Management	Financial Management	Initial Configuration and Master Data Management	Final Project Functional Case Conclusion
16:00	Warehouse Management				
17:00	Warehouse Management	Production Management	Financial Management	Initial Configuration and Master Data Management	Final Project Functional Case Conclusion
18:00	Warehouse Management				
19:00	Warehouse Management	Production Management	Financial Management	Initial Configuration and Master Data Management	Final Project Functional Case Conclusion

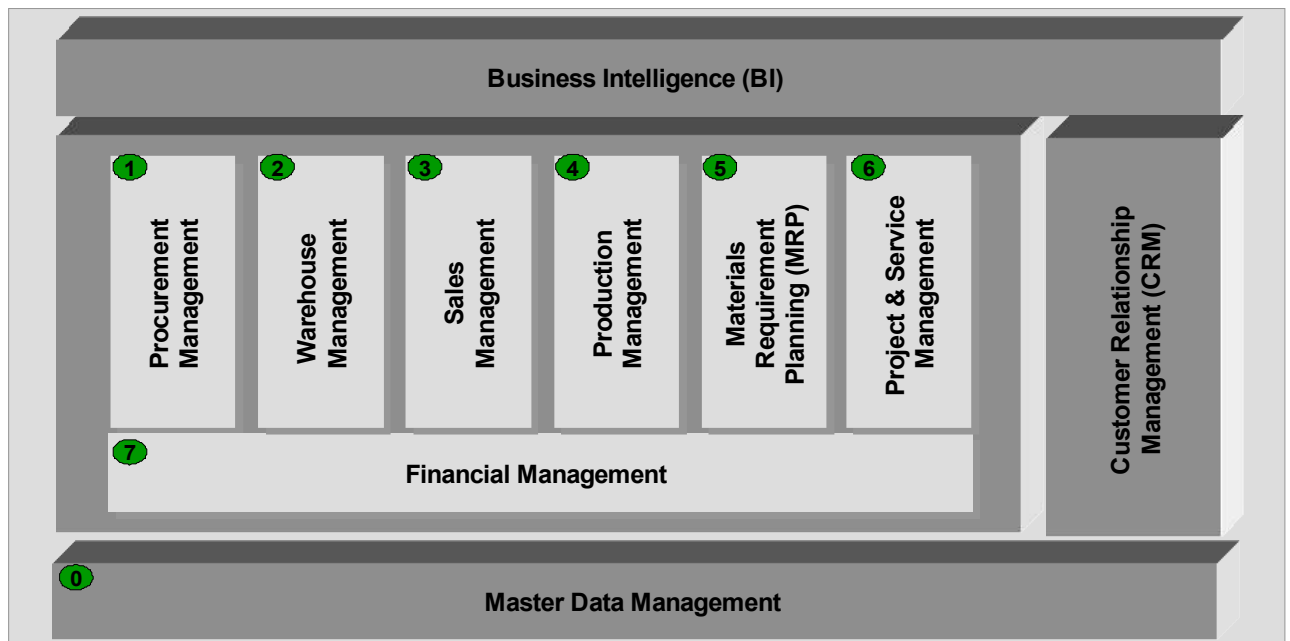


IV. Module Description

I.1 Module F1: Functional Features

Audience: Consultants, project managers, directors

Requirements: Basic understanding of business concepts.





Session	Description	Topics	Duration
0 – Welcome and Introduction to Openbravo	Introduction to Openbravo including all sides: business, functional and technical First steps on initial configuration	Understand the overall picture. Understand what will you learn during the course and how should you approach to optimize learning.	1 hour
1-Openbravo ERP User Interface	Introduction to the Openbravo ERP application. Overall understanding how to use and navigate around the application.	Basic navigation of the Openbravo application	1 hour
2 - Procurement	To do business, each company needs to buy basic operational supplies, raw materials or other products. A process of obtaining them is overviewed in Procurement Management.	Requisition; Purchase Order; Goods Receipt; Purchase Invoice; Analysis Tools; Relation to Warehousing Includes Exercises.	2 hours
3 - Warehouse Management	Almost every company needs to store some materials required for daily operation. Warehouses and Storage bins are used and need to be set up to provide this functionality and will be discussed here.	Warehouses and Storage Bins; Physical Inventory; Goods Movement; Product Valuation; Traceability; Analysis Tools Includes Exercises.	2 hours
4- Sales Management and CRM	To make money, each company sells products or services for a certain price. A detailed overview of the sales processes and pricing supported by Openbravo is given here since this is the most basic module that each company will use.	Sales Order; Goods Shipment; Sales Invoice; Price Applications; Analysis Tools Includes Exercises.	4 hours



Session	Description	Topics	Duration
5 - Production Management	When it comes to manufacturing items, there are endless ways of going about it. Production management discusses basic production processes supported by Openbravo ERP.	Be able to configure this module according to the needs of a specific client	4 hours
6 – Material Resource Planning (MRP)	Management of company's material planning. Purchase of raw materials, needed products for operation as well as production of finished products need to be planned in terms of quantity and time horizon. MRP takes certain inputs and outputs documents within the system that automatically take care of the requirements. Includes Exercises.	Why MRP?; Inputs; Outputs; Configuration; Purchasing Plan; Manufacturing Plan Includes Exercises.	3 hours
7 – Project and Service Management	To manage internal or external projects and services provided, phases, tasks and deliverables need to be tracked. This module enables financial tracking of the service oriented company.	Project Template; Multiphase Project; Invoicing; Expense Sheets; Expense Reimbursement; Profitability Report Includes Exercises.	3 hours
8 - Financial Management	Accounting is one of the most sensitive areas when it comes to implementing IT systems within a company. This module is heavily influenced by local regulations and is also the part of Openbravo ERP application that needs to be localized for each market individually. Hence, details will vary from country to country. This chapter gives an overview of Openbravo capabilities to manage this sensitive data.	Receivables and Payables (Bank Statement; Cash Journal; Settlement; Remittance; Tax Registration) Accounting (Fiscal Calendar; Chart of Accounts; General Ledger; Tax Categories and Rates; Document Accounting) Fixed Assets (Linear Amortization; Posting Amortization to the General Ledger) Analysis Tools Includes Exercises.	6 hours



Session	Description	Topics	Duration
9 – Initial Configuration Master Data Management	<p>Upon implementation of any ERP, initial configuration needs to be done. This usually includes setting up the company structure, accounting, importing existing data, defining roles and users, etc.</p> <p>Afterwards, data used on a daily basis needs to be setup. We also call this data master data and includes Business Partners, Products, Prices etc.</p> <p>This module shows how to tackle the above tasks.</p>	<p>Initial Client Setup; Clients and Organizations; Users and Roles; Application Menu; Business Partner; Product; Price Applications; Data Import;</p> <p>User Alerts</p> <p>Includes Exercises.</p>	5 hours
10-Final Project - Functional Case	<p>We will present you with a real life situation that requires the use of Openbravo ERP and all the functionalities listed above. To solve it, you will have to apply all the knowledge gained throughout the course.</p>	<p>Knowledge of all topics previously discussed will be practically used in this final exercise.</p>	4 hours

V.Required Material

The only material requirement is for each participant to come with a personal laptop. This laptop must be equipped with Wifi capability and have a minimum of 512 RAM. Openbravo does not need to be preinstalled since you will be connecting to our local server. Firefox 2.0 or Internet Explorer 7.0 or higher are required for full functionality of Openbravo. All other material is provided by Openbravo.

VI.Language

Training sessions are given in English or Spanish, depending on the specific course. Please see the details on the web:

<http://www.openbravo.com/services/training/>

All Training material will be in English.



VII. Conference Location and Hotel Booking

The conference location depends on the specific course. Please see the details on the webpage:

<http://www.openbravo.com/services/training/>

VIII. Price and Registration

Please check the information on-line:

<http://www.openbravo.com/services/training/>



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Openbravo reserves the right to change the timing of sessions throughout the training days, as well as the order in which material is presented. Openbravo also reserves the right to cancel or move the dates of the training session.