



Basic Functional Training

Online Course Guide

2.50v4



Visit us at www.openbravo.com



I. Course Summary

This is a 4-week online Basic Functional Training aimed at anyone requiring an **understanding of how Openbravo ERP version 2.50 is used, configuring its master data** and understanding **what functionality it supports**.

You will learn through the most advanced online teaching methods available today. You will be given materials, exercises, tests, your own virtual environment and assistance from our instructors throughout the course. This way we aim for a a unique, but even more, a successful learning experience. We would like to emphasize that this course is based on an **instructor supported self-study** learning model rather than instructor-led webcasts.

You decide when to study and at what pace, while Openbravo provides the materials and the support to succeed.

This course **does not cover the technical knowledge** required to perform a basic Openbravo ERP implementation which is covered by our Customizing & Basic Development Training. Please visit <http://www.openbravo.com/services/training> to inquire more about our training offer.

II. Audience: Who is this course aimed at?

Do you need to extensively evaluate our product? Give a demo of the application? See how Openbravo ERP might fit within your organization? This is the course for you!

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

Some experience in ERPs is helpful, but not required.

In comparison to our live Basic Functional Training, the online version delivers the same content but over a longer period of time and less interaction. This way, the online training is an **alternative not a replacement** designed for participants with financial or resource constraints. On top of the classroom material we provide quizzes to test your knowledge, a Frequently Asked Questions section to benefit from questions from previous courses and a forum to ask questions or request assistance.



III. Schedule of the Course

During the 4-week training, the Openbravo team delivers a specific set of training sessions, broken up in the following schedule:

Session 1/2/3

Recording with Introduction and Learning Platform Overview

Standalone work on:

Session 1 - Openbravo ERP Usability

Session 2 - Procurement Management

Session 3 - Warehouse Management

Session 4/5

Recording with session 4 and 5 Introduction

Standalone work on:

Session 4 - Sales Management & CRM

Session 5 - Production Management

Session 6/7

Recording with session 6 and 7 Introduction

Standalone work on:

Session 6 - Material Requirements Planning

Session 7 - Project & Service Management

Session 8/9

Recording with session 8 and 9 Introduction

Standalone work on:

Session 8 - Financial Management

Session 9 - Initial Configuration & Master Data Management

Session 10

Recording with session 10 Introduction

Standalone work on:

Session 10 - Functional Scenario Exercise

Recording of the course Wrap Up



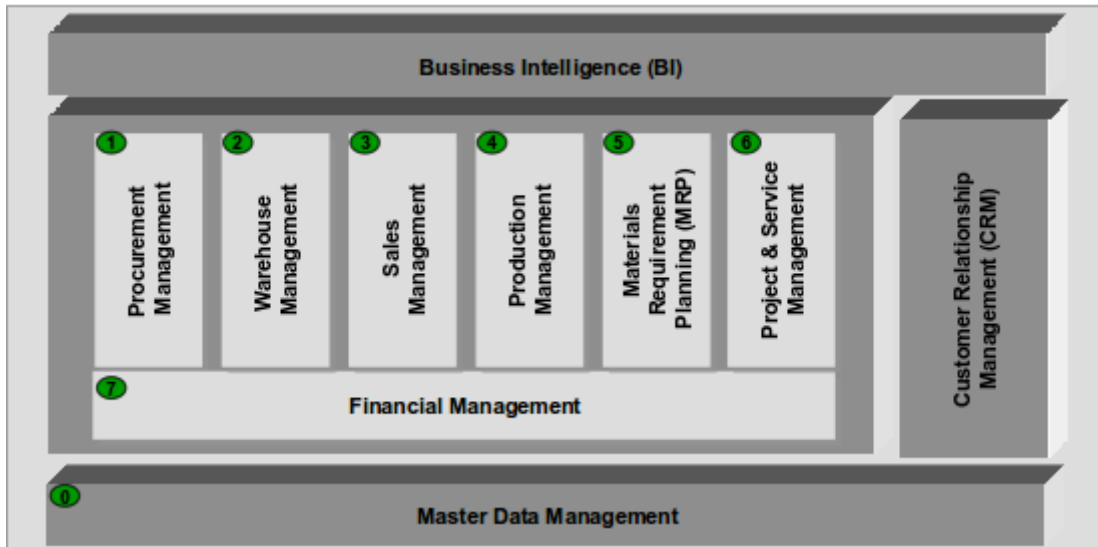
We also conduct several live chats during each week to address any question in a more interactive manner. Different time slots are selected to accommodate different time zones.

We estimate around **40 hours** of self study is required to complete the whole course. Please note that the live sessions are not actual teaches, but **high level introductions** to the modules that are accessible during that week. From the moment you receive your login, you will have access to all the sessions. At the end of the training the access to the study material as well as the application will be terminated.



IV. Detailed Functional Content Description

Openbravo ERP application consists of the following modules, tightly integrated to provide a uniform and transparent application to each part of the company:



* Openbravo's functional coverage



Session	Description	Topics	Duration
<i>Session 1 - Openbravo ERP Usability</i>	Introduction to the Openbravo ERP application. Overall understanding how to use and navigate around the application.	Logging in; The Menu; Viewing Data; Creating and Editing Data; Advanced Navigation; Keyboard Operation	1 hour
<i>Session 2 - Procurement Management</i>	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 <i>Includes Exercises.</i>	2 hours
<i>Session 3 - Warehouse Management</i>	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 <i>Includes Exercises.</i>	2 hours
<i>Session 4 - Sales Management</i>	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 <i>Includes Exercises.</i>	4 hours
<i>Session 5 - Production Management</i>	When it some to manufacturing items, there are endless ways of going about it. Production management discusses basic production processes supported by Openbravo ERP.	Product Assemblies (BOMs); Discreet Production (Activity; Process Plan; Work Requirement; Work Effort; Analysis Tools; Cost Calculations) <i>Includes Exercises.</i>	4 hours



Session	Description	Topics	Duration
<i>Session 6 - Material Requirement Planning (MRP)</i>	Having the right items in stock at the right time is crucial for each company when it comes to sales or manufacturing. This chapter gives an overview of the automatic resource planning system also called MRP I.	Why MRP?; Inputs; Outputs; Configuration; Purchasing Plan; Manufacturing Plan <i>Includes Exercises.</i>	3 hours
<i>Session 7 - Project & Service Management</i>	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 <i>Includes Exercises.</i>	3 hours
<i>Session 8 - Financial Management</i>	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 Registraton) 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 <i>Includes Exercises.</i>	6 hours



Session	Description	Topics	Duration
<i>Session 9 - Initial Configuration & Master Data Management</i>	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. 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. This module shows how to tackle the above tasks.	Initial Client Setup; Clients and Organizations; Users and Roles; Application Menu; Business Partner; Product; Price Applications; Data Import; User Alerts <i>Includes Exercises.</i>	5 hours
<i>Session 10 - Functional Scenario Exercise</i>	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.	Knowledge of all topics previously discussed will be practically used in this final exercise.	4 hours



V. Course Elements

Upon payment, you will receive the username and password used to enter the <http://university.openbravo.com/> learning platform.

This platform will be used as the main interaction between you and the Openbravo Training team. The following elements will be present to provide the ultimate course experience:

- **News blog** where live sessions and other news will be published
- **Materials** (navigable slide show) for each module
- **Links** to additional readings
- **Discussions** and **Q&A** forums answered by Openbravo Training Specialists
- **Quizzes**
- **Exercises** and **assignments**
- **Evaluation form**
- Weekly **live chats for a more interactive help and guidance**
- A link to each participants **own Openbravo ERP application** that will be used to experience the application yourself and perform the exercises listed



Take a look at a snapshot of the course inside the platform to have an idea how it works.

The screenshot displays the Openbravo University course page for BFT01. The interface is organized into several sections:

- Navigation Menu (Left):** Includes 'People' (Participants), 'Activities' (Forums, Questionnaires, Quizzes, Resources), 'Search Forums' (with a search box and 'Go' button), and 'Administration' (Profile).
- Topic Outline (Center):** A list of four topics, each with a blue square icon on the right:
 - 1 Welcome:** Includes 'News forum' and 'General Q&A'.
 - 2 Introduction to the platform:** No sub-resources listed.
 - 3 Introduction to the application (usability):** Includes 'Usability Slides', 'Usability Q&A', and 'Usability Quiz'.
 - 4 Procurement:** Includes 'Procurement Management Slides', 'Procurement Wiki', 'Procurement Q&A', and 'Procurement Quiz'.
- Right Sidebar:** Contains 'Virtual Environments' (not available before start), 'Latest News' (dated 22 Aug, 05:09 by Rok Lenardic), and 'Upcoming Events' (none listed).

VI. Prerequisites

Some experience in ERPs, business processes or enterprise software is helpful, but not required.

VII. Required Material

The only material requirement is for each participant to have access to a personal computer with one of the following **Web browsers** with a **Flash plugin**:

- Internet Explorer 7.0 or newer
- Firefox 3.0 or newer
- Safari 3 or newer

VIII. Language

All training materials, the platform itself and live sessions will be given in English.



IX. Times, Prices and Registration

Please visit <http://www.openbravo.com/services/training> and click on the **Online tab** to see scheduled dates and to purchase seats for attending one of the upcoming courses.

Students can register for a class until the end of the first week of training.

At the discretion of Openbravo, students may reschedule their participation to the next available online training, as late as the end of the first week of the training.



Openbravo, S.L.
PO Box 5117
Pamplona, Spain 31010
training@openbravo.com

www.openbravo.com

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.