

RMS/Teachkit

by MXB

Nothing less than the best PRMS education curriculum!

Each course is a comprehensive review of the subject including all supporting master files and functions. Each student will come away with a thorough understanding of the options available and the necessary steps to setup and implement the functions. Your future experts start here!

We bring a perspective developed over many years from participating in the development of PRMS through supporting a wide range of the user base. We haven't seen it all but we have seen a lot. Combined with the comprehensive RMS/Teachkit curriculum and the professionally developed student workbooks, this is a PRMS learning experience that has no equal.

If you plan on performing the education internally or are looking for an e-learning solution including a comprehensive reference and analysis tool, ask about [RMSeLib](#).

Course Summary	2
MRP II Concepts & Evolution	4
PRMS Overview	5
Version 9 Enhancements	7
PRMS Forecasting Workbench	9
PRMS Manufacturing Planning	10
PRMS Customer Order Processing	12
PRMS Customer Order Entry Training	14
PRMS RGA's & C/D Memos	15
PRMS Replenishment Orders	16
PRMS Shop Floor Control	17
PRMS Purchasing & Receiving	19
PRMS Product Definition	21
PRMS Router Training	23
PRMS Standard Costing	24
PRMS Inventory Control	26
PRMS Cycle Count & Physical Inventory	27
PRMS Lot Control	28
PRMS Accounts Payable	29
PRMS Accounts Receivable	31
PRMS Managing Outside Operations	33

Course Summary

[MRP II Concepts & Evolution](#) - This one half day course is specifically designed to familiarize the masses with the concepts of MRP and the integrated manufacturing system architecture. It's the perfect way to communicate how each department and individual are contributors to the entire process.

[PRMS Overview](#) - Two days of content outlining all of the major feature/functions of PRMS. Our most popular course. Cover it all or only those modules applicable to you at this time. A great way to come up to speed of all the options and applications available for your deployment. If you need a kickoff, this is it!

[Version 9 Enhancements](#) - This one day course covers each of the additions and changes included with Version 9. A perfect review to set your targets.

[PRMS Forecasting Workbench](#) - The workbench is a powerful tool for both end item and combined demand item management. Now, there's actually a base of knowledge to help you configure and put those forecast woes behind. Two days including in depth review of all the methods available with a focus on managing groups of products.

[PRMS Manufacturing Planning](#) - Three days, 20% hands on, this course covers all the planning modules including Master Production Scheduling, Rough Cut Capacity Planning, Material Requirements Planning and Capacity Requirements Planning.

[PRMS Customer Order Processing](#) - Three days, 30% hands on, covering all of Customer Order Processing and sequenced so that specific topics such as pricing can be included or not.

[PRMS Customer Order Entry Training](#) - This course is specifically for Order Entry personnel. Each screen of OB0020 is covered, field by field, as well as an overview of Order Processing including Order Types and Supplemental Orders. A great course for new personnel as well as a refresher for your existing organization. One full day of value, 20% hands on.

[PRMS RGA's and C/D Memos](#) - Version 9 introduced the expansion of the Credit/Debit Memo process to include Returned Goods Authorizations. This course walks you through the concepts and the specific setups and execution functions to implements.

[PRMS Replenishment Orders](#) - For those who are either in a DRP environment or Multiplant, you know how critical the RO process is. And now with interplant planning and the ability to consolidate purchasing and receiving for items used by multiple plants, RO's are even more important. This course covers every step of the way. One day of education means setting the right policies and procedures.

[PRMS Shop Floor Control](#) - Three or four days, 30% hands on. This course covers the essentials of Shop Data Maintenance and an in depth review of the discrete, repetitive and orderless (pull) execution methods.

[PRMS Purchasing & Receiving](#) - Three days, 30% hands on. Procurement methods, the Dock to Stock, and Purchasing performance. Everything you wanted to know about Purchasing including Blankets and Vendor Scheduling.

[PRMS Product Definition](#) - Three days, 30% hands on. The building blocks of PRMS. Product Master, Product Structure, Work Centers and Routers.

Course Summary

[PRMS Router Training](#) - This one day course is all about configuring your shop floor. Work Centers, Routers and all the support files are covered in depth. The focus, make PRMS match your processes and reap the benefits of Shop Floor Control. Invite the engineers, planners, production control, accountants and in one day determine the best configuration, policies and procedures for your business.

[PRMS Standard Costing](#) - There is no better way for your Cost Accounting Department to learn how PRMS works than this class. This comprehensive course begins with the development of Product Standard Cost including Product Master, Structures and Routers. Then, each and every G/L account is defined including the hierarchy of establishment and use. Finally, each general ledger interface transaction is reviewed, from placement of the Customer Order through the manufacturing process, and receiving payment for the customer order. The third day includes a review of the Cost Analysis Workbench as well as exception and year end processing. Three days, 20% hands on.

[PRMS Inventory Control](#) - One day, 30% hands on answering all the "why" questions from those who perform transactions every day.

[PRMS Cycle Count & Physical Inventory](#) - One day, 30% hands on focusing not only on the PRMS functions but the major considerations in starting and maintaining a cycle count program.

[PRMS Lot Control](#) - From limited, product by product tracking to full blown traceability, if lots are a requirement for you, this course should not be missed. Every aspect of lots are covered in this two day class and workshop. It's a perfect base for implementing or re-implementing lot control.

[PRMS Accounts Payable](#) - Two days, 30% hands on focusing on types of items eligible for payment (Invoices, Trade Allowances, Recurring Payables), Invoice Management including Invoice Registration and Receipts Matching, Methods of Payments (checks, drafts, other). A complete review of the payment processing cycle is included as well as a review of period end and miscellaneous subjects.

[PRMS Accounts Receivable](#) - One or two days covering everything from the simplest form of payment receipt to Remittance Advice processing. Overview, Setup, Processing Payments, Self-Billing, Receiving payments via EDI, Draft Processing.

[PRMS Managing Outside Operations](#) - One half to one day or self-review covering the concepts, decisions required, setup and execution of Outside Operations in PRMS.

Duration	1/2 Day
Audience	Everyone that has any direct, indirect or support position to the planning and execution of Distribution and Manufacturing operations including executive staff.
Goals	Understand the architecture, value and requirements of the successful implementation and operation of an integrated business system. Understand the difference between planning and execution and the inter-relationship. Provide a common knowledge platform to express and direct business processes.
Topics Covered	The beginnings of formal systems - how functions are processed, module by module definition of the integrated system, expansion of the integrated system - concepts and applications

Course Details

Way back when?

In the beginning

- Functions Necessary to Get the Job Done
- Tracking Inventory
- Scheduling Production
- Plan Purchased & Make Components
- Create Work Order & Shop Packet
- Track & Record Shop Floor Activity
- Ship Product to Customer
- Period Perspective from Academia
- Material Requirements Planning

MRP II - Integrated Manufacturing Systems

- Integrated Manufacturing System
- Shipment Forecasting
- Distribution Requirements Planning
- Production Planning
 - Demand Source Management
 - Rough Cut Capacity Planning
- The Electronic Dispatcher
 - Management by Exception
- Product Structure Definition
- Routings & Work Centers
- Manufacturing Environments
- Material Delivery & Control
- Capacity Requirements Planning
- Inventory Control
- Purchasing & Receiving

ERP - and other expansions of the "formal system"

- ERP
- Supply Chain Planning
- Warehouse Logistic Systems
- Product Data Management
- Manufacturing Execution Systems

Summary

Duration	2 Days
Audience	All users and decision makers that work, touch or direct PRMS including executive management
Goals	Understand what is meant by an integrated system. Understand the features and functions offered by PRMS and the applicability to your business. Understand where key opportunities are available and comprehension of the efforts required to pursue the opportunities.
Topics Covered	All features and functions within PRMS

Course Details

Modules and Environments	Master Production Scheduling
Forecasting Workbench	The Production Planning Process
Forecast Environments	Major Features
Forecasting Techniques	Forecasting Setup Functions
Forecasting Model Management	Demand Source Management
Forecasting Product Classifications	Setup Functions
Four Methods of Safety Stock	Exception Messages
Forecasting Reports	Functions, Reports, Inquiries
Distribution Requirements Planning	Rough Cut Capacity Planning
DRP Features	Rough Cut - Demand vs. Resources
Maintenance Functions	Major Features
Operational Functions	Application Flow
Reports and Inquiries	Material Requirements Planning
Warehouse Replenishment Orders	What it Does
WRO Features	Major Features
Replenishment Order Functional Process	Functions
Reports and Inquiries	Exception Management
Customer Order Processing	Shop Floor Control
Order Processing Features	Environments and Order Types
Flow and Functions	Backflushing in PRMS
Master File Maintenance	Shop Floor Control - Discrete Processing
Order Type Field Review	Functional Process
Returned Goods Processing	Reports and Inquiries
Consignment Inventory	Shop Floor Control - Repetitive/Process
Vendor Managed Inventory	Functional Process
Reports	Reports and Inquiries
Inquiries	Shop Data Maintenance
Accounts Receivable	Major Features
Features	Routings and Work Centers
Self-Bill Invoice	Functions
Dunning Support	Burden Element Definition
Maintenance Programs	Standard Cost Functions
Inquiries & Reports	Developing Product Costs
PRMS Manufacturing	Cost Maintenance Functions
Product Structure	G/L Account Hierarchy
Major Features	Product Cost Inquiry/Reports
Primary Functions	Cost Analysis Workbench
Reports & Inquiries	Capacity Requirements Planning

Course Details

- Load versus Capacity
- Maintenance Programs and Functions
- Purchasing & Receiving
 - Purchasing & Receiving Process
 - Requisition Features
 - Purchasing Features
 - Purchase Order Price Search Hierarchy
 - Blanket Purchase Orders
 - Vendor Scheduling
 - Master File Maintenance & Operational Functions
 - Dock to Stock
 - Dock to Stock Features
 - 9.0 Receiving Enhancements
 - Inquiries and Reports
- Inventory Control
 - Inventory Structure
 - Major Features
 - Reports and Inquiries
- Physical Inventory/Cycle Count
 - Major Features
 - Process Flow
 - Reports and Inquiries
- Accounts Payable
 - Functional Process
 - Major Features
 - Inquiries & Reports
- Quality Control
 - Process Flow
 - Major Features
 - Functions
 - Setup
 - Setup Functions
- Appendix A
 - Frequently Used PRMS Functions, Master Files, Inquiries and Reports
- Appendix B
 - 9.0/9.1 Technical Change Overview
 - User Interface
 - Data Base Enhancements
 - Technical Administration
- Appendix C
 - Application Server Listing

Duration	1 Day
Audience	All users and decision makers that work, touch or direct PRMS
Goals	Learn each new change delivered with Version 9 from Version 8.4. Understand the impact and relevance to the student's current activities.
Topics Covered	Each new enhancement is reviewed by module.

Course Details

Customer Order Processing Blanket Customer Orders Consignment Inventory Customer Product Maintenance Vendor Managed Inventory Inventory Processing Tools Inventory Adjustment Processing VMI Forecast Generation VMI Forecast Maintenance VMI Forecast Inquiry VMI Forecast Report VMI Forecast Purge VMI Generation VMI Inquiry/Pegging VMI Generation Report VMI Planned Order Review Suggested Order Replenish Returned Goods Processing RGA Authorized Users Memo Code Maint. Product Master Maintenance RGA/C/D Memo Entry RGA-C/D Inquiry Labels & Authorization Print RGA Receipts Disposition Update RGA Receipts Maint. RGA C/D Memo Generation Open RGA Memos Report Pricing Mass Maintenance Product List Price Maintenance Global List Price Maintenance Global Contract Price Maintenance Price Rounding Maintenance Sales Commission Extract Miscellaneous Multiple Ship To's on Customer Order Multiple Invoice Releases Output Queue in Warehouse Master for Data Queue Processes Packaging and Labeling Order Inquiry Customer Number/Invoice Number KWIC Search Alternate View Next Customer Number/Ship-To Number Product Master Ship From Warehouse Printed Address Formats	Financials Accounts Payable AP/PO Matching – Filter for Fully Matched Invoices AP/PO Matching – Auto update on hold status AP/PO Matching – Match Services PO without receiver AP/PO Matching - asset or expense number "available" in fold screen A/P Accrual Report A/P Inquiry Check Amount in Words Self-Bill Invoice Accounts Receivable Consolidated Invoicing A/R Inquiry- Added Selections Auto Cash Posting Product Definition Lifecycle Code Maintenance Product Master Revision Field Change Inventory Control Warning for Negative On Hand and Negative Allocations Bar Code/UPC Symbol Shop Floor Control Production Reporting/Order Close Edits Global Line Calendar Maintenance Rework Work Orders Material Planning Consider Negative On Hand Balance as Zero MPS/MRP/DRP Exception Message Reports Forecast Consumption Demand Source Rule MPS Distribution Requirements Planning Forecast Consumption Demand Source Rule for DRP Generation Purchasing Receiving Process Enhancements Addition of Incoming ASN EDI Transaction Batch Receiving Programs In-Transit Disposition Grouping of Receivers for Mass Movement Cascade Receiving View Zero Open
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Course Details

Auto Assignment of Lot Numbers

Miscellaneous

Outbound 840 EDI Transaction

Vendor/Plant Cross Reference for Multiplant

Purchasing

Vendor Alpha Lookup Enhancements

Service PO's (Type S Header)

Next Vendor Number

Technical

User Interface

Prompt Window for Lookup and Select

Active Objects

Attachments

Data Base Enhancements

Expanded Descriptions

Normalization (Phase I)

Domains (file for RMSREF)

User Defined Fields

User Defined Field Descriptions (Soft)

Currency Display Server

Product Cost Query File

Corporate View Member for Multi-Plant

Technical Administration

Prompt Maintenance

Data Dictionary Maintenance

User Profile Maintenance

Workstation Master

Program Abnormal End Control

Product Master Locking File Replacement

Application Server Listing

Appendix

Where did those fields go?

Duration	1 Day
Audience	Sales & Marketing Mgr, Sales & Marketing Administration, Product Mgr, Distribution & Customer Service Mgr, Forecast Mgr, Programmer Analyst, Business Analyst, Master Production Scheduler
Goals	Understand the environments that forecasting works within. Understand the concepts of forecasting and specifically the forecasting methods available. Be able to configure and execute a forecast. Understand the impact to the Sales and Operation Planning process.
Topics Covered	Forecasting Methods, Forecasting Product Configurations, Forecasting Environments, Master File Setup, Forecast Operations, Inquiries and Reports

Course Details

Forecasting Workbench Overview	Forecast Profiles
What it Does	Creating the Calendar
Definitions	Shop Calendar Maintenance
Forecasting Methods	Forecast Period Maintenance
Forecasting Techniques	Generate Calendar
Simple Moving Average	Update Calendar (Holidays)
Exponential Smoothing	Post Calendar Updates
Exponential Smoothing with Trend	Print Calendar
Exponential with Seasonality	Calendar Inquiry
Exponential with Seasonality/Trend	Entering Forecasts - Forecast Update
User Enter and Locked	Forecasting Reports
Focus Forecasting™	Forecasting Inquiries & Reports
This Year/Last Year Next Quarter	Inquiries
Last Year Quarter = Next Quarter	Seasonal Profiles Inquiry/Where Used
Product Group Forecasting	Forecast Profiles Inquiry/Where Used
Four Methods of Safety Stock	Forecast Information Inquiry
Safety Stock Methods Compared	Time Phased Order Point Inquiry
Exception Reporting	TPOP Calendar Inquiry
Forecasting Product Configuration	Sales Forecasting Inquiry & Retrieval
Forecasting Product Classifications	Product Group Explosion/Implosion
Mass Parameter Maintenance	Product Group Model Inquiry
Forecasting Environments	Reports
Single Plant	Forecast Performance Report
Multi Plant	Excess/No Move Inventory Report
DRP	Forecast and Parameter Exception Report
VMI	Forecast Explosion Report
Forecast Transfer Program	Forecast and Demand History Report
File Transfer Structure	Forecast Transfer Report
Purchased Finished Goods	Calendar Print
Simple Order Point	Period End
Time Phased Order Point	Log Current Forecast to History
Setting Up and Operations	Generate Forecast Parameters
System Control	Appendix
Product Master Maintenance	Forecasting Files List
Warehouse Inventory Maintenance	Creating Forecast Models and Structures
Seasonal Profiles	IM0100 Product Group Model
Mass Parameter Maintenance	IM0120 Forecast Structure
Forecast Information Maintenance	IM0160 Model Propagation

Duration	3 Days
Audience	Director Mat'ls, Master Production Scheduler, Production Control, Purchasing & Materials Mgr, Buyers/Planners, Programmer/Analyst, Applications Mgr, Business Analyst, Cost Accounting Mgr
Goals	Understand the applications used to plan production and materials. Understand the electronic integration of suggestions to the Execution modules. Be able to configure the MPS module and develop schedules. Be able to configure master files that control MRP, review the MRP suggestions and exception messages. Be able to configure master files that control CRP, review the output of CRP and know how to adjust capacity or schedule. Understand how Rough Cut Capacity is the tool for Sales and Operation Planning recommendations.
Topics Covered	Overview of PRMS Manufacturing methods, review of Product Structure and Product Master files, Master Production Scheduling setup and operation, Shop Floor Control Overview, Shop Data Maintenance review, MRP Concepts and output review, Capacity Requirements Planning setup and operation. Optional - Planning in Multiplant environment.

Course Details

Introduction to PRMS Manufacturing	Production Plan Report
PRMS Planning Functions	Summarized MPS Valuation Report
PRMS Execution Functions	Projected Inventory Report
PRMS Manufacturing	MPS Order Maintenance
Product Structure & Master Overview	MPS Order Inquiry
Major Features	MPS Order Report
Primary Functions	MPS Inquiry/Pegging
System Control	Available to Promise Inquiry
Product Master Maintenance	Rough Cut Capacity Planning
Lot Sizing	Rough Cut - Demand vs. Resources
Product Structure Definition	Major Features
Product Structure Maintenance	Setting Up
Master Production Scheduling	Resource Definition
The Production Planning Process	Resource Definition Maintenance
Major Features	Resource Definition List
Entering Demand	Discrete and Flow Resources
Shipment Forecasts	Bill of Resource Maintenance
Forecasting Planner Bills	Resource Variance Maintenance
Forecast Entry Process	Resource Variance Maintenance Purge
Forecasting Setup Functions	Bill of Resource Report
Forecast Entry	Rough Cut Generation
Planner Bill Explosion	Rough Cut Analysis and Reporting
Forecast Inquiry	Rough Cut Inquiry
Forecast List	Rough Cut Load Reports
Demand Source Management	Shop Floor Control Overview
Setup Functions	Shop Data Maintenance Overview
System Control	Routings and Work Centers
MPS Management	Major Features
Forecast Consumption Demand Source Rule	Operation Lead Times
Functions, Reports, Inquiries	Work Center Maintenance
MPS Generation	Routing Maintenance
MPS Generation Report	Material Requirements Planning
MPS Generation Report Explained	What it Does
	Major Features

Course Details

- Lead Time Planning for Discrete Items
- Lead Time Planning for Repetitive Products
- Functions
 - System Control
 - MRP Generation
 - MRP Generation Reports
 - MRP Generation Report Explained
 - MRP Inquiry/Pegging
 - Suggested Work Order Report
 - Suggested PO Report
 - Dollars Committed Report
- Exception Message Management
- Capacity Requirements Planning
 - Load Versus Capacity
- Maintenance Programs and Functions
 - CRP Generation
 - CRP Inquiry/Pegging
 - CRP Generation Reports
 - Work Center Variance Maintenance
 - Work Center Variance Batch Update
- Manufacturing Planning in Multiplant
 - PRMS Multiplant
 - Planning with Multiplant
 - Using the Forecasting Workbench
 - Not Using the Forecasting Workbench
 - Managing Interplant Demand
 - Defining Interplant Demand
 - How it Works
 - Inquiries and Maintenance
- Hands On Workshop

Duration	3 Days
Audience	Inside Sales & Admin, Marketing Admin., Financial Analysts, Business Analysts, Customer Service, Sales & Mktg Mgmt, Dist & Cust Service Mgr, Order Entry personnel, Warehouse Managers, Supervisors and Administrative, Billing, Programmer Analysts, Applications Mgr.
Goals	Proficiency in setting up, entering and processing customer orders through the generation of the invoice.
Topics Covered	Types of customer orders and processes, Master file configuration, Order Entry, Order Processing through shipment and invoicing, Reports & Inquiries

Course Details

Modules and Environments	Tax Information
Customer Order Processing	Bank Identification
Types & Methods of Creating Customer Orders	Text
Blanket Customer Orders	User Defined Fields
Consignment Inventory	Ship To Master
Vendor Managed Inventory	User Defined Fields
Methods	Lifecycle Code Maintenance
Order Processing Flow and Functions	Country Codes
Major Features	Trading Code Master
Setting Up	Printed Address Formats
Master File Maintenance	Address Format Maintenance
User Profile Maintenance	State/Address Format Relationship
Environmental	Product Master
Printed Output	General Product Information
Product Master/Structure/Routers	Order Processing Information
Customer Master/Trade/Freight	Product Trade Information
Types of Units of Measure	Error File Maintenance
System Control	Customer Product Numbers
Warehouse Master	Kit Structure Maintenance
Salesman Master	Supplemental Order Maintenance
Sales Commission Rate File	Shopping List Rebuild
Order Type Maintenance	Supersede/Substitute Maintenance
Order Function Criteria	Data Queue Maintenance
Order Process Criteria	Pack Type Maintenance
Order Input Criteria	EDI Control File Maintenance
Reason Code Master	Pricing
Terms Code Master	Pricing Facts
Tax Code Master	Line Item Pricing Hierarchy
U.S. Taxation	Full Order Pricing Hierarchy
Canadian Taxation	List Price Maintenance
Australian Taxation	Product List Price Maintenance
Value Added Taxation (Europe)	Global List Price Maintenance
Freight Terms Code Maintenance	Contract Price Master
Customer Master	Global Contract Price Maintenance
General Information	Price Rounding Maintenance
Order Processing	Promotion Contract Maintenance
Invoicing Information	Trade Allowances
Dunning Support	Class Code Maintenance
General Ledger Information	Vendor Cross Reference Maintenance
General Ledger Information	

Course Details

Accounts Payable Functions to Support Trade

- Allowances
- Pay-By-A/P Payment Details Update
- Pay-By-A/P Payment Batch Creation
- Pay-By-Payment Edit/Update

Order Entry

- Order Entry Screen Flow
 - (OB0020 - Header)
 - (OB0020 - Expanded Header I)
 - (OB0020 - Expanded Header II)
 - (OB0020 - Line Item Entry)
 - Action Codes
 - (OB0020 - Expanded Line Item Entry)
 - (Action Code S - Store Destination Quantities)
 - (OB0020 - Completion Screen)

- Batch Order Entry

- Batch Edit/Update

Order Processing

- Order Processing Flow and Functions

- Order Processing Functions

- Full Order Pricing
- Credit Hold Release
- Acknowledgment Print
- Pick Slip Release
- Allocation Maintenance
- Auto Pick Slip Release
- Auto Allocation
- Allocation Parameters
- Pick Slip Print
- Batch Pulling
- Shipment Confirmation
- ASN/BOL Print/Reprint
- Invoice Release
- Invoice Print
- Invoice Update

Consolidated Invoice Processing

Reports and Inquiries

- Reports

- Inquiries

Hands On Workshop

Duration	1 Day
Audience	Customer Service, Sales Administration, Business Analysts, Order Entry, Programmer/analysts
Goals	Proficiency in entering and managing customer orders
Topics Covered	Order Types, Order Features, Customer Order Entry screens, Reports & Inquiries

Course Details

Customer Order Processing Overview	Contract Price Inquiry
Order Processing Flow and Functions	Gross Margin Inquiry
Major Features	Available to Promise Inquiry
Setting Up	Distribution Available to Promise
Master File Maintenance	Batch Order History Inquiry
Order Type Maintenance	Lower Level Kit Availability
Order Function Criteria	Look-Ups
Order Process Criteria	Trade Allowance Inquiries
Order Input Criteria	Hands On Workshop
Supplemental Order Maintenance	
Supersede/Substitute Maintenance	
Shopping List Rebuild	
Order Entry	
Order Entry Screen Flow	
(OB0020 - Header)	
(OB0020 - Expanded Header I)	
(OB0020 - Expanded Header II)	
(OB0020 - Line Item Entry)	
Action Codes	
(OB0020 - Expanded Line Item Entry)	
(Action Code S - SDQ Maintenance)	
(OB0020 - Completion Screen)	
Batch Order Entry	
Batch Edit/Update	
Reports and Inquiries	
Reports	
Customer Summary List	
Customer Detail List	
Contract Price Report	
Credit Hold Report	
Customer Order Reports	
Customer Order Detail Reports	
On Time Delivery Report	
Shipment Performance Report	
Full Order Pricing Report	
Tax Rate Report	
Open Order File Audit Report	
Bookings Register	
Gross Margin Report	
Kit Structure Report	
Customer Quote Report	
Trade Allowance Reports	
Inquiries	
Order Inquiry	
Summary Order Inquiry	

Duration	1 Day
Audience	Inside Sales & Admin., Mktg Admin., Mgr Credit, Mgr Distribution/Customer Service, Billing Supervisor, Warehouse Mgr., Order Entry, Business Analyst, Programmer/Analyst, Cost Accountant, Controller, Cost Acct Mgr
Goals	Understand how the Returned Goods Authorization module released with Version 9 works. Be able to setup, create an RGA and process through receiving and the Credit/Debit memo process.
Topics Covered	Overview of RGA's and CD Memos, Setting Up, Step by Step Operational and Functional process

Course Details

Overview	RGA Close
Returned Goods Processing	
Setting Up	
System Control	
RGA Authorized Users	
Warehouse Inventory Maintenance	
Memo Code Maintenance	
Product Master Maintenance	
Dock to Stock for RGA's	
System Control	
Receipt Transaction Maintenance	
Disposition Master Maintenance	
Authorized User Maintenance	
Step by Step	
RGA-C/D Memo Process	
Enter the RGA-C/D Memo	
RGA-C/D Memo Entry	
Communicate to the Customer	
Labels & Authorization Print	
Inquire on RGA's	
RGA-C/D Inquiry	
Receive the RGA	
RGA Receipts	
Inspect/Disposition	
Disposition Update	
Traveler Print/Reprint	
Review Pending Memos for Update	
Open RGA Memos Report	
Maintain Receipt prior to C/D Memo Create	
RGA Receipts Maintenance	
Create C/D Memo from RGA Receipts	
RGA C/D Memo Generation	
Report of Credit Memos prior to Update	
Credit Memo Edit Print	
Review Pending C/D Memos for Update	
Open Credit Memo Report	
Update Accounts Receivable	
Credit Memo Invoice Print	
Credit Memo Reprint	
Credit Memo Invoice Register	

Duration	1 Day
Audience	Material Planners, Master Production Schedulers, Warehouse Supervisors, Warehouse Administration, Business Analysts, Production Control
Goals	Proficiency in creating and transacting Replenishment Orders. Understanding of impact to demand and supply planning.
Topics Covered	Features, Process, Setup, Operations, Reports & Inquiries, Mfg Planning in Multiplant

Course Details

Modules and Environments	Planning with Multiplant
Other Impacts to PRMS	Using the Forecasting Workbench
RO Applications/Environments	Not Using the Forecasting Workbench
Warehouse Replenishment Orders	Managing Interplant Demand
WRO Features	Defining Interplant Demand
Replenishment Order Functional Process	How it Works
System Control	Inquiries and Maintenance
Replenishment Order Entry	Hands On Workshop
Initial Entry Screen	Multiplant Workshop
Order Header Screen	DRP Workshop
Notes Screen	Appendix A
Order Line Screen	Frequently Used PRMS Functions, Master
Order Line Screen - Fold Screen	Files, Inquiries and Reports
DRP Planned Order Screen	
MRP Planned Order Screen	
Transferred Demand Screen	
Alternate Supply Warehouse	
Inventory Allocation Maintenance	
Selection Method	
Order Selection Screen	
Allocation Screen	
Processing Backorders	
Pick Slip Release	
Auto Allocations	
Pick Slip Print	
Shipment Confirmation	
Bill of Lading Print	
RO Receipts	
RO Suspense Reconciliation	
Warehouse Location Transfer	
Replenishment Order Purge	
Reports & Inquiries	
Inquiry	
Replenishment Order Inquiry	
Reports	
Shipment Performance Report	
Replenishment Order Report	
Open Replenishment Order Report	
Batch Pulling Report	
Suspended R.O. Report	
Manufacturing Planning in Multiplant	
PRMS Multiplant	

PRMS Shop Floor Control

[return to Course Summary](#)

Duration	3 Days
Audience	Director Mat'ls., Production Manager, Master Production Scheduler, Production Control, Mgr Materials/Purchasing, Buyer/Planners, Mgr Cost Accounting, Controller, Cost Accountants, Mgr Engineering Standards, Business Analyst, Programmer/Analyst, Applications Mgr
Goals	Understand the different manufacturing methods available in PRMS and how they apply to specific processes in your operations. Be able to configure all the master files to execute the discrete, repetitive and pull execution methods including scheduling, issuing material and reporting production. Understand the different methods of material allocation and handling. Understand backflushing and the necessary controls of Work In Process.
Topics Covered	Overview of PRMS Manufacturing, Product Master Maintenance review, Shop Floor Control setup, Discrete manufacturing process, Repetitive/Process manufacturing process, Orderless (pull) process, Reports & Inquiries, Capacity Requirements Planning and a summary review of Rough Cut Capacity Planning

Course Details

Introduction to PRMS Manufacturing	Structure of Manufacturing Orders
PRMS Planning Functions	Work Order Creation
PRMS Execution Functions	Batch Work Order Creation
PRMS	Lower Level Material Availability
Environments and Order Types	Soft Bill Maintenance
Environments	Auto Allocation to Lots
Types of Orders	Lot/Bin Level Allocation Maintenance
Shop Floor Control in PRMS	Shop Packet Print
A Selected Review of Product Master	Material Transaction Maintenance
Shop Data Maintenance	Dispatch List
Major Features	Work Center Inquiry
Routings and Work Centers	Anticipated Delay Maintenance
Functions	Labor Entry Maintenance
System Control	Shop Floor Control - Repetitive/Process
Burden Element Definition	Functional Process
Operation Lead Time Calculations	Scheduling Workbench
Work Center Maintenance	Scheduling Workbench Inquiry
Production Line Maintenance	Shortage Reporting
Line Calendar Maintenance	Material Staging Request
Global Line Calendar Maintenance	Material Re-Staging Request
Routing Maintenance	Reprint Pick Slip Report
Planned Input/Output Maintenance	Consolidated Pick Movement
Product Structure Maintenance	Consolidated Pick Miscellaneous Movement
Backflushing in PRMS	Staged Material Issues
Material Control Fields	Deallocate Consolidated Pick
Shop Floor Control	Consolidated Pick Purge Records
System Control	Line Initialization
Operation Queues	Production Transaction Processing
System Control - MPS Tie Rules	Production Order Close/Past Due Report
System Control - General Manufacturing	Reports and Inquiries
Shop Floor Control in PRMS	Report Buckets Maintenance
Shop Floor Control - Discrete Processing	Work Order/Firm Planned Order Inquiry
Functional Process	WO/FPO List
	Dispatch List
	Work Center Inquiry
	Lot/Bin Level Allocation Inquiry

Course Details

- Shortage Report
- Production/Labor Reports
- Work Center Performance Manager's Report
- Production Variance Report
- WIP Valuation Report
- Efficiency Report
- Production Schedule Reports
- Open Consolidated Pick Slip Report
- Shortage Reports
- Detail Allocation Report
- Consolidated Pick Inquiry
- Staged Component/Order Mismatch Report
- Down Time Reports
- Scrap Reports
- Production Yield Report
- Schedule Performance Report
- Line Labor Effectiveness Report
- Capacity Requirements Planning
 - Maintenance Programs and Functions
 - CRP Generation
 - CRP Inquiry/Pegging
 - CRP Generation Reports
 - Work Center Variance Maintenance
 - Work Center Variance Batch Update
- Rough Cut Capacity Planning
 - Rough Cut - Demand vs. Resources
 - Major Features
 - Application Flow
- Hands On Workshop

Duration	3 Days
Audience	Buyer/Planners, Mgr Purchasing/Mat'ls, Business Analyst, Programmer/Analyst, Purchasing Administration, Warehouse Mgr & Supv., Receiving personnel, Quality Inspection Mgr, Cost Accountants
Goals	The student will understand and practice the electronic path of Planned Order Releases from MRP into Procurement execution (Purchase Orders). The student will understand the configuration of the Dock to Stock receiving path, what it means to Purchasing performance and how to perform receiving transactions.
Topics Covered	Overview of Procurement, Purchasing Setup, Requisition and Purchasing Execution, Purchasing Reports & Inquiries, Dock to Stock Setup, Receiving Transactions, Receiving Reports & Inquiries, Measuring Purchasing and Vendor Performance

Course Details

Purchasing Overview	Quotations by Vendor/Product
Paths of Procurement	Vendor Approval List
Requisition Features	PO Expected Date Reports
P.O. Features	Shortage Report
Purchase Order Search Hierarchy	P.O. to Batch Order Entry Transfer
Reports and Inquiries	Dock to Stock
Dock to Stock	Dock to Stock Setup
Dock to Stock Features	System Control
Purchasing Setup	Disposition Master Maintenance
System Control - Purchasing Options	Receipt Transaction Maintenance
Purchasing Master Files	Authorized User Maintenance
Vendor Master Maintenance	Setup Reports
Vendor Payment Data Maintenance	Disposition Master List
Buyer Master Maintenance	Receipts Transaction List
Product/Vendor Maintenance	Receiving Execution
Vendor Schedules	Receipts Entry
Quote Maintenance	Disposition Update
Product Master Maintenance	Traveler Print/Reprint
Lot Sizing	Batch PO Receiving
Purchasing Rate Code Maintenance	ASN Batch Creation
Duty Code Maintenance	Batch Receiving Entry & Maint.
Purchase Product Cost Update	Batch Receiving Edit/Update
Vendor/Plant Cross Reference	Receipt Intransit Number Maint.
Purchasing Execution	Mass Disposition Update
Procurement	Receiving Reports and Inquiries
Paths of Procurement	Daily Receipts
Auto Create From MRP	Receipts Reports
Requisition Entry	Receipts at Disposition Report/Inquiry
Purchase Order Entry	Purchasing Performance
Blanket Purchase Orders	Performance Reports and Inquiries
Service P.O's	Purchase Order Variance
Vendor Scheduling	Purchase Order Matching
PO Print & Re-print	Performance Reports
Purchasing Reports and Inquiries	Invoices Paid Against Blanket PO's
Purchase Order Inquiry	Historical PPV Report
Quote Inquiry	PPV Subledger Report
Vendor Alpha Lookup	Database Configuration
Requisitions by Buyer/Vendor	Period End & Miscellaneous
	System Control

Course Details

Matching Audit File Purge

Purchasing Period End

PO Cost Entry

Purchasing and Receiving Workshop

Creating the Purchasing Master Files

Executing MRP and Placing Requisitions and
Purchase Orders

Creating the Dock to Stock

Receiving Your Products

Duration	3 Days
Audience	Anyone who uses and supports PRMS and is affected by how the product or manufacturing process is configured. Master Production Scheduler, Production Control, Mgr Materials/Purchasing, Buyers/Planners, Mgr Cost Accounting, Cost Accountants, Controller, Product R&D, Engineering Stds Mgr, Production Engineers, Financial Analysts, Service Mgr., Programmer/Analyst, Applications Mgr, Business Analyst
Goals	This course is specific to the definition of a product, product structure and work centers/routers to PRMS and is the foundation of how the applications function. The student will understand and have been exposed to all the fields that determine how these master files are configured and how those fields effect the operation of PRMS.
Topics Covered	Units of Measure, Product Master, Product Structure, Routings, Shop Data Functions. Optional review of Features & Options

Course Details

Units of Measure	Product Structure Maintenance
Types of Units of Measure	Backflushing in PRMS
Setting Up	Shop Floor Control in PRMS
Unit of Measure Table Maintenance	Global Component Replace
User Profile Maintenance	ECN Maintenance
What it Does	Lead Time Calculations
Environmental	Product Structure Reorganization
Printed Output	Reports and Inquiries
Product Master/Structure/Routers	Product Structure Inquiry
Customer Master/Trade/Freight	Product Structure Assembly Report
Product Master	Engineering Assembly Report
Product Master Maintenance	Where Used Report
Selecting The Groups of Information	Engineering Change List
Selecting and Maintaining a Product	Catalog Number Inquiry
General Product Information	Model/Options Cost Report
Costing Data	Product Assembly Compare Report
General Ledger	Simulation Sets
G/L Assignments	Routings
Purchasing	What They Do
Order Processing	What is a Router?
General Manufacturing	Major Features
Manufacturing Planning	Each Operation is a Paypoint
Distribution Requirements Planning	Selective Operations as Paypoints
Distribution Requirements Planning	Shop Data Functions
Product Inventory	System Control
European Taxation Data (VAT)	Burden Element Definition
Product Trade Information	Operation Code Maintenance
Vendor Managed Inventory	Rate Code Maintenance
Product Default Group Code	Set-up Code Maintenance
Reports	Work Center Maintenance
Product Structure	Text Code Maintenance
Product Structure Functionality	Production Line Maintenance
Major Features	Routing Maintenance
Primary Functions	Operation Lead Time Calculations
System Control	How Operation Lead Times are Calculated
Defining the Product Structure	MRP Lead Time Planning for Discrete Items

Course Details

MRP Lead Time Planning for Repetitive
Products
Command Functions
Standards Input
Shop Calendar Maintenance
Line Calendar Maintenance
Global Line Calendar Maintenance
Employee Maintenance
Crew ID Maintenance
Work Code Maintenance
Planned Input/Output Maintenance
Routing Inquiry
Hands On Workshop
Appendix A - Features & Options

Duration	1 Day
Audience	Process/Mfg Engineers, Data Base Administrators, Material Planners, Business Analysts, Operations, Production Schedulers, Cost Accountants
Goals	Proficiency in the configuration and maintenance of shop floor data, specifically routings, work centers, cost standards and lead times
Topics Covered	Concepts, Shop Floor Master Files, Field by Field review of Routing Maintenance and Managing Outside Operations

Course Details

Routings	Frequently Used PRMS Shop Floor Functions, Master Files, Inquiries and Reports
What Is a Router?	
Concepts & Features	
Impacts on the Integrated System	
Pre-Requisite Master Files	
Product Master	
Work Center Perspectives	
Work Center Maintenance	
Operation Code Maintenance	
Production Line Maintenance	
Global Production Line Maintenance	
Rate Code Maintenance	
Set-up Code Maintenance	
Text Code Maintenance	
Routing Maintenance	
Field by Field Review	
Operation Lead Time Calculations	
<i>How Operation Lead Times are Calculated</i>	
Command Functions	
Entering Time and Cost Standards	
Routing Inquiry	
Managing Outside Operations	
Setup	
Create a Unique Work Center for the Vendor	
Create the Product Structure	
Define the Router	
Update Product Structure	
Establish General Ledger Accounts	
Execution	
Create a Work Order	
Schedule the Vendor	
Pick Components for Vendor	
Ship Components to the Vendor	
Status Component Availability or Perform Spot	
Inventory at Vendor	
Expedite the Vendor	
Receive from the Vendor	
Post Final Step of Work Order	
Receive and Enter Vendor Invoice	
Capacity Requirements Planning	
Hands On Workshop	
Appendix A	

Duration	3 Days
Audience	Cost Accountants, Cost/Financial Managers, Business Analysts, Controller, Programmer/Analyst
Goals	Know how to develop and roll product costs. Understand and be able to configure GL Transaction accounts. Understand the flow of GL transactions. Understand the reporting of GL transactions. Understand the concept, setup and operation of the Cost Analysis Workbench.
Topics Covered	Developing Product Cost, Configuring and assigning GL accounts, Walk through of GL transactions by operational process, Cost Analysis Workbench

Course Details

What is Standard Costing?	G/L Account Descriptions
Definitions	G/L Transactions
Structure of Manufacturing Orders	The Application Process
Accounting Principles	Our Example
Types of Variances	The Basics - PRMS G/L Transactions
PRMS Terminology	Purchase Order Receipts
Developing Product Cost	Invoice Entry
User Profile Maintenance	Disbursement Journal
Currency Code Maintenance	Move through Inventory
System Control	Issue to Work Order
Multi-Currency Options	Report Labor
Inventory Options	Applying Burden
Product Cost Options	Burden Calculations and Factors
Burden Elements	Backflush Material, Labor, Burden
Product Structure	Post Inventory to Stock
Exchange Rate Master	Close Work Order
Product Cost File Structure	Ship to Customer
Product Cost Kinds and Types	Update Accounts Receivable
Purchased Items	Receive Payment from Customer
Product Master Maintenance	Miscellaneous Transactions
Purchasing Rate Codes	Outside Operations
Duty Code Maintenance	Indirect Labor
Make Items	Scrap
Work Centers	Setup Labor
Routing Maintenance	By-product Receipt
Rate Code Maintenance	Replenishment Orders
Setup Code Maintenance	Multiplant Transfers
Product Structure Maintenance	Monitoring Performance
Calculating and Updating Costs	G/L Interface Listing
Purchase Product Cost Update Product Cost Update	Historical Purchase Price Variance Report
Product Cost Inquiries/Reports	Purchase Price Variance Subledger Report
Product Cost Report	Work In Process Valuation Report
Product Cost Inquiry	Production Variance Report
Product Cost Query File Build	Production Yield Report
Creates data file to ease data access to cost elements	Stock Status Report
Assigning G/L Numbers	Cost Analysis Workbench
G/L Account Master	What Is It?
System Control	PRMS Usage - Considerations

Course Details

- System Control
- Maintenance Functions
- Scrap Transaction Code Maintenance
- Product Structure Base Quantity Update
- A/P & PO Purchasing Costs
- Product Level Labor and Burden
- Product Level Scrap Labor and Burdens
- Product/ECN Level Material Usage
- Work Center Level Labor & Burden
- Product Level Material Usage
- Product/Work Center Level Labor & Burden Variance
- Work Center Scrap Labor & Burdens
- Reports
 - Material Usage Variance
 - Labor/Burden Variance
 - Purchase Price Variance
 - Scrap Reports
- Adjustments, Exceptions, Year End
 - Foreign Currency Revaluation
 - Inventory Revaluation
 - Product Cost Replacement
 - Actual Cost Year End Update
 - Shop Floor Transaction Posting
 - PS Year-End History Update
- Hands On Workshop
- Appendix
 - G/L Account Description Index
 - Product Cost Query File
 - PRMS Actual Cost Definitions

Duration	1 Day
Audience	Master Production Schedulers, Production Control, Mgr Materials/Purchasing, Operation Mgr, Cost Accountant, Mgr Cost Accounting, Controller, Parts & Service Mgr, Order Entry, Distribution & Warehouse Mgr, Buyer/Planners, Programmer/Analysts, Business Analysts
Goals	Understand the architecture of the inventory control system. Be able to look up inventories and understand the results. Be able to setup and process miscellaneous inventory transactions.
Topics Covered	Inventory Structure and Concepts, Master File Maintenance, Miscellaneous Transaction programs, Reports & Inquiries, Utilities

Course Details

Inventory Control	Skid Ticket Print
Inventory Structure	Lot Tracking Report
Major Features	Lots Scheduled for Testing
Master File Maintenance	Lot Potency Report
System Control	Inventory Transaction List Report
Multi-Plant	Lot/Bin Allocation Inquiry
Transaction Master	Utilities
Warehouse Master Maintenance	Balancing and Validation Programs
Warehouse Inventory Maintenance	Hands On Workshop
Lot Master Maintenance	Appendix
Bin Master Maintenance	Consignment Inventory
Code ID Maintenance	Vendor Managed Inventory
Quantity Rounding Table Maintenance	
Unit of Measure Table Maintenance	
Types of Units of Measure	
Product Master Maintenance	
Product Structure Maintenance	
Transaction Programs	
Inventory Transactions	
Potency Update	
Warehouse Transfers	
Auto Warehouse Transfers	
Transaction Interface Programs	
Reports & Inquiries	
Product Inquiry	
VMI/Consignment Product Inquiry	
Lot Inquiry	
Transaction Inquiry	
Item Requirements Inquiry	
Lower Level Material Availability	
Stock Status Report	
Transaction Register	
Inventory Valuation	
Sales Management Report	
ABC Analysis Report	
Inventoried Models List	

PRMS Cycle Count & Physical Inventory

[return to Course Summary](#)

Duration	1 Day
Audience	Master Production Schedulers, Production Schedulers, Buyers, Purchasing Mgr, , Planners, Cost Accountants, Cost Mgr, Controller, Programmer/Analyst, Warehouse Mgr/Supervisor, Warehouse Administration
Goals	Understand what a Cycle Count program is. Understand the difference between counting by ABC and counting by location. Be able to configure the master files to conduct a cycle count or physical inventory. Be able to schedule, freeze, execute and reconcile a count.
Topics Covered	Cycle and Physical counting concepts, setting up the Cycle Count module, executing a cycle count, Reports and Inquiries

Course Details

Why Count?	Accounting Warehouse Write-Off
Why Do We Do Physicals?	Tracking File Purge
Impact of Inaccurate Inventories	Reports
Complications of MRP II	WIP Reporting Forms
What is Wrong with doing Physicals	ABC Analysis Report
Operational Requirements	Scheduled Count Items Report
Cycle Counts vs. WIP Counts	Unscheduled Items Audit Report
Cycle Counting	Missing Tags Report
Getting There	Item Count Variance Report
Defining the Program	Item Inventory Accuracy Report
Defining "Accuracy"	Consignment/VMI Whse Discrepancy Valuation
Defining the Organizational Requirements	Hands On Workshop
Setting Up	
A Counting Commitment	
System Control	
Warehouse Master	
Reason Code Maintenance	
Counting by Master Count Schedule	
System Control	
Functional Programs	
ABC Analysis and Update	
Manual ABC Classification	
Count Day Calendar	
Count Schedule Generation	
Counting by Master Count Schedule, Location, or Physical	
Functional Programs for Both Methods	
Count Day Setup	
Count Day Maintenance	
Count Day Initiation	
The PRMS Counting Process	
Print Counting Tags	
Count Entry Maintenance	
Count Adjustment Entry	
Count Adjustment Posting	

Duration	1 Day
Audience	Master Production Schedulers, Production Control, Mgr Materials/Purchasing, Operation Mgr, Cost Accountant, Mgr Cost Accounting, Controller, Parts & Service Mgr, Order Entry, Distribution & Warehouse Mgr, Buyer/Planners, Programmer/Analysts, Business Analysts
Goals	Understand what Lot Control in PRMS is and the ramifications for performing transactions. Understand the architecture of the lot control system. Be able to look up inventories and perform lot tracing and understand the results. Be able to setup and process inventory transactions with lots.
Topics Covered	Overview, Features, Setting Up, Function by Function review of applications that use lot control, Reports & Inquiries

Course Details

What is Lot Control	When to Print/Capture Lot ID
Inventory Structure	Manufacturing Order Allocation Maintenance
Major Features	Work Order Maintenance
Lot Master Maintenance	Manual Lot/Bin Allocation Maintenance
Module Review	Auto Lot Allocation
Setting Up	Material Staging Request and Re-Staging
Master File Maintenance Programs	Lot/Bin Allocation Inquiry
System Control	Reprint Pick Slip Report
Product Master Maintenance	Material Transaction Maintenance
Product Structure Maintenance	Consolidated Pick Movement
Transaction Master Maintenance	Staged Material Issues
Receipt Transaction Maintenance	Production/Labor Entry
Lot Master Maintenance	Batch Prod/Labor Entry
Function by Function Review	Replenishment Orders
Purchase Order Receiving	Replenishment Order Entry
Receipts Data Base	Inventory Allocation Maintenance
Receipts Entry	Auto Allocations
Disposition Update	Shipment Confirmation
Inventory Control	Replenishment Order Receipts
Inventory Transactions	Suspense Reconciliation
Warehouse Transfers	Warehouse Location Transfer
Product Inquiry	Customer Order Processing
Lot Inquiry , Lot Report	When to Print/Capture Lot ID
Lot Tracking Report	Customer Order Allocation Maintenance
Automatic Warehouse Transfers	Allocation Parameters
Lot Potency Update	Order Entry
Lot Test Schedule Inquiry/Report	Order Entry Auto Allocations
Lot Potency Inquiry/Report	Pick Slip Print
Cycle Count/Physical Inventory	Batch Pulling
Count Day Setup	Shipment Confirmation
Count Day Maint.	Reports & Inquiries
Count Tags Print	Hands-On Workshop
Count Entry and Maintenance	
Count Adjust Maint.	
Accounting Warehouse Write-Off	
Product Structure	
Product Structure Maintenance	
Shop Floor Control	

Duration	1 or 2 Days
Audience	AP Administrative, General Accountants, Business Analysts, Controller, Programmer/Analyst
Goals	Proficiency in setting up, entering and processing vendor invoices for inventory and services. Understand additional payment options including electronic processing.
Topics Covered	AP Master file configuration, Payment Processing, Reports & Inquiries

Course Details

Payment Processing Overview	Historical PPV Report
Major Features	PPV Subledger Report
A/P Invoice and Payment Processing	Purchase Order Variance Report
Invoice Entry Types	Purchase Order Matching Report
Invoice Registration	Payment Processing
Master File Configuration	A/P Invoice and Payment Processing
System Control	Auto Payment Selection
Bank Identification Control	Bank Payment Status
Payment Codes	Payment Selection Maintenance
Bank Codes (Master)	Payment Processing
Payment Summary - Checks	Payment Print Reset
Payment Summary - Standard Payment (Other)	Bank Payment Status Reset
Payment Summary - Drafts	Disbursement Journal
Distribution Set Maintenance	Voided Payments
Vendor Master Maintenance	Payment Reconciliation
Vendor Payment Data Maintenance	Draft Close
Bank Identification Maintenance	Reports
Product Master Maintenance	Preliminary Payment Register
Dock to Stock	Disbursement Journal
System Control	1099 Reporting File List
Receipt Transaction Maintenance	Vendor Payment Analysis
Disposition Master Maintenance	A/P Trial Balance
Reports	Discount Analysis Report
Standard Distribution Listing	Outstanding Payment Report
Summary Vendor Master List	Other Topics
Disposition Master List	Invoice Registration
Receipt Transaction Master List	Invoice Registration
Invoice Processing	Setup
A/P Invoice and Payment Processing	Use
Invoice Entry	Trade Allowances
Invoice Inquiry	Setup
Recurring Payables Maintenance	Use
Invoice Correction	Period End
Open Item Maintenance	A/P Period Close
Reports	MTD Transaction Register
Recurring Payables Report	MTD Intercompany Transaction Register
Transaction Register	MTD Payment Register
Cash Requirements Report	A/P Matching File Purge
Aged Payables Report	1099 Processing
Invoices on Hold Report	Create 1099 Reporting File
Bank/Payment Code Audit Report	1099 Reporting File List
Distribution by G/L Account	1099 Report File Maintenance
A/P Accrual Report	1099 Forms and Tape

Course Details

Hands On Workshop

Appendix

G/L Account Descriptions

A/P G/L Transactions

Appendix B

Frequently Used PRMS Functions, Master
Files, Inquiries and Reports

Duration	1 or 2 Days
Audience	Accounts Receivable Department, General Accounting, Business Analysts, Programmer/Analyst, Financial Analyst
Goals	Understand the features and functions available with the PRMS Accounts Receivable module. Understand and be able to apply payments to customer invoices.
Topics Covered	AR Overview, Setup by File/Function, Applying payments and adjustments to invoices, Dunning, Self-Billing Overview, Electronic payment processing, Draft processing

Course Details

Overview	Non AR Cash Posting
Features	Transaction Register Recovery
Four Types of Processing	Month End
Invoices from Customer Orders	Customer Statements
Invoices without Customer Orders	AR Period End Update
Payments with No Invoices	Reports & Inquiries
Self-Bill Invoice	Inquiries
Inquiries & Reports	Customer Alpha Lookup
Setup and Maintenance - the Basics	Corporate Customer Alpha Lookup
Setup Functions	Accounts Receivable Inquiry
System Control	Accounts Receivable Inquiry
Order Entry & Billing Options	Reports
OB Default GL Account Numbers	Transaction Register
Invoicing Control	AR Trial Balance Report
Invoice Release Control	Aged Trial Balance Report
Period End Dates and Control	Customer Statements
Applications Installed	AR Posting Summary Report
Bank Identification Control	Dunning
Currency Code Maintenance	Dunning Support
Multi-Currency Options	Setup for Dunning
Taxation Options	System Control
Accounts Receivable	Message/Letter Codes
Master Files	Dunning Control Code Maintenance
Bank Master Maintenance	Customer Master Maintenance
Payment Summary - Checks	Processing Dunning
Payment Summary - Standard Payment (Other)	Dunning History Update
Payment Code Master Maintenance	Dunning Extract
Terms Code Maintenance	Past Due Extract Maintenance
Printed Address Formats Customer Master Maintenance	Dunning Letter Writer
Corporate Customer Master Maintenance	Dunning History Inquiry
Order Type Maintenance	Dunning History Purge
Processing Payments	Receive Payments via EDI
Creating Invoices for Customer Orders	Remittance Advice Processing
Creating Invoices without Customer Orders	Remittance Advice Batch Creation
AR Invoice Entry	R/A Batch Maintenance
Posting Payments to Invoices	R/A Batch Edit/Update
AR Cash Posting	R/A Batch History Inquiry
Entering Adjustments	Self-Billing
Entering Transfers	Self-Bill Invoice
	Setup
	OB Default GL Account Numbers

Course Details

- Next Available Batch Number
- Customer Master Maintenance
- Order Entry

- Processing Self-Billing
 - Self-Bill Invoice Batch Creation
 - S/B Invoice Batch Maintenance
 - S/B Invoice Batch Edit/Update
 - S/B Invoice Batch History Inquiry

- Reports
 - Memorandum AR Trial Balance Report
 - Memorandum Aged Trial Balance Report

Draft Processing

- Setting Up
 - System Control
 - System Options/Draft Options
 - Bank Codes
 - Payment Summary - Drafts
 - Payment Code Master Maintenance

- Processing Drafts
 - Draft Deposits
 - AR Cash Posting
 - Draft Listing

- Processing Drafts
 - Draft Statements
 - Draft Close

PRMS Managing Outside Operations

[return to Course Summary](#)

Duration	1/2 or 1 Day
Audience	Cost Accountant, Production Control, all persons in Materials organization, Business Analyst, Programmer/Analyst, Purchasing Agents, Buyers, Administration
Goals	Understand the specific concepts, setup and execution of Outside Operations in PRMS.
Topics Covered	Overview and example, setup of all master files, step by step execution of functions including print screens

Course Details

What it Does	Create the Dock to Stock Dispositions
Requirements	Execution
Our Example	Create a Work Order
Decisions to Make	Schedule the Vendor
Setup	Pick Components for Vendor
Create a Unique Work Center for the Vendor	Ship Components to the Vendor
Create a Work Centers for Shipping and/or Receiving	Status Component Availability or Perform Spot Inventory at Vendor
Create the Product Structure	Expedite the Vendor
Define the Router	Receive from the Vendor
Update Product Structure	Post Final Step of Work Order
Update Product Costs	Receive and Enter Vendor Invoice
Establish General Ledger Accounts	Capacity Requirements Planning