

## 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:

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