OPENERP FUNCTIONAL TRAINING

📅 **May 21 - 25, 2012 (Monday - Friday)**   🏛 **Perak Techno Trade Centre, Ipoh**   ⏰ **8.45am – 5.00pm**

OpenERP is an excellent open source suite of applications with rich features that includes a variety of functional areas. The best way to learn is to practice based on real situations. This training will be presented based on real case examples that are simple, with the hope that gradually makes you discover the basic functions of OpenERP. The purpose of this exercise is to present the main features of OpenERP as a basis for management to understand business using OpenERP program.

OBJECTIVES

Upon completion of this course, participants will be able to:
⇨ Understand the functional concepts
⇨ Work with the Software on a daily basis
⇨ Configure the Software using the standard modules
⇨ Apply general system administrator settings
⇨ Change existing workflows

WHO SHOULD ATTEND

CEOs, MDs, COOs, Managers and business stakeholders, ICT, Engineering and Technology related Engineers and Executives and other technical or non-technical staff that will be working with the software on daily basis.

ADMINISTRATIVE DETAILS

Date   : **May 21 - 25, 2012 (Monday - Friday)**
Time   : **8.45am – 5.00pm**
Venue   : **ICT Training Lab 2, Level 17**
           Perak Techno Trade Centre
           Bandar Meru Raya, Off Jalan Jelapang
           30020 Ipoh, Perak Darul Ridzuan
Fees   : **FMM Members – RM2500 per participant**
           Non-Members – RM2900 per participant
(inclusive of course materials, refreshment, lunch and certificate of attendance)

Attendance is by prior written registration only. Registration form must be completed and returned to FMM Institute Perak by **May 14, 2012** *with the correct payment in crossed cheque or bank draft made in favour of* **'FMM INSTITUTE'.**
Limited to 20 participants onyl. Registration is on a first come, first serve basis

COURSE CONTENTS

DAY 1	DAY 2
Introduction Course & Basic Settings	**Human Resources**
• **Introduction to OpenERP**	• **Introduce the Main Concepts**
• **Install and Create New Database**	• **HR Complete Flow**
• **Basic System Administration**	**Document Management System**
• **Customers / Suppliers & Product Encoding**	• **Static & Dynamic Folders**
• **Basic Sales Flow**	• **Generate Dynamic Reports**
Customer / Supplier Relationship Management (CRM/SRM)	• **Navigation**
• **Introduction to OpenERP CRM Tool**	**Services Management (Projects)**
• **CRM flow**	• **Introduce the Main Concepts**
• **Customization & Configuration**	• **Support Contract Flow**
	• **Customer Project Flow**
	• **Invoicing**

DAY 3	DAY 4
Financial & Analytical Accounting	**Purchase & Stock Management**
• **Introduce the Main Concepts**	• **Introduce the Main Concepts**
• **From Invoice to Payment**	• **MTS / MTO**
• **Chart of accounts, journals, fiscal year, Closing**	• **Starting Inventory**
• **Financial Analysis & Reporting**	• **Purchase & Sales Flow**
	• **Manufacturing Orders & BOM & Kit**

DAY 5
Manufacturing
• Introduce the Main Concepts
• Production

CANCELLATION

✦ *No refund for cancellation within 2 days prior to the course*
✦ *50% refund for cancellation between 3-6 days.* ✦ *Full refund for cancellation 7 days prior to the course.* ✦ *Registered participants who did not turn-up will be charged accordingly.* ✦ *No additional cost for replacement.* ✦ *Cancellation must be made in writing.*
FMM Institute reserves the right to cancel or reschedule the course. All efforts will be taken to inform registered participants of any changes.

Closing Date: May 14, 2012

TRAINER

Ms. Christine Malar – She obtained her Bachelor of Computer Application from Bharathidasan University, India and Masters in Computer Application from SASTRA University, India. Her interest in promoting computer programming knowledge led her to join Olympia College, Kuala Lumpur as Lecturer in in 2008. She taught diploma and degree programs in Java Programing, OS, Multimedia, Computer Architecture. She has also done ad-hoc project training programs requested by her company's clients. She has recently joined Ingenuity Microsystems as Systems Analyst/Programmer. Ms Christine is a registered trainer with PSMB.

REQUIREMENT

• Participants are expected to have a basic knowledge of Enterprise Management.
• Participants to bring their own laptops.
• Participants are recommended to download and pre-install OpenERP latest version prior to Training.

REGISTRATION FORM

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FMM Institute Perak   Fax: 05-5488221
(Attn: Ms Nicole / Pn Eda/ Ms Harvinder)

Dear Sir, please register the following participants for the above seminar:

1. Name _____
    Designation _____

2. Name _____
    Designation _____

(Please attach a separate list if space is insufficient)

Enclosed is our cheque no. .... for RM ....… being payment for the registration of .... participant(s) made in favour of the '**FMM INSTITUTE**'

Submitted by:

Name: ………………………..…………………………
Designation: …………………………………..………………..
Company: ……………………………………….……………..
Address: ……………………………………….……………..
………………………………………………………....
Tel No.: ....   Fax No.: ....   M/ship No.: ………