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# IRIS TRAINING SYLLABUS

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**Course Description:**

The Quick Start Standard Edition is a five-day course for those who want to "hit the ground running" with QAD Enterprise Applications. This accelerated course provides a focused introduction to the fundamentals, and demonstrates how to apply QAD Enterprise Applications functionality to critical business processes. The format for this course is a combination of self-study materials and hands-on activities that simulate how to use QAD Enterprise Applications to run a business.

**Topics Covered:**

- Organization of QAD Enterprise Applications
- Set Up Domains, Entities, Sites and Locations
- Set Up Basic Financial Structure
- Product Definition
- Set Up Manufacturing Environment
- Sales orders/ invoices
- Planning
- Purchasing
- Work Order
- Ship Sales Order

**Audience:**

This course is intended for first-time users and those who want an overview of core QAD Enterprise Applications functionality

**Prerequisites:**

An understanding of basic manufacturing principals is beneficial.

**Duration:**

1 Day

**Course Fee**

Rp. 1.000.000,- /person (exclude Ppn)

The fee will include training material, lunch, refreshments, and certificate of attendance.



**Course Description:**

This course provides instruction for new QAD users on how to use the Accounts Receivable, Accounts Payable, and General Ledger modules in MFG/PRO. The course covers other QAD functions (invoicing and purchasing, for example). You will learn how to identify key business considerations before setting up Financial Management in QAD, address requirements and issues related to legal and company goals, and set up and use QAD to perform daily accounting activities.

**Topics Covered:**

- System Introduction
- Basic Data Setup
- Multinational Data
- Setting up Accounts Receivable Data
- Invoicing
- DR/CR Memos
- AR Payments
- Draft Management
- Multinational AR
- Purchasing & AP Setup
- Purchasing
- Account Payable Vouchers
- Account Payable Payments
- AP Draft Management
- Multinational AP
- GL Setup
- GL Transactions
- GL Reports
- Multiple Entities
- Multinational GL
- Currency Dependent Rounding

**Audience:**

This class is intended for accountants, controllers, financial managers and accounting clerks, as a first step to gain understanding of the overall QAD Financials product.

**Prerequisites:**

An understanding of financial principles is required to get the full benefit of this class

**Duration:**

3 Days

**Course Fee**

Rp. 3.000.000,- /person (exclude Ppn)

The fee will include training material, lunch, refreshments, and certificate of attendance.



**Course Description:**

This course covers functionality in the QAD core distribution modules. It includes initial QAD set up, inventory control, purchase order management, list/discount table pricing, sales order management, best pricing, and allocations and shipping. Through a combination of lecture, demonstration, and hands-on practice, students will acquire a basic understanding of the functionality in each QAD core distribution module, how and when each module is used, and how the modules interrelate

**Topic Covered**

- Setting up the System/Account control file, creating base data (such as product lines), defining the Inventory Control module parameters, using various inventory transactions.
- Defining the Purchasing module parameters, processing purchase orders, blanket orders, and purchase requisitions, setting up and using pricing functions, and setting up and using list/discount table pricing.
- Setting up and using best pricing, defining the Sales Quotes and Sales Order module parameters, processing sales orders and sales quotes, and setting up and using sales analysis.
- Understanding standard, enhanced (global) shipping functionality, setting up and using allocations and shipping, processing allocations and shipments.
- Setting up and using control files, master comments, general ledger transactions reports, inquiries/browses, and user interfaces

**Audience:**

New QAD users, existing users who want to know complete functions of QAD.

**Prerequisites:**

An understanding of basic manufacturing principles is beneficial.

**Duration:**

3 Days

**Course Fee**

Rp. 3.000.000,- /person (Exclude Ppn)

The fee will include training material, lunch, refreshments, and certificate of attendance.



**Course Description:**

This course covers basic manufacturing data setup in QAD. It includes initial QAD set up, Item Master, Inventory control, Product Structure and Formula, Work Center, Routing and Product Change Control. Through a combination of lecture, demonstration and hands-on practice, students will acquire a basic understanding on how to prepare data to run QAD manufacturing modules.

**Topic Covered**

- Basic Data Setup: Calendar, Site, Inventory Status, Item Status, Location
- Item Master
- Product Structure/Bill of Material/Formula
- Alternate Product Structure and Item Substitution
- Department, Work Center, Routing ,Quality Management
- Repetitive Data Setup

**Audience:**

Key manufacturing managers, members of implementation teams, key users.

**Prerequisites:**

An understanding of basic manufacturing principles is beneficial.

**Duration:**

3 Days

**Course Fee**

Rp. 3.000.000,- /person (Exclude Ppn)

The fee will include training material, lunch, refreshments, and certificate of attendance.



**Course Description:**

This course covers the basics of preparing to implement the Fixed Assets module of QAD. Activities and exercises throughout the course allow students to practice key concepts and processes in the Fixed Assets module.

**Topic Covered**

- Optional fixed asset calendar
- Posting and non-posting books
- Depreciation methods and conventions
- Asset classes
- Fixed asset locations
- Option to set up meters
- Fixed asset records
- Asset transfers
- Asset retirement and disposal
- Posting depreciation expense
- Fixed asset GL transaction void
- Asset reporting

**Audience**

Accountants, Financial Staff

**Prerequisites:**

An understanding of financial principles is required to get the full benefit of this class

**Duration:**

1.5 Days

**Course Fee**

Rp. 1.500.000,- /person (Exclude Ppn)

The fee will include training material, lunch, refreshments, and certificate of attendance.



## **Course Name: Manufacturing Execution – QAD Standard/Enterprise Edition (QME)**

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### **Course Description:**

The Manufacturing Execution course provides the information required to implement and operate the following QAD Enterprise Applications modules: Product Structures and Formulas, Work Centers and Routing, Work Orders, Advanced Repetitive Discussion topics are supplemented by hands-on exercises that illustrate the concepts.

### **Topics Covered:**

- Product Structures and Formulas
  - An introduction to the product structures and formulas module
  - An overview of key business issues
  - Setting up the product structures and formulas module
  - Operating the product structures and formulas module
- Work Centers and Routing
  - An introduction to the Work Centers and Routings module
  - An overview of key business issues to consider before setting up these functions
  - Setting up the work centers and routing module Processing subcontract operations Work Orders
  - Processing subcontract operations
- Work Order
  - An introduction to the Work Orders module
  - An overview of key business issues
  - Setting up the Work Orders module
  - Using the Work Orders module
- Advance Repetitive
  - All aspects of Advanced Repetitive manufacturing

### **Audience:**

Planners, members of planning staffs, master schedulers

### **Pre-requisites:**

basic knowledge of QAD Enterprise Applications as it is used in business; working knowledge of the manufacturing industry in general.

### **Duration:**

3 days

### **Course Fee**

Rp. 3.000.000,- /person (Exclude Ppn)

The fee will include training material, lunch, refreshments, and certificate of attendance.



**Course Description:**

This course provides an introduction to the basics of QAD Enterprise Edition functionality. The Quick Start is for those who want to "hit the ground running" with the application software. This accelerated course provides a focused introduction to the fundamentals of the system and demonstrates how to apply the functionality to critical business processes.

**Topics Covered:**

- Organization of QAD Enterprise Applications
- System Structure
- Product Definition
- Set Up Manufacturing Environment
- Cost Calculations
- Purchasing
- Account Payable
- Work Orders
- Sales Orders/Invoices and Account Receivable
- Planning

**Audience:**

This course is intended for first-time users and those who want an overview of core QAD Enterprise Applications functionality

**Prerequisites:**

An understanding of basic manufacturing concepts is helpful.

**Duration:**

1 Day

**Course Fee**

Rp. 1.500.000,- /person (exclude Ppn)

The fee will include training material, lunch, refreshments, and certificate of attendance.





**Course Description:**

This one-day course has been designed to give an overview of the QAD Enterprise Financials. Students experience the .Net UI interface and some of the QAD Enterprise Financials features.

The format for this course is a combination of presentations, demo and hands-on exercises. This course is not designed to guide students on how to use QAD Enterprise Financials. Another course, Financials Fundamentals, teaches students about the principal Financials functions and how to use them.

**Course Objectives:**

The overall objectives of the one day introduction course are to learn about the key concepts behind QAD Enterprise Financials, to get an overview of its features, and to experience the application as well as the interface.

**Topic Covered:**

- UI Navigation
- Enterprise Financials Components and Concepts
- AR Processing
- AP Processing
- Introducing to SAF Analysis
- Reporting Overview
- Screen Customization

**Audience:**

This course is intended for first-time users, and those who want a high-level overview of QAD Enterprise Financials.

**Prerequisites:**

An understanding of basic manufacturing principles is beneficial.

**Duration:**

1 day

**Course Fee**

Rp. 1.500.000,- /person (Exclude Ppn)

The fee will include training material, lunch, refreshments, and certificate of attendance.



**Course Description:**

This class is designed to teach the basic features and functions of QAD Enterprise Financials and the business requirements to consider when implementing those.

Topics include: Key concepts, setup, process flows, navigating and reporting.

The scope of the class is limited to Accounts Payable, Accounts Receivable and General Ledger. For further topics, please check advanced classes.

Topics will be presented and then practiced with hands-on exercises. At midday of the last day, students will have the opportunity to test their understanding and knowledge by working on an extended exercise covering most of the topics discussed during the class.

**Course Objectives:**

By the end of this class, students will:

- Have a thorough understanding of the concepts underlying QAD Enterprise Financials
- Understand how QAD Enterprise Financials interacts with the operational modules
- Be able to navigate, query, and report in QAD Enterprise Financials
- Be able to complete the basic business processes of the Accounts Receivable, Accounts Payable, and General Ledger modules
- Understand the Best Practices setting up and using QAD Enterprise Financials.

**Topic Covered:**

**1. Account Receivable**

- Setting Up Financial Foundations for AR
- Banking Setup
- Customer Setup
- Sales Process
- AR Process
- Netting and Open Items

**Duration:** 2 days

**Course Fee**

Rp. 3.000.000,- /person (Exclude Ppn)

The fee will include training material, lunch, refreshments, and certificate of attendance.

**2. Account Payable**

- Setting Up Financial Foundations for AP
- Banking Setup
- Supplier Setup
- Purchasing Process
- AP Process
- Netting and Open Items

**Duration:** 2 days

**Course Fee**

Rp. 3.000.000,- /person (Exclude Ppn)

The fee will include training material, lunch, refreshments, and certificate of attendance.



**3. General Ledger**

- Global overview of QAD Financials Concepts
- Setting Up Financial Foundations for GL
- General Ledger Setup
- GL Period Closing Process
- General Ledger Transaction
- GL Open Item Reconciliation

**Duration:** 2 days

**Course Fee**

Rp. 3.000.000,- /person (Exclude Ppn)

The fee will include training material, lunch, refreshments, and certificate of attendance.

**Audience:**

This class is intended for accountants, controllers, financial managers and accounting clerks, as a first step to gain understanding of the overall QAD Financials product.

**Prerequisites:**

An understanding of financial principles is required to get the full benefit of this class.



**Course Description:**

This course covers functionality in the QAD core distribution modules. It includes initial QAD set up, inventory control, purchase order management, list/discount table pricing, sales order management, best pricing, and allocations and shipping. Through a combination of lecture, demonstration, and hands-on practice, students will acquire a basic understanding of the functionality in each QAD core distribution module, how and when each module is used, and how the modules interrelate

**Topic Covered**

- Setting up the System/Account control file, creating base data (such as product lines), defining the Inventory Control module parameters, using various inventory transactions.
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- Understanding standard, enhanced (global) shipping functionality, setting up and using allocations and shipping, processing allocations and shipments.
- Setting up and using control files, master comments, general ledger transactions reports, inquiries/browses, and user interfaces

**Audience:**

New QAD users, existing users who want to know complete functions of QAD.

**Prerequisites:**

An understanding of basic manufacturing principles is beneficial.

**Duration:**

3 Days

**Course Fee**

Rp. 4.500.000,- /person (Exclude Ppn)

The fee will include training material, lunch, refreshments, and certificate of attendance.



**Course Description:**

This QAD Product Costing is designed to teach the actions required to develop product costs. Detailed instruction on all of the factors effecting costing, how they are calculated and where they can be viewed. Detailed instruction on manufacturing variances, how they are calculated, and they are generated.

**Course Objectives**

Provides the structural framework and knowledge necessary to enter data, and roll up product costs, and understand the causes of variances.

By the end of this class, students will:

Understand for developing costs and explaining variances to understand how the system works.

**Topics Covered:**

- Product Costing Setup
- Product Costing Processes
  - ✓ Average Cost
  - ✓ Standard Cost
- Periodic Costing\*  
*\*Enterprise Edition only*

**Audience:**

Finance and operations personal who develop product costs and explain variances.

**Pre-requisites:**

An understanding of financial principles is required to get the full benefit of this class.

<b>Duration</b>	<b>Course Fee</b>
2 Days	Rp 2.000.000/ Person (Exclude Ppn)
3 Days*	Rp 3.000.000/Person (Exclude Ppn)
<b>The fee will include training material, lunch, refreshments, and certificate of attendance</b>	



## **Course Name: QAD complete planning module training (concept, setup & transaction)**

### **Course Description:**

This course is divided into 3 main areas :

1. Understanding basic planning terms and concept.
2. Review data setup that affect planning process in QAD application.
3. Understanding MPS (Master production schedule), RCCP (Rough cut capacity planning), CRP (Capacity requirement planning), MRP (material requirement planning), DRP (Distribution requirement planning) and MSW/PSW (scheduling tools in QAD application).

The course will be a combination of powerpoint discussion, MRP calculation exercises and planning modules hands-on exercises using QAD application.

### **Topic Covered:**

- Planning terms and concept discussion
- MRP calculation exercise
- MRP data setup :
  - Site, calendar
  - Item planning
  - Bill of material
  - Work center, routing
  - RCCP data setup
  - DRP data setup
- Demand : forecast, sales order relationship
- Master production schedule (MPS) hands-on exercise
- rough-cut capacity planning (RCCP) hands-on exercise
- material requirements planning (MRP) hands-on exercise
- capacity requirements planning (CRP) hands-on exercise
- Distribution requirement planning (DRP) hands-on exercise
- MSW/PSW (master scheduling workbench, production scheduling workbench) hands-on exercise

### **Intended Audience**

- Sales department
- PPIC department
- Production department
- Purchasing, warehouse department
- IT department

### **Pre-requisites:**

An understanding of basic manufacturing modules of QAD application is beneficial.

### **Duration:**

2 day

### **Course Fee**

Rp. 4.000.000,- /person (Exclude Ppn)

The fee will include training material, lunch, refreshments, and certificate of attendance



**Course Name: Technical – System Administration (Standard/Enterprise Ed) (TSA)**

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**Course Description:**

In this course, provides instruction on how to install, maintain, and support QAD and Progress Database. QAD and Progress software will be installed and operational from a systems standpoint at the completion of this course.

**Topics Covered:**

- QAD Configuration
- Database Set
- Disk Space Requirement
- (Batch Mode)
- Database Management with Multi Volume
- Data Movement Methods
- Database Backup
- Probkup and Prorest
- Schedule Backup
- Database Dump and Load
- Delete and Archive
- QAD Admin
- Printer Setting
- E-Mail System Interfaces
- Monitoring User Sessions
- Batch Processing
- Database Performance Tuning

**Audience**

- System Administrator

**Duration:**

2 days

**Course Fee**

Rp. 2.000.000,- /person (Exclude Ppn)

The fee will include training material, lunch, refreshments, and certificate of attendance



**Course Name: Technical – Manager Function (Standard Edition)**

**(TMF-S)**

**Course Description:**

In this course provides training on Manager Functions in QAD Enterprise Applications.

**Topic Covered**

- File Architecture of MFG/PRO
- User Maintenance and Security
- Functionality Reuse (Include file standard MFG/PRO)
- Template for Report Program
- Browsers (Create Browse)
- Hot Button and User Function Maintenance
- Mass Data Loading with CIM Load

**Audience**

- System Administrator

**Duration:**

2 days

**Course Fee**

Rp. 2.000.000,- /person (Exclude Ppn)

The fee will include training material, lunch, refreshments, and certificate of attendance





**Course Name: Technical – Manager Function (Enterprise Edition)**

**(TMF-S)**

**Course Description:**

In this course provides training on Manager Functions in QAD Enterprise Applications.

**Topic Covered**

- System Interface
- Setting Up Security Control
- Setting Up Users and Roles
- Database Management
- Batch Processing and Daemons
- Reports and Utilities
- Configurable Screen
- Browse

**Audience**

- System Administrator

**Duration:**

2 days

**Course Fee**

Rp. 2.000.000,- /person (Exclude Ppn)

The fee will include training material, lunch, refreshments, and certificate of attendance



**Course Description:**

In this course provides training on Reporting Programming in QAD Enterprise Applications.

**Topic Covered**

**1. Defining the Database**

- Database concepts.
- Entering the Data Dictionary.
- Defining a file.
- Data types and default display formats
- Indexing a file.

**2. File Maintenance**

- Simple File maintenance
- Data location
- Adding record
- Changing record
- Deleting record.
- Looping (repeat, for each).
- Progress Procedures.

**3. Reading and Displaying Records**

- Expression
- Using WHERE, BEGIN, MATCHES
- Record Ordering.

**4. Expanding the database**

- Report, Report Using OF
- Searching trough record.
- Adding a Cross -Reference file.

**5. Creating a Polished appearance for screens and reports**

- Frame
- Space available for frames
- Block and framing service.
- Default framing.
- Frame Scope.
- Naming Frames.
- Down Frames
- Increasing the Frames scope
- Correcting the flash
- Viewing frames
- Hiding frames
- Frame clearing
- Frame and field characteristics
- Using Column Label
- Using form
- Using the form statement
- Creating forms in fast track
- Using include file for forms
- Passing a parameter to an include file
- Using an Empty where clause
- Using overlay frames

**6. Creating Queries and Reports**

- Redirecting Output
- Understanding output steams
- Reporting aggregate values
- Using categorized (Control Break) Report.
- Form Header

**Audience**

System Administrator and Programmers

**Duration:**

3 days

**Course Fee**

Rp. 3.000.000,- /person (Exclude Ppn)

The fee will include training material, lunch, refreshments, and certificate of attendance



**Course Name: Technical – Reporting Framework & Operational Metrics (TRO)**

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**Course Description:**

In this course provides training on Reporting Framework and Operational Metrics in QAD Enterprise Applications.

**Topic Covered**

**Reporting Framework**

- Architecture
  - Reporting Engine
  - Report Data Sources
  - Report Output
- Exploring the Report Design Workspace
  - Basic Report Creation Workflow
  - Creating a Report Resource
  - Report Design
- Designing Reports in Report Designer
  - Using Report Definition Manager
  - Report Sections
  - Grouping and Sorting Data
  - Enhancing the Report with Fields
  - Adding Charts to the Report
- Browse Features
  - Creating a Browse
  - Importing Browsers
  - Deleting Multiple Browsers
- Progress Concepts
  - Query
  - Handle
  - ProDataSet
- Implementing the Generic Proxy
  - Overview
  - Generic Proxy Code Template
  - the Dataset , Metadata
  - Deploying the Generic Proxy
- Working with Templates
  - About Report Templates
  - Creating a New Report Template
  - Applying Report Templates
- Running Reports
  - Set filter conditions
  - Creating a New Filter
- Configurable Screen
  - Setting Up Configurable Screens
  - Adding new Tables
  - Editing Field Properties
  - Adding New Fields

**Operational Metrics**

- Create a metrics
- Add filter to filtering data source

**Audience**

- IT/ Programmer

**Duration:**

2 days

**Course Fee**

Rp. 2.000.000,- /person (Exclude Ppn)

The fee will include training material, lunch, refreshments, and certificate of attendance



**Course Description:**

In this course provides training TailorPro Software

**Topic Covered**

- TailorPro Overview
  - *Concept*
  - *Terminology and Features*
  - *The TailorPro Environment*
  - *The database repository*
- TailorPro Component
  - *Building Application*
  - *Screen Maintenance*
- TailorPro eZDesign/ELite
  - *Introduction*
  - *The End User Setup (RunTime)*
  - *Administrator's Toolbar*
  - *Accessing the Toolbar*
  - *Toolbar Menu Items*
  - *Scope of Changes*
  - *User Interface Changes*
  - *Field Changes*
  - *Skip this frame*
  - *Make this field mandatory*
  - *Create Default Value*
  - *Define Invalid Values*
  - *Transaction Control*
- The Anchor Repository
  - *Introduction*
  - *TailorPro Events*
  - *Building Applications with TailorPro*
  - *Primary Development Includes*
- Database/Table Rules
  - *Hide , Assign of field, Delete of record*
  - *Display values on scrolling field*
  - *Special business rules for a specific table*
- Tailor Pro For EE
  - *Installation*
  - *Types of Controls*
  - *TailorPro for EE Functions*
- Audit trail
  - *Setup*
  - *Create audit trail*
  - *Archive, Delete, Report Audit trail*
- Administration and Migration

**Audience**

- IT/ Programmer

**Duration:**

3 days

**Course Fee**

Rp. 3.000.000,- /person (Exclude Ppn)

The fee will include training material, lunch, refreshments, and certificate of attendance