

Presented
by MSS

EZIJOBZ Training

PURCHASING/ACCOUNTS PAYABLE

4 hours

- Purchasing Master Files and Set-up
- Vendor Pricing
- Purchase Order Management
- Receiving Purchase Orders
- Purchasing Reports
- Purchase Order Invoices
- Accounts Payable Set-up
- Accounts Payable Vouchers—including recurring
- Making payments—Printing checks
- Accounts Payable Reports
- Making Corrections/Troubleshooting

SALES ORDERS/ACCOUNTS RECEIVABLE

4 hours

- Sales Order Master Files and Set-up
- Pricing
- Sales Order Management
- Sales Order Reports
- Shipping/Printing Packing Slips
- Sales Order Invoicing
- Accounts Receivable Vouchers
- Charging Interest on Invoices
- Recording Customer Payments
- Crediting & Debiting accounts
- Accounts Receivable Reports
- Making Corrections/Troubleshooting

INVENTORY

4 hours

- Inventory Master Files and Set-up
- Count Adjustments
- Physical Inventories
- Inventory Reports
- Making Corrections/Troubleshooting
- Tracking lots
- Using Characteristics
- Associating Documents to an item

JOBS

4 hours

- Job Files and Set-up
- Creating Routings
- Creating Bills-of-Material
- Managing Work Orders
- Generating Travelers
- Reporting Labor
- Reporting Material Used
- Reporting completed production
- Job Costing
- Determining Profitability
- Making Corrections/Troubleshooting

GENERAL LEDGER/FINANCIAL REPORTING

3 hours

- The Defaults & Interfaces
- Entering Chart-of-Accounts
- Entering Beginning Balances/General Journal Transactions
- Recurring Entries
- Costing (inventory and jobs)
- Posting General Ledger Transactions
- Modifying General Ledger Transactions
- Financial Reports
- Making Corrections/Troubleshooting

SCHEDULING

4 hours

- Variables of Scheduling
- Setting up Work Centers/Resources
- Infinite/Finite Scheduling
- Dispatching
- Using the Load Gantt Charts
- Working with stock replenishment



PO Box 251 * 3920 Granger Road
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www.mfgsystem.com

For more information or to register classes at your facility, contact MSS at 1-800-875-4654 or info@mfgsystem.com.

Class fees: \$95/hr plus \$10 per person per class for materials. Maximum 10 people per class. Travel expenses are additional.

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REPORT WRITER/ MODIFYING FORMS

6 hours

- Using the Data Dictionary
- Working with the Forms
- Selecting files and linking
- Adding fields to a report
- Using the query wizard
- Formatting
- Adding calculations
- Creating report groups
- Permissions to report groups

UTILITIES

6 hours

- Adding Users
- Establishing Security
- Using Activities
- Using Characteristics
- Setting up Work Flows
- Setting up e-mail
- Output options
- Using the Drawing Editor
- Using Ezi-Statistics
- Formulas

THE CONFIGURATOR

4 hours.

- Master files for Configurator
- Category
- Group
- Operations
- Model Design
- Using the Configurator Screens
- Interfacing Configurator with Jobs

Customized classes and implementation services are available. See contact information below



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