

FSI (FM Solutions) Limited

Concept™ Stores & Orders

Introduction

Although the Stores & Orders are two separate modules within Concept™, they are very closely integrated and therefore training is most effective when carried out together. This course takes you through defining your Stores model and tracking stock issues/returns, before leading you onto setting up and utilising the Purchase Orders module.

Target Audience

This one-day training course is ideally suited for Concept™ users who are responsible for the monitoring and control of stock within their organisation. It will also benefit users who are responsible for raising, monitoring and authorising purchase order requests.

Course Content

- Base system considerations
- Stores model definition
- Setting up the Stock Register
- Stock Issues
- Stock Returns
- Managing stock takes via Concept™
- Order module set-up
- Purchase Order requisitions and authorisation
- Goods receipt process
- Purchase Order payments
- Use of relevant Standard Reports

Relevant queries to be answered throughout the course.

Certification

Upon completion of the course, a certificate will be issued to all candidates who have demonstrated a satisfactory level of competence.