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Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	40 min
2	Setting Up BOM	60 min
3	Processing a Standard Bill	120 min
4	Options & Additional Bill Types	60 min
5	Misc.Topics	60 min
6	Review	5 min
7	Lab	45 min
	Total Time	390 min or 6 1/2 hours

Tasks Performed in Payroll:

- Learn the features and function of Bill of Materials (BOM).
- Learn the steps necessary for setting up BOM.
- Learn how to enter various types of bills including phantom and kit bills.
- Learn how to enter bill of materials into production.
- Learn how to enter options on bills and the effect this has on Production Entry and the entering of sales orders.
- Learn how to use yield and scrap percentages to account for wasted materials in the production process.
- Learn the reports and inquiry options that are available.