Suggested Learning For New Users

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SYSPRO™ Learning Channel

CONTENT

This document contains a list of suggested SLC courses for new SYSPRO users who have an active SLC Plus Subscription.

Each section contains the Program Name, followed by the specific recommended courses. This list does not contain all SLC courses, only those courses that are recommended. 'Required' courses are highly recommended. The remaining lessons may or may not apply, depending on your company's specific requirements, or they may contain high-level introductory information that could be beneficial but are not necessary.

Some lessons are marked with an asterisks. These lessons relate to a feature that may be important, based on your company's specific requirements (for example, the Goods in Transit system).

All courses can be found using the Search functionality. It is recommended that users first find and enroll into the full program, and then locate the necessary individual courses within that program:
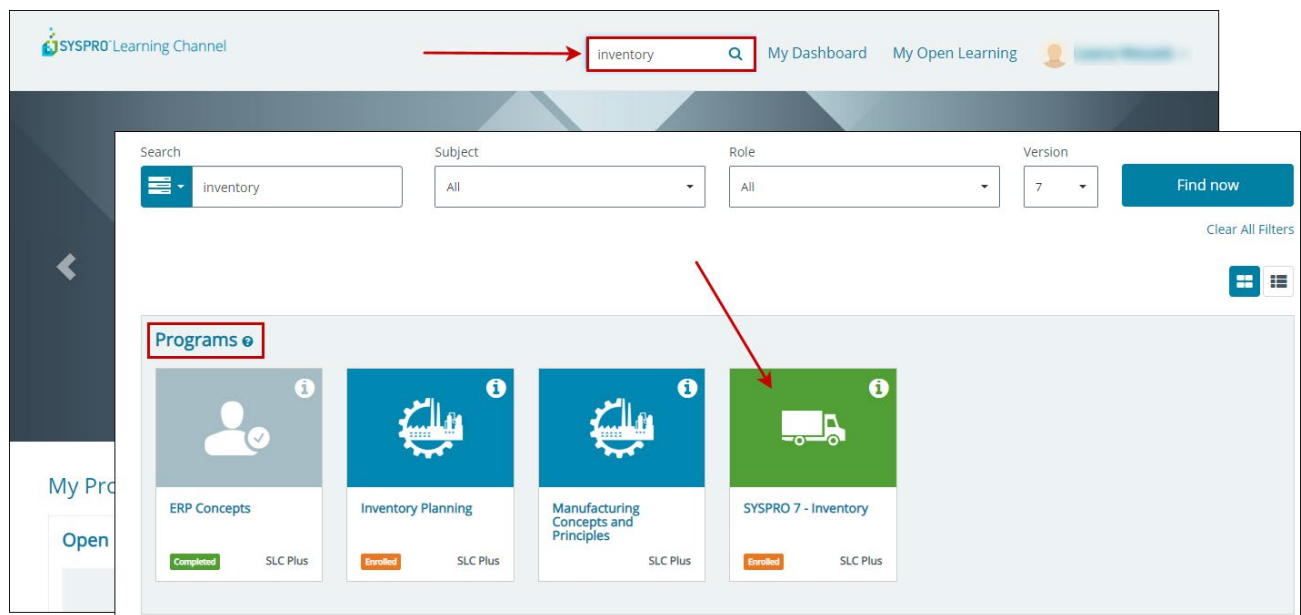
Please note: Your SLC Company Administrator must make the relevant content available before students can start working on content.

ALL – GENERAL ONBOARDING

Name	Est.Duration	Required
SYSPRO 8 Orientation		
The SYSPRO Interface	18 min	Y
The SYSPRO Programs	24 min	Y

SUPER USERS

Name	Est.Duration	Required
Administration Essentials		
System Administration	1 h 44 min	Y
Security	2 h	Y
Customization	1 h 56 min	Y
Financials Essentials		
General Ledger Integration	7 min	Y
GL Management	30 min	Y
Cash Management	34 min	Y
Month Ends	12 min	Y
Distribution Essentials		
Introduction	2 h 31 min	Y
Require-Procure-Pay	1 h 7 min	Y
Prospect-Transact-Care	1 h 51 min	Y

Name	Est.Duration	Required
Distribution Essentials		
This program will mostly be of use to Planners and those involved with the setup of Stock Codes, Warehouses and MRP.		
Part 1: The Manufacturing Environment	32 min	
Part 2: Data Accuracy and Roles & Responsibilities	26 min	
Part 3: Inventory Management	28 min	Y
Part 4: Lot Sizing, Lead Times, Safety Stock, Scrap and Yield	33 min	Y
Part 5: Material Replenishment and Introduction to MRP and BOM	29 min	Y
Part 6: MRP Processing	29 min	Y
Part 7: Production Planning	31 min	Y
Part 8: DRP and Supply Chain Management	23 min	
Part 9: Manufacturing and Quality Philosophies	45 min	
SYSPRO Product Aware		
Accounts Payable: Business Perspective, Features and Process Flow	15 min	
Accounts Receivable: Business Perspective, Features and Process Flow	15 min	
Cash Book: Business Perspective, Features and Process Flow	15 min	
Electronic Funds Transfer: Business Perspective and Feature Overview	10 min	
General Ledger: Business Perspective, Features and Process Flow	15 min	
Assets: Business Perspective, Features and Process Flow	15 min	
Inventory: Business Perspective and Feature Overview	10 min	
Goods in Transit: Business Perspective and Feature Overview	14 min	
Lot Traceability: Business Perspective		
Purchase Orders: Business Perspective and Feature Overview	8 min	
Sales Analysis: Business Perspective and Feature Overview	8 min	
Sales Orders: Business Perspective and Feature Overview	11 min	
Return Merchandise Authorization: Business Perspective and Feature Overview	9 min	
Product Configurator: Business Perspective and Feature Overview	10 min	

Name	Est.Duration	Required
SYSPRO Product Aware		
Bill of Materials: Business Perspective and Feature Overview	8 min	
Work in Progress: Business Perspective and Feature Overview	10 min	
Quotations: Business Perspective and Feature Overview	11 min	
Requirements Planning: Business Perspective and Feature Overview	16 min	
Engineering Change Control: Business Perspective and Feature Overview	7 min	
Inventory Planning: Business Perspective and Feature Overview	9 min	

SYSTEM ADMINISTRATOR

Name	Est.Duration	Required
System Administration		
System-wide Personalization	17 min	Y
Importing Master Data	16 min	Y
Configuring SYSPRO 8	12 min	Y
Roaming Users	10 min	
Business Insights	33 min	Y
SQL Health Dashboard	24 min	Y
Security		
Forgot Password	9 min	Y
Security Settings Dashboard	23 min	Y
Company Level Setup for SYSPRO 8		
Setup Options	25 min	
Setup Options: General Ledger	35 min	Y
Setup Options: Accounts Payable	55 min	Y
Setup Options: Accounts Receivable	35 min	Y
Setup Options: Electronic Fund Transfer	16 min	
Setup Options: Cash Book	20 min	Y

Name	Est.Duration	Required
Company Level Setup for SYSPRO 8		
Setup Options: Keys Overview and Financials	18 min	Y
Setup Options: Keys – Distribution	18 min	
Setup Options Keys – Manufacturing	14 min	
Please note: the Setup Options lessons for some programs are not available for SYSPRO 8. Please review the SYSPRO 7 lessons for the following modules:		
Inventory		
Inventory Setup – General Tab – Overview	4 min	
Inventory Setup – General Tab – Average Costing	15 min	Y*
Inventory Setup – General Tab – Standard Costing	11 min	Y*
Inventory Setup – General Tab – FIFO Costing	11 min	Y*
Inventory Setup – General Tab – LIFO Costing	9 min	Y*
Inventory Setup – General Tab – Last Cost	10 min	Y*
Inventory Setup – General Tab – Costing per Warehouse	9 min	
Inventory Setup – General Tab – Multiple Bins	11 min	
Inventory Setup – General Tab – Amendment Journals and Rounding of WIP Allocations	10 min	Y
Inventory Setup – General Tab – Percentage Breaks for ABC Analysis	8 min	Y
Inventory Setup – General Tab – Acceptable Cost Variance and GIT Setup	9 min	
Inventory Setup – Negative Inventory	9 min	
Inventory Setup – Options Tab Part 1	15 min	
Inventory Setup – Options Tab Part 2	12 min	Y
Inventory Setup – Options Tab Part 3	13 min	Y
Inventory Setup – Options Tab Part 4	11 min	Y
Inventory Setup – Options Tab Part 5	9 min	Y
Inventory Setup – History tab	10 min	
Inventory Setup – Documents, Current Month and Depletion Tabs	10 min	Y
Inventory Setup – Browse and Numbering Tabs	13 min	Y

Name	Est.Duration	Required
Purchase Orders		
Purchase Orders Setup – General Tab	9 min	Y
Purchase Orders Setup – Options Tab	10 min	
Purchase Orders Setup – GRN Tab	8 min	
Purchase Orders Setup – Details Tab	6 min	Y
Purchase Orders Setup – Requisition Tab	19 min	
Purchase Orders Setup – Numbering & Current Month Tab	5 min	Y
Sales Orders		
Sales Orders Setup – General 1 Tab	17 min	Y
Sales Orders Setup – General 2 Tab	11 min	Y
Sales Orders Setup – General 3 Tab	15 min	Y
Sales Orders Setup – Details Tab	13 min	Y
Sales Orders Setup – Terms/Margins Tab	19 min	
Sales Orders Setup – Pricing Tab	11 min	Y
Sales Orders Setup – Tax-Um Tab	10 min	
Sales Orders Setup – Commision Tab	4 min	
Sales Orders Setup – Numbering Tab	12 min	Y
Sales Orders Setup – Printing Tab	7 min	Y
Bill of Materials		
Inventory Setup and Lot Traceability Setup for Manufacturing	7 min	Y
Bill of Materials Setup – General Tab	6 min	Y
Bill of Materials Setup – Sequencing Tab	2 min	
Bill of Materials Setup – Numbering Tab	2 min	Y
Inventory Setups for Manufacturing	21 min	Y
Requirements Planning		
Requirements Planning Setup – General 1 Tab	5 min	Y
Requirements Planning Setup – General 2 Tab	4 min	Y
Requirements Planning Setup – Planning 1 Tab	6 min	Y
Requirements Planning Setup – Planning 2 Tab	8 min	Y
Requirements Planning Setup – Scheduling Tab	3 min	Y

Name	Est.Duration	Required
Requirements Planning		
Requirements Planning Setup – Warehouse Tab	2 min	Y
Requirements Planning Setup – Requisition Users Tab	3 min	
Requirements Planning Setup – Forecast Depletion Tab	16 min	Y
Quotations		
Quotations Setup – General Tab	4 min	Y
Quotations Setup – Pricing Tab	5 min	Y
Work in Progress		
Work in Progress Setup – General 1 Tab	9 min	Y
Work in Progress Setup – General 2 Tab	11 min	Y
Work in Progress Setup – Job Creation Tab	10 min	Y
Work in Progress Setup – Labour Posting Tab	5 min	Y
Work in Progress Setup – Numbering Tab	8 min	Y

SYSPRO REPORTING SERVICES

Name	Est.Duration	Required
SYSPRO Reporting Services		
SYSPRO Reporting Services Overview	10 min	
SYSPRO Reporting Services Setup/Architecture	48 min	Y
SYSPRO Reporting Services Designing Reports	1 h 17 min	Y
SYSPRO Reporting Services Document Formats	37 min	Y
SYSPRO Reporting Services Financial Reports	10 min	Y
SYSPRO Reporting Services Archiving	9 min	
SYSPRO Reporting Services Scheduling	3 min	Y

DISTRIBUTION
INVENTORY/WAREHOUSE MANAGER & COST ACCOUNTANT

Name	Est.Duration	Required
Inventory		
Warehouse Maintenance	12 min	Y
Browse on Stock Codes	6 min	
Stock Code Maintenance – Overview	15 min	Y
Stock Code Maintenance - Stock Code Details Pane	12 min	Y
Stock Code Maintenance - Replenishment Pane	23 min	Y
Stock Code Maintenance - Sales Details Pane	31 min	Y
Stock Code Maintenance - Tracking Tab	42 min	Y
Stock Code Maintenance - Other Tab	10 min	Y
Stock Code Maintenance: Production Details Pane	10 min	Y
Copy Stock Code	10 min	
Copy Stock Codes to New Warehouses	9 min	
Alternate Stock Codes	9 min	
Buyers	6 min	
Planners	5 min	
Inventory Movements - Preferences and Options	12 min	Y
Inventory Movements – Adjustments	16 min	Y
Inventory Movements - Bin Transfers	14 min	
Inventory Movements - Cost Changes	15 min	
Inventory Movements - Cost Modifications	16 min	
Inventory Movements - Expense Issues	15 min	Y
Inventory Movements - Transfers OUT	18 min	Y
Inventory Movements - Transfers IN (Non-GIT)	15 min	Y*
Inventory Movements - Immediate Transfers	18 min	
Inventory Movements - No Destination Transfers	15 min	
Inventory Movements - Physical Counts	12 min	
Inventory Movements – Receipts	28 min	Y

Name	Est.Duration	Required
Inventory		
Price/Cost Percentage Change	16 min	
Minimum Quantity Calculation	6 min	Y
Stock Take Overview	6 min	Y
Stock Take Selection	7 min	Y
Stock Take Tickets and Stock Take Forms	7 min	Y
Stock Take Capture	16 min	Y
Stock Take Capture by Stock Code	10 min	Y
Uncaptured Stock Quantities and Stock Take Variance Reports	9 min	Y
Stock Take Confirmation	12 min	Y
Goods in Transit: Business Perspective and Feature Overview	14 min	
Goods in Transit Setup and Configuration	14 min	
GIT Warehouse Supply Chain Setup and Validation	14 min	
Inventory Movements - Transfers IN with GIT	18 min	Y*
GIT Receipt with Apportionment	21 min	
GIT Trial Balance	7 min	

BUYER/PURCHASING MANAGER

Name	Est.Duration	Required
Purchase Orders		
Supplier Comments	6 min	
Stock Code Comments	6 min	
Standard Comments in Purchase Orders	8 min	
Purchase Order Format	5 min	Y
Alternate Delivery Address & Price UoM	8 min	
AP Supplier Maintenance – Overview	25 min	Y
AP Supplier Maintenance - Supplier & Contact Details	12 min	Y
AP Supplier Maintenance - General & Purchasing Details	22 min	Y

Name	Est.Duration	Required
Purchase Orders		
Purchase Order Entry - Overview and Header Information	7 min	Y
Purchase Order Entry – Preferences	8 min	Y
Purchase Order Entry - File Menu and Toolbar	11 min	
Purchase Order Entry - Header Panes	12 min	Y
Purchase Order Entry - Stocked Lines	17 min	Y
Purchase Order Entry – Non-stocked Lines	16 min	
Purchase Order Entry – Freight, Miscellaneous and Comment Lines	9 min	Y
Purchase Order Entry – End Order Options	5 min	Y
Purchase Order Receipts and Inspection – Preferences	13 min	Y
Purchase Order Receipts and Inspection – Receive All	22 min	Y
Purchase Order Receipts and Inspection – Receive Quantity	26 min	Y
Purchase Order Receipts and Inspection – Apportion quantity, Kits, Import and Cancel	15 min	
Purchase Order Receipts and Inspection – Inspection	26 min	
Requisition System		
Purchase Orders Training Guide: p38-63	25 p	Y*
Blanket Purchase Orders		
Purchase Orders Training Guide: p98-111	13 p	Y*
Landed Cost Tracking		
Landed Cost Tracking Training Guide	97 p	Y*

SALES MANAGER/SALESPERSON ORDER ENTRY CLERK

Name	Est.Duration	Required
Sales Orders		
Picking	3 min	
Pick Review – User Interface	10 min	
Pick Query – User Interface	7 min	

Name	Est.Duration	Required
Sales Orders		
Standard Comments in Sales Orders	8 min	
Shipping Instructions	8 min	
Order Types	10 min	Y
Sales Order Templates	6 min	
Import Back Order Releases	16 min	
Reason Codes	10 min	
AR Buying Groups Maintenance	7 min	
Sales Order Entry – Overview and General Program Layout	7 min	
Sales Order Entry Preferences	21 min	Y
Sales Order Entry – Order Header Pane	14 min	Y
SO Entry – Statuses & Select New Status Program	24 min	Y
Sales Order Entry – Processing a Stocked Line Using Default Fields	21 min	Y
Sales Orders – Processing a Non-Stocked Line	12 min	
Processing a Miscellaneous and Freight Line	12 min	Y
SO Back Order Review	12 min	
SO Back Order Release	13 min	
SO Release from Suspense	10 min	
Sales Order Batch Printing Overview	14 min	Y
Prospect-Transact-Care		
Goods Delivery	16 min	Y
Salesperson, Order Entry Clerk and Sales Manager		
Manage Sales Orders – Scheduled Orders	11 min	
Manage Sales Orders – Back Orders	9 min	
Please refer to the Sales Orders Training Guide for more information on how to process other order types (e.g. credit notes, forward orders, billing type orders, etc.), as well as additional information on Pricing and other Sales Order related features.		

Name	Est.Duration	Required
Bill of Materials		
Inventory Setups for Manufacturing	21 min	Y
Structures & Routings Overview and Components	17 min	Y
Structures & Routings – Operations	22 min	Y
Structures & Routings – Subcontract Operations	7 min	
Batch Bill of Materials	5 min	
BOM Cost Center Maintenance	7 min	Y
BOM Work Center Maintenance and Move Matrix Maintenance	11 min	Y
Capacity Calendar Maintenance	4 min	
Machine Maintenance, BOM Tool Set Maintenance, and Employee Maintenance	6 min	
BOM Structure Validation, Relationship Validation, & Lead Time Calculation	11 min	Y
BOM Cost Implosion and Transfer BOM Costs to Warehouse Costs	13 min	Y
What-if Costing Programs	16 min	Y
BOM Costing Query – BOM Costs	5 min	Y
BOM Reports Part 1	4 min	Y
BOM Reports Part 2	10 min	
BOM Reports Part 3	10 min	Y
Trial Kitting and Multi-Level Trial Kitting	9 min	Y
Advanced Trial Kitting	9 min	
Requirements Planning		
Forecast Maintenance	8 min	Y
Resource Planning	5 min	Y
Time Fences	8 min	Y
Inventory ATP Query	8 min	Y
MRP Master Production Schedule Review and MRP Build Schedule Maintenance	20 min	

Name	Est.Duration	Required
Requirements Planning		
WIP Load Leveling	10 min	
Material Requirements Planning Overview	6 min	Y
MRP First Example Run and Requirements Planning Query	9 min	Y
MRP Job Review, MRP PO Review and MRP Requisition Review	14 min	Y
MRP Supply Chain Transfer Review and MRP Blanket PO Review	7 min	Y
MRP Second Example Run – Replanning Supply and Demand Dates in the Snapshot	21 min	Y
MRP Second Example Run – MRP Job Review and MRP Purchase Order Review	7 min	Y
Requirements Planning Reports – Part 1	9 min	Y
Requirements Planning Reports – Part 2	14 min	Y
Requirements Planning Reports – Part 3	11 min	Y
Name	Est.Duration	Required
Quotations		
Quotation Numbering By Branch	4 min	
Quotation Entry – Overview and Quotation Header	7 min	Y
Quotation Entry – Stocked Lines	6 min	Y
Quotation Query and Quotation Confirmation	7 min	Y
Quotation Entry – Non-stocked Bought-out	7 min	
Quotation Entry – Version Numbering	5 min	
Quotation Entry – Non-stocked Made-in and Estimates	12 min	Y
Quotations Reports	6 min	Y
Quotation Purge	2 min	

PRODUCTION MANAGER

Name	Est.Duration	Required
Work in Progress		
WIP Labor Posting Formats	4 min	
Master/Sub Job Maintenance	5 min	
Scrap Reason Maintenance	5 min	
Non-productive Code Maintenance	6 min	
Job Classification Maintenance	7 min	
Job Entry, Trial Loading, and ATP Query	18 min	Y
Material Allocations	17 min	
Operation Allocations – Internal	23 min	
Operation Allocations – Subcontract	7 min	
WIP Reservations Review	6 min	
WIP Job Confirmations	6 min	Y
WIP Job Issues	9 min	Y
WIP Job Issues - Kit Issue	6 min	Y
WIP Job Issues - Specific Issue	7 min	Y
WIP Labor Posting	10 min	
Job Receipts	16 min	Y
Job Closure	6 min	Y
Expected Job Cost Recalculation Program	6 min	
WIP Link Job to Sales Order	6 min	
Part Billings	13 min	
WIP Load Leveling	10 min	
WIP Job Query	5 min	Y
WIP Reports Part 1	13 min	Y
WIP Reports Part 2	9 min	Y
WIP Reports Part 3	13 min	
Trial Kitting and Multi-Level Trial Kitting	9 min	Y
Advanced Trial Kitting	9 min	
WIP Period End	7 min	Y

FINANCIALS
ACCOUNTANT/BOOKKEEPER ROLE

Name	Est.Duration	Required
Financial Essentials		
General Ledger Integration	7 min	Y
GL Management	30 min	Y
Cash Management	34 min	Y
Month Ends	12 min	Y
General Ledger Integration		
General Ledger Integration Methods	14 min	Y
General Ledger Integration Training Guide	54 p	
General Ledger		
Commitment Accounting	7 min	
Ledger Code Maintenance	20 min	Y
General Ledger Groups	10 min	Y
General Ledger Account Copy	10 min	
GL Recurring Journals	18 min	
GL Standard Journals	10 min	
GL Journal Entry – Overview	20 min	Y
GL Journal Entry Normal Entry	13 min	Y
GL Post Multiple Normal Journals	16 min	
GL Post Recurring Journals	10 min	
General Ledger Training Guide	139 p	
Cash Book		
Bank Maintenance	6 min	Y
Currency Maintenance	5 min	
Cash Book Deposits and Withdrawals – Deposits	9 min	Y
Cash Book Deposits and Withdrawals – Withdrawals	12 min	Y
Cash Book Deposits and Withdrawals – Adjustments	8 min	Y
Cash Book Deposits and Withdrawals – Inter-Bank Transfers	11 min	
Cash Book Deposits and Withdrawals – Reconciliations	8 min	Y

Name	Est.Duration	Required
Cash Book		
Cash Book Automatic Bank Reconciliation	8 min	Y
Cash Book Permanent Entries – Setup and Processing	8 min	
Cash Book Reports	13 min	Y
Bank Query	11 min	Y
Cash Book Period End	5 min	Y

ACCOUNTS PAYABLE

Name	Est.Duration	Required
Accounts Payable		
Goods Received Notes Overview	15 min	
AP Branch Maintenance	7 min	Y
AP Supplier Class Maintenance	3 min	
AP Invoice Terms Maintenance	6 min	Y
AP Supplier Code Conversion	3 min	
AP Initial Invoice Capture	17 min	Y
AP Supplier Maintenance – Overview	25 min	Y
AP Supplier Maintenance – Supplier & Contact Details	12 min	Y
AP Supplier Maintenance – General & Purchasing Details	22 min	Y
AP Check Format, AP Label Format & AP 1099 Label Format	4 min	
Invoice Processing Overview	20 min	Y
AP Invoice Posting – Overview	30 min	Y
AP Invoice Posting without GRN Matching	24 min	Y*
AP Invoice Posting with GRN Matching	31 min	Y*
AP Invoice Posting – Issue to Job	28 min	
AP Invoice Posting – Adjustments	24 min	Y
AP Invoice Posting – Credit Notes & Debit Notes	20 min	Y
AP Invoice Contra	14 min	
AP Payment Cycle Maintenance – Overview	14 min	Y

Name	Est.Duration	Required
Accounts Payable		
AP Payment Cycle Maintenance – Program Layout	25 min	Y
AP Payment Cycle Maintenance – System Checks	24 min	Y
AP Payment Cycle Maintenance – Manual Checks	17 min	
AP Cash Requirements Report	8 min	Y
AP Released Payments Report	5 min	
AP Release Schedule Report	5 min	
AP Check and Remittance Print	22 min	Y
AP Permanent Entries – Setup & Processing	18 min	Y
AP Trial Balance	7 min	Y
AP Supplier Query	11 min	Y
AP Period End – Balance Function	7 min	Y
AP Period End – Purge Function	7 min	Y
AP Period End – Month End & Month End and Purge	9 min	Y

ACCOUNTS RECEIVABLE

Name	Est.Duration	Required
Accounts Receivable		
AR Customer Class Maintenance	2 min	
Multiple Ship to Address Maintenance	10 min	
AR Master Sub-accounts	8 min	
AR Invoice Terms – Overview	6 min	Y
AR Invoice Terms – Ageing Method: Aged Statement & Invoice Date	12 min	Y*
AR Invoice Terms – Ageing Method: Invoice Due Date	13 min	Y*
AR Invoice Terms – Ageing Method: By Statement	14 min	Y*
AR Invoice Discount Maintenance	6 min	
Order Discount Breaks	10 min	

Name	Est.Duration	Required
Accounts Receivable		
AR Initial Invoice Capture and AR Initial Sales History	10 min	Y
AR Branch Maintenance	17 min	Y
Geographic Area Maintenance	8 min	
Product Class Maintenance	12 min	Y
Salesperson Maintenance	10 min	Y
AR Customer Maintenance – Overview	9 min	Y
AR Customer Maintenance – Customer Details Pane	7 min	Y
AR Customer Maintenance – Contact Details Pane	12 min	Y
AR Customer Maintenance – General Details Pane & Additional Tabs	24 min	Y
AR Invoice Posting	17 min	Y
AR Payments and Adjustments – Overview	23 min	Y
AR Payments and Adjustments – Payments	28 min	Y
AR Payments and Adjustments – Processing Reconciling Unapplied Payments	5 min	Y
AR Payments and Adjustments – Adjustments	10 min	Y
AR Payments and Adjustments – Miscellaneous Receipts	5 min	Y
AR Cash Posting Worksheet	7 min	
AR Bank Deposit Slip	5 min	Y
AR Payment Run – Overview	29 min	Y
AR Payment Run - By AR Invoice Release	8 min	Y
AR Payment Run - By Collector Run	7 min	
AR Settlement Discount Notes	8 min	
AR Payments Import	12 min	
AR Permanent Entry Setup and Processing	15 min	
AR Trial Balance	15 min	Y
Credit Management Report	17 min	Y
AR Statement Print	16 min	Y
AR Customer Query	12 min	Y

Name	Est.Duration	Required
Accounts Receivable		
AR Period End – Balance	11 min	Y
AR Period End – Purge	10 min	Y
AR Period End - Month End & Month End and Purge	13 min	Y
AR Payment Run Purge	4 min	

OTHER

Name	Est.Duration	Required
Contact Management		
Contact Management: Business Perspective and Feature Overview	7 min	
Account Maintenance: Overview	10 min	Y
Account Maintenance: Basic Information Pane	9 min	Y
Account Maintenance: Address Information and Contact Information Panes	7 min	Y
Account Maintenance: General 1 and General 2 Panes	6 min	Y
Account Maintenance - Tax Pane	10 min	
Contact Maintenance – Overview	6 min	Y
Contact Maintenance - Contact Information and Personal Information Panes	4 min	Y
Contact Maintenance - Organization Information and Address Information Panes	4 min	Y
Contact Maintenance - Additional Panes	7 min	Y
Contact Management Query	5 min	Y
Organization Lists	7 min	Y
Refer to the Contact Management Training Guide for information about synchronization to Outlook, as well as transaction processing.		

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