

Retail Management - Headquarters

Manage and control your entire retail enterprise from the Head Office...

This course will show users how to manage and configure the entire chain from the Head Office. Learn how to control pricing and purchasing options, share data across the whole enterprise and compile detailed sales and inventory reports for all the stores. This and much more will be covered in this extensive training session.

Who Should Attend:

- Anyone associated with managing a retail enterprise. Financial Controller, Accountants, Office clerks.

Pre-Requisites:

- Knowledge of Windows and internal processes.

What to Bring:

- Top 3 objectives for this course.



Duration: Full Day
 Cost: \$1500 + GST + Travel
 +\$50 for extra attendees



At the end of this course participants will have covered the following:

Time Allocated (mins)	Competencies
60	Navigate the user interface. Interpret and apply configuration options to determine how features will behave. Understand and set security levels for employees. Become proficient at Headquarters terminology.
30	Perform administration functions such as creating a new store, closing billing cycles or creating and managing HQ users.
90	Create and manage database processes which are to be communicated to various stores. Perform miscellaneous processes as well as creating and managing suppliers and customers.
90	Perform all types of Inventory processes such as creation of departments, categories and all types of items.
60	Complete Purchase order requests and follow through receiving up to tracking a reporting on inventory.
60	Create and communicate worksheets to all or as many stores as necessary.
30	Produce accurate and timely reports using Active reports and Crystal.