



ADVANTIVE ACADEMY COURSE CATALOG

Product: Inform

Year: 2025

Each quarter, the Advantive Training Team hosts a series of live, instructor-led courses that provide an overview of the key features and tools within Inform.

This Project Training Series will prepare users to manage projects successfully and efficiently!*

Want to be certified in Inform? We also offer certification for those that demonstrate a mastery of knowledge of the Inform application.

Contact us to find out more!**

*Prices are as of January 1, 2025.

**Please contact us at trainingteam@advantive.com to apply for the certification program and to inquire for other combined training packages and quotations, including private group and on-site training.



[Advantive Academy Training Portal](#)



trainingteam@advantive.com

Inform | Masterclass Series

1 – 1.5 hour(s) | Instructor-Led with included Q&A | \$300

All Masterclasses will be at 2pm ET

Register at [Advantive Academy](#) –
inform-advantive.talentlms.com

April 24 | Physical Inventory

- Course includes material on inventory processes within Inform ERP.
- Training on optimal bin allocation and bin setup within Inform ERP.
- This Masterclass also covers warehouse movements and how to address proper warehouse storage of located materials.

May 22 | Pricing & Costing

- Masterclass offers details on setting up inventory pricing and costing in Inform ERP.
- Material includes overview of navigation and different costing and pricing methods within Inform ERP.
- We will cover training on markups and ensuring proper sales order configuration as well.

June 19 | Work Orders & Kits

- The Masterclass will provide details on working with assemblies and kits inside Inform ERP.
- The material goes over creating an assembly and selling assemblies in Inform ERP.
- Users will have the opportunity to overview kit production steps and managing those kits in your Inform ERP inventory.

July 24 | Shipping & Receiving

- This Masterclass will equip Inform Users on how to process shipments for sales, receive vendor products, and manage sales orders with back ordered items.
- Providing insight on confirming shipped products, scheduling deliveries, and receiving stock in Inform ERP.
- Information on back-order releases and commitments will also be included.

August 21 | Finalizing Orders

- This Masterclass will cover user processing for posting invoices for on account customers.
- We will also cover reconciliation of point-of-sale orders in Inform ERP.
- This includes step by step examples of how to effectively overlook invoices in Inform ERP as well.

Sept 18 | Price Roll-Up

- This Masterclass provides material on price update applications in Inform ERP.
- Covering scheduling updates on products, price groups, as well as the vendor in Inform ERP.
- This material also includes manual price changes and Price Roll-Up Schedule History.

Oct 23 | EOY Physical Inventory

- This End of Year Masterclass covers physical inventory processing in Inform.
- Covering material on company master options, the selection process, and freezing inventory.
- This course also covers the Inform WMS applications for Physical Inventory as well.

Nov 20 | General Ledger (EOY)

- The General Ledger Masterclass provides insight on specific End of Year processes.
- We will also cover how journal entries are made in the system, covering the life cycle of accounts receivable and accounts payable general ledger interaction.
- This course will also provide insight as to end of year reconciliation steps that may be needed.

Dec 18 | Advanced Report Writer

- This Masterclass course walks users through building new reports, modifying existing reports, as well as report exporting options in Inform ERP.
- The Advanced Report Writer Program allows you to pinpoint specific sets of data to accommodate your Inform ERP reporting needs.
- We will cover both setting up reports as well as Inform ERP navigation.

Want to purchase more than one course? Bundles are available!
Head to our [Advantive Academy](#) to check them out