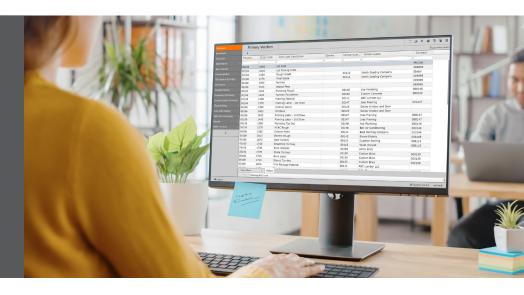


# Hyphen Solutions Training

FOR BRIX CUSTOMERS





## Maximize your use of BRIX with our BRIX Purchasing eLearning Certification course.

Learn key skills and achieve certification with our comprehensive and flexible eLearning program.



"After 30 years of learning BRIX ERP through trial by fire—both on the Builder side and the BRIX ERP software side—I've come to understand the importance of having resources at your fingertips. Collaborating with the Hyphen University team to create a comprehensive repository of BRIX documents, release notes, and eLearning resources has been a dream of mine and other BRIX super users. This is truly a game changer, especially for empowering new employees from day one.

If clients empower their employees to fully leverage the tools and knowledge at their fingertips, there's no reason they can't achieve emanant success."

HYPHEN

- AMY KING DIRECTOR, BRIX ERP, HYPHEN SOLUTIONS

The BRIX Purchasing eLearning Certification course includes eight comprehensive modules covering BRIX Purchasing's core basics. Each module allows you to focus on specific areas at your own pace, accommodating your learning style and schedule.

Upon completing the modules and passing the final exam, you'll earn the BRIX Purchasing eLearning Certificate, an industry-recognized credential. Additionally, you'll gain access to additional training resources in Hyphen University, including job aids, training videos, user guides and more.

Ideal for purchasing personnel for residential Home Builders including Purchasing Managers, Purchasing Coordinators, etc.

\*Please note that some practices or features demonstrated in all eLearning modules may not be supported or enabled by your organization.

#### **LESSON 1**

#### **BRIX: Plans, Elevations, Square Footages**

#### 15 MINUTES

In this lesson, you will learn how to:

- Setup a New Plan
- · Setup a New Plan Elevation
- Setup a New Plan Square Footages

#### **LESSON 2**

#### **BRIX: Maintain Vendor Pricing**

#### **30 MINUTES**

In this lesson, you will learn how to:

- · Revise Item Cost Pricing
- · Revise Base Contract Pricing

#### **LESSON 3**

#### **BRIX: Region, Vendor, Cost Code Settings**

#### 25 MINUTES

In this lesson, you will learn how to:

- · Modify Key Region Settings
- Maintain Key Vendor Settings
- Acknowledge a New Cost Code in Cost Code Settings

#### **LESSON 4**

#### **BRIX: Primary Vendors**

#### 15 MINUTES

In this lesson, you will learn how to:

- Access Primary Vendors
- Create a New Primary Vendor Detail
- · Update a Primary Vendor Detail

#### **LESSON 5**

#### **BRIX: Preliminary Purchasing**

#### 30 MINUTES

In this lesson, you will learn how to:

- · Access Preliminary Purchasing
- Setup a New Job
- · Print/View Detail Report
- · View/Edit Purchasing Details
- Release/Print Orders
- · Access Purchase Order Processing

#### **LESSON 6**

#### **BRIX: Create New PO**

#### 15 MINUTES

In this lesson, you will learn how to:

- · Create a New Purchase Order Detail
- · Enter the Purchase Order Details

#### **LESSON 7**

#### **BRIX: Create an EPO**

#### 15 MINUTES

In this lesson, you will learn how to:

- · Create an Extra Purchase Order
- Enter the EPO Details

#### **LESSON 8**

#### **BRIX: Update Costs for Active POs**

#### 25 MINUTES

In this lesson, you will learn how to:

- · Locate Item Cost Processing Amount
- Apply a Base Contract Cost Change
- Implement Preliminary Cost Review
- Execute Cost Updates for Active POs



#### **BRIX Purchasing Certification Exam**

The BRIX Purchasing Certification Exam includes 32 questions, with a passing score of 80% or higher. You will have 90 minutes to complete the exam, and you are allowed up to three attempts to pass.

### **Level Up Your BRIX Purchasing Skills!**

Master BRIX Purchasing—enroll in the eLearning Certification course today. For more information, contact your account manager or our support team at <a href="https://hyphensolutions.com"><u>HyphenU@hyphensolutions.com</u></a>.