

# Purchase Order



*Bring stock in, quickly and easily...*

This module examines the purchasing processes available for ordering and receiving stock within Accounts Payable allowing you to perform all the basic purchase order functions including the receipting of stock.

**Duration: Up to 1 Day but will vary according to client requirements**  
**Cost: \$1500 + GST + Travel per day**  
**Additional Manuals +\$50 per attendee**

**Who Should Attend:**

- Anyone involved with the Accounts Payable - Purchasing or Inventory modules.

**Pre-Requisites:**

- Windows knowledge  
- Introduction to Dynamics AX  
- Basic understanding of trade & logistics and inventory management concepts.

- Examine key purchase order concepts.
- Review the process of setting up new vendors.
- Look at how purchasing parameters can be used to tailor the system to individual business needs.
- Create print and post purchase orders.
- Discover how make use of Vendor Over/Under delivery limits.
- Use miscellaneous charges to add third party or vendor charges to invoices.
- Learn multiple methods of handling vendor returns.
- Setup trade agreements to control and validate vendor prices on purchase orders.
- Use the summary update function to post multiple purchase orders against one invoice.
- Learn how to use the Invoice matching functionality to match multiple deliveries to one invoice.
- Use the request for quote function to manage a tender process with multiple vendors.

*Professional Advantage training is costed in either half or full day sessions. Half day (approx 4 hrs) and full day (approx 7.5 hrs) training sessions may vary in length depending on competencies required by the customer. Room hire available upon request.*

*For additional information regarding this course, please email [mstraining@pa.com.au](mailto:mstraining@pa.com.au)*