

# Purchase Order Processing



*Integrate your Purchase Order System...*

Purchase Order Processing allows orders to suppliers to be entered, printed and tracked. Purchase Order functionality may include the use of returns, drop-ship orders, purchase order approvals and landed costs. Purchase expenditure can be tracked and reported against a budget and receipts can be entered for both the delivery docket and invoice.

**Duration: Full Day****Cost: \$1500 + GST + Travel****Additional Manuals +\$50 per attendee****Who Should Attend:**

- Data entry clerks, administrators, office managers, CEOs, and anyone needing to understand Purchase Order Processing functionality.

**Pre-Requisites:**

- Windows knowledge.  
- Introduction to Microsoft Dynamics GP.

- Discuss the features and benefits of using the Purchase Order Processing module.
- Understand the setup of the Purchase Order module and how it integrates with other modules.
- Create purchase orders, drop-ship purchase orders, blanket orders; Enter purchase order, vendor and line item information. Print orders individually, or in mass. Alter or modify orders if necessary.
- Receive goods and match the invoice or delivery docket to the original purchase order.
- Return purchase orders and create a credit note if necessary.
- Delete and void purchase orders, shipments and invoice receipts. Remove completed purchase orders.
- Perform enquiries and reports on purchase orders.
- Utilise the Purchase Order generator.
- Utilise landed costs to more accurately reflect the price of an item.
- Allowing the linking of purchase orders to SOP orders.

*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)*