

# Sales Order Processing



*Comprehensive ordering and invoicing...*

This course will encourage best practice in the use of the Microsoft Dynamics GP ordering and invoicing solution. Focusing specifically on your company processes and workflows, you will develop skills in the creation and maintenance of orders, back orders, invoices, back to back ordering and the release of backorders.

#### **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 Sales Order Processing functionality.

#### **Pre-Requisites:**

- Windows knowledge.  
- Introduction to Microsoft Dynamics GP.

- Understand the setup of Sales Order Processing.
- Create and copy quotes as appropriate for your company.
- Create and copy orders as appropriate for your company quotes.
- Create back orders as appropriate for your company quotes.
- Appropriately fulfill shipped orders.
- Create invoices as appropriate for your company quotes. Identify the various options for dealing with insufficient stock and issues that may be associated with choices.
- Create credit notes as appropriate for your company quotes.
- Identify the most appropriate way to produce picking tickets, delivery dockets, invoices etc.
- Identify the most appropriate way to edit documents listing any associated issues.
- Enter returned items associated with a particular invoice.
- Use various enquiry screens to locate important information.
- Print a variety of reports using the most efficient means eg date ranges, report groups, macros.
- Create service items.

*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)