

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: \$1575 + 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