

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: \$1680 + 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