

80231—Purchase Order Processing in



This Microsoft Dynamics GP 2010 Purchase Order Processing training class explores the primary features in the Microsoft Dynamics GP purchasing lifecycle, including purchase order setup, purchase order entry, shipment receipts and returns, and shipment invoicing. This course examines the implications of each Purchase Order Processing setup option and how they can be tailored to meet your business requirements.

Audience:

Purchase Order Processing training is recommended for anyone who plans to implement, use, maintain, consult, or support Microsoft Dynamics GP. The training material is targeted toward data entry clerks, administrators, office managers, CEOs, and consultants who need to understand the technical aspects of purchasing and gain foundational knowledge of the application functionality.

Event Goals:

- Learn to enter Purchase Orders, Receipts, and Returns in Dynamics GP 2013
- Learn to enter Drop-Ship and Standard Blanket Purchase Orders in Dynamics GP 2013
- Learn to copy item details from an existing Purchase Order in Dynamics GP 2013
- Learn to use inquiry screens and reports in Dynamics GP 2013 to extract and analyze appropriate information to maintain and improve business processes
- Learn how Purchase Order Processing integrates with the Accounts Payable module
- Learn to enter Landed Costs at the time you enter the receipt of inventory
- Learn to enter Landed Costs after the items have been received
- Learn to close the Purchasing module
- Learn to define set up options for the module that allow you to customize your system to better fit your organization's unique needs

Event Prerequisites:

Experience in the following areas is required

- General knowledge of Microsoft Windows
- Knowledge of basic navigation functions in Microsoft Dynamics GP
- Completed Microsoft Dynamics GP General Ledger and Payables Management training

Number of Days: 1

Accepted Payment Methods: Check, Visa, MasterCard, American Express

Prices: *Classroom*—\$495, *Online*—\$450