

Purchase Order Processing in Microsoft Dynamics GP 10.0

Course Number 8822

The Purchase Order Processing in Microsoft Dynamics GP Training Material explores the details for the purchasing module from how to enter simple purchase orders with minimal to very detailed information based on your own business rules.

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.

At Training Material Completion

After completing this training materials, individuals should be able to:

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

Prerequisites

Before attending this training material, individuals must have:

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

Price

\$495.00

Accepted payment methods: Check, Visa, Mastercard, American Express

Agenda

8:30 – 5:00