



CONTENTS

- Welcome
 - Integration
 - The Company
- Setting Up Purchase Order
 - Purchase Order Options
 - General Ledger Account Maintenance
 - Ship to Addresses
 - Defining Standard Miscellaneous Charges
 - Price Structures for Vendors
 - Landed Costs
- Purchase Orders
 - Automatically Generated Purchase Orders
 - Reports for Determining What to Order
 - Entering Purchase Orders
 - Drop Ship Orders
 - Repeating Orders
 - Master Orders
 - Printing Purchase Orders
 - Tracking Purchase Orders
- Receiving Purchase Order Goods
 - Flowchart
 - Receipt of Goods
 - Recording Invoices after Receiving Goods
 - Printing Registers and Updating Receipts
 - Returning Goods
 - Material Requisition
- Reports & Inquiry Options
 - On-Line Inquiries
 - Purchase Order Reports
 - Purchases Clearing Reports
- Period End Processing

Syllabus

| Section | Subject | Time Estimated |
|---------|-------------------------------|-----------------------------------|
| 1 | Welcome and Introduction | 20 min |
| 2 | Setting Up P/O | 60 min |
| 3 | Entering Purchase Orders | 90 min |
| 4 | Lab | 20 min |
| 5 | Receiving and Invoicing P.O.s | 60 min |
| 6 | Additional Options | 60 min |
| 7 | Reporting in P/O | 30 min |
| 8 | Period End Processing | 20 min |
| 9 | Review | 10 min |
| 10 | Lab | 20 min |
| | Total Time | 390 min or 6 1/2 hours |

Purchase Order Objectives:

- Understand the capabilities of Purchase Order.
- Learn the steps for setting up the module and how it integrates with the other modules.
- Learn how to create purchase orders including master and repeating orders, as well as how to indicate goods are to be drop shipped to a customer.
- Learn how to generate a purchase order based on sales orders entered in Sales Order.
- Learn how to receive items as well as process invoices against a purchase order.
- Learn how to use the reports and inquiry options, as well as how to close the period in Purchase Order.