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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.