



Purchase Order Processing in Microsoft Dynamics GP Course Number 80231; One Day, Instructor - Led

Introduction

The Microsoft Dynamics GP Purchase Order Processing training material 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 training material 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.

At Course Completion

After completing this training material, 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 completing this training material, it is recommended that individuals have:

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