

ACCPAC TRAINING OUTLINE FOR THE PURCHASE ORDER MODULE

Purchase Order Setup

- Options
 - Company Page
 - Processing Page
 - Non Inventory & Non Stock Items
 - Templates
 - Default Item Cost
 - Transaction History/Purchase History
 - Purchase Statistics
 - Aging Periods
 - Documents Page
 - Document Numbers
 - Orders Page
 - Optional Field Rules
 - As relates to requisition, purchase orders, receipts and invoices
 - Integration Page
 - Day End Processing/on Request
 - Consolidation in GL
 - Appending in GL
 - Default Inventory Expense/Default Cost Expense
 - Interaction with AP and IC and OE
- Ship Via Codes
- Templates
 - Order
 - Vendor
- Additional costs
 - Cost proration

Entering Documents

- Requisitions
- Purchase Orders
 - Types
 - Active
 - Standing
 - Future
 - Blanket
 - Create POs Automatically
 - Create POs from IC
 - Create POs from OE
 - Receive Partial/Entire PO
 - Receiving without PO
 - Ship to location/Bill to location
 - Drop Ship
 - Inventory Cost Assignment
 - Cost Proration Methods & Additional Costs
- Invoices
 - Invoicing Receipts
 - Receipt Adjustments
- PO Returns
- PO Credit/Debit Notes

PO Periodic Processing

- Clearing History
 - Transactions
 - Purchasing
 - Statistics
 - Posting Journals

Purchase Order Reports

- Setup reports
- Analytical reports
- Forms

In our course you will get an overview of the module and learn the methodology of the program to develop a more thorough understanding of its functions. We will guide you through the setup options stage and show you how we customize the program to suit your particular business needs. We also cover formatting options for Purchase Order Documents, crucial aspects of accurate report generating, and important year-end closing procedures including the pros and cons of and when to clear data.