



Purchase Orders

Duration: ½ day

Entrance Requirements

Purchasing; stock knowledge, computer literacy and Bookkeeping Knowledge.

Course Content:

Transactions	Analytical Reports
<ul style="list-style-type: none"> • Requisitions • Purchase Orders • Receipt Entry • Invoice Entry • Return Entry • Credit / Debit Note Entry 	<ul style="list-style-type: none"> • Transaction List • Shippable Backorders • Purchase Order Action • Purchase History • Aged Purchase Orders • Purchase Statistics • Posting Journals • G / L Transactions • Payables Clearing Audit List
PO Setup Reports	PO Forms
<ul style="list-style-type: none"> • Options • Ship-Via Codes • Templates • Additional Costs • E-Mail Messages 	<ul style="list-style-type: none"> • Requisitions • Purchase Orders • Receiving Slips • Returns • Mailing Labels