

# Purchase Order Processing in Microsoft Dynamics GP 9.0

**Course Number 8513**

**Last Modified 11/15/2006**

**Posted 11/11/2006**

The Microsoft Dynamics™ GP Purchase Order Processing training material covers the details for the purchasing module from how to enter simple purchase orders with minimal to very detailed information based on your own business rules.

You will understand how to make informed decisions using a variety of comprehensive reports that enable you to negotiate the best prices with your vendors by understanding what products and services your company needs, the right time to order them, and the best vendors. You will understand how Purchase Order transactions integrate with the Microsoft Dynamics GP Inventory Control, General Ledger, Payables Management, Sales Order Processing, and Fixed Assets modules.

You will use the automatic Purchase Order Generator to warn you when inventory quantities are running and allow your business to take a proactive role to order new items.

You will understand how to enter receipts, track open orders, override unit costs, and receive quantities larger than original purchase orders. The training material covers Standard Purchase Orders, Drop-Ship Purchase Orders, and Blanket Purchase Orders and how each of these can benefit your business needs. This training material covers information such as how an item's receipt unit of measure can differ from an item's stocking unit of measure and how the receipt can automatically be converted to the stocking unit measures, so that inventory is accurately updated. You will also cover how to set up Vendor defaults, such as shipping addresses, accounts and sub accounts to be used on new Purchase Orders, which allows you to create Purchase Orders and Receipts with a minimum amount of manual data entry.

You understand about Purchase order commitments in which you may "commit" a purchase order to a Back Order document in the Sales Order Processing Module.

## **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 Training Material Completion**

After completing this training material, an individual 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 using this training material, an individual must have:

General knowledge of Microsoft Windows

Knowledge of basic navigation functions in Microsoft Dynamics GP

Completed General Ledger and/or Payables Management training