

Microsoft Dynamics GP Sales Order Processing

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The Microsoft Dynamics® GP Sales Order Processing training material covers the accounting cycle and the processes required to enter and ship sales orders. This training material shows you how to easily manage the life-cycle of your customer's order from the initial quote to the shipment documentation and final invoicing. You learn how to perform additional functions setting up process holds for quality assurance and linking order documents to purchase orders.

A thorough understanding of these topics allows you to boost sales order processing productivity and help improve customer service by automating sales order workflow procedures. Microsoft Dynamics GP Sales Order Processing gives you precise control over the flow of sales documents by defined quality insurance steps throughout the sales transaction life cycle. Unique ship to addresses per line item allows you to enter multiple items on a single document and ship to multiple locations.

This training material shows you how to eliminate unnecessary steps in the order process, set up required steps according to your own business needs, and how to automate routine steps. You learn how to manually change quantity, units of measure, and prices to existing sales documents. You see what you can do when orders exceed quantity on hand.

Audience

Sales Order Processing is recommended for anyone who plans to implement, use, maintain, consult, or support Microsoft Dynamics GP. The training material is targeted toward administrators, office managers, CEOs, and consultants who need to understand the technical aspects of Sales Order Processing and gain foundational knowledge of the application functionality.

At Training Material Completion

After completing this training material, an individual should be able to:

- Create Quotes, Sales Orders, Back Orders, Invoices, and Returns

- Allocate and fulfill item quantities automatically and manually

- Execute comprehensive reports and use inquiry screens to obtain information which you can use to analyze and improve business processes

- Understand how the Sales Order Processing module interacts with the Microsoft Dynamics GP Inventory Control, Purchase Order Processing, and Receivables Management modules

- Define set up options for the module that allow you to customize your system to better fit your organization's unique needs

- Link sales orders to purchase orders

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 any of the following: Microsoft Dynamics GP General Ledger, Payables Management, or Accounts Receivable training