

Microsoft Dynamics™

Key Data

Course Number: 8551A

Number of Days: 1

Available: January 2006

Languages:

- US English

Format:

- Instructor-Led Training (lecture and labs)

Student Materials:

- Student Courseware

Certification Exam:

- Microsoft Dynamics SL Inventory and Order Processing

Certification Track:

- None

This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.

Course content, prices, and availability are subject to change without notice.

Key Related Courses:

8319A: Order Management

8318A: Inventory

8323A: Microsoft Dynamics SL Installation and Configuration

Microsoft Curriculum: Sales Tip

Course 8551A, Purchasing in Microsoft Dynamics SL 6.5

Course Description

The Microsoft Dynamics™ SL Purchasing course explores the details for the Purchasing module from how to enter simple purchase orders with as little as three pieces of information: Vendor ID, Inventory Item ID, and quantity to everything else — including unit cost, unit of measure, and account/sub-account information, based on your own business rules.

You learn 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 use the automatic vouchering process to create Accounts Payable Vouchers and learn how to update inventory immediately, rather than when the vendor invoice arrives. You see how to create a receipt with just the PO Number from a packing slip.

You learn how to enter receipts, track open orders, override unit costs, and receive quantities larger than original purchase orders. This class discusses topics 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 also learn 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 discuss how to use the indicators on Purchase Order line items to indicate whether items are for internal use, such as office supplies, or for inventory, such as resale or production items.

Selling Proposition

You learn how to boost productivity and reduce transaction costs with increased purchasing accuracy, speed of processing, streamlined receiving, and efficient invoice matching and vouchering. You will learn how to obtain accurate, up-to-date vendor and pricing information to help you make consistent, cost-effective buying decisions.

Classroom training provides serious, in-depth learning through hands-on interaction. From demonstrations to presentations to classroom activities, you will receive hands-on experience with instruction from our certified staff of experts and increase productivity and efficiency by learning tips and tricks from product specialists.

Target Audience

Purchasing training is recommended for anyone who plans to implement, use, maintain, consult, or support Microsoft Dynamics SL. The class 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.

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Key Course Benefits

After completing this course, students should be able to:

- Enter Purchase Orders, Receipts and Returns.
- Use inquiry screens and reports to extract and analyze appropriate information to improve business processes.
- Understand how Purchasing 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

- General knowledge of Microsoft® Windows®.
- Knowledge of basic navigation functions in Microsoft Dynamics SL.
- Completion of General Ledger and/or Accounts Payable training course required.

About the Technology

Microsoft Dynamics SL for Distribution helps you increase productivity and achieve profitable growth rapidly. It provides advanced distribution capabilities in a flexible system designed for small and mid-size companies with manufacturing, advanced kitting, and/or production requirements. Covering discrete, make-to-order, and make-to-stock manufacturing, as well as job shops, it integrates processes and data across your entire business. . Solomon is optimized for the following Microsoft technologies:

Operating System Platform: Microsoft® Window®s Server 2003 and Microsoft® Windows® XP

Database Platform: Microsoft® SQL Server® 2000

Development Environment: Microsoft® Visual Basic®

Customization Scripting Language: Microsoft Visual Basic for Applications (VBA)

In addition, Microsoft Dynamics SLeemploys the use of two off-the-shelf report writing technologies for all standard and custom reports: FRx and Crystal Reports. These report writers are fully integrated with the Solomon system.