



Microsoft GP – Purchase Order Processing Training Agenda

OBJECTIVE	To have a basic understanding of the Purchase Order Processing Module
DOCUMENT	A training manual will be provided upon registration
TECHNICAL REQUIREMENTS	Attendees will be required to have two computers available – one to follow the session using WebEx and one with the demo company Fabrikam installed to complete training exercises.
COST	\$400 per registrant
TIME ESTIMATE	TOPIC
Morning 9:00am to 10:15am	<ul style="list-style-type: none">• An overview of setup options for Purchase Order Processing• How to create and edit purchase orders• How to receive with and without invoices• How to perform invoice matching on receiving• How to create a return• How to change the status of a purchase order
Break 10:15am to 10:30am	
Morning 10:30am to 12:00pm	
Lunch 12:00pm to 1:00pm	
Afternoon 1:00pm to 2:30pm	<ul style="list-style-type: none">• How to perform inquiries and generate reports• An explanation of routines and utilities in POP• Smart list Functions for POP

Please note that this session may be rescheduled if the minimum number of registrants is not met.