

## Course Aim

The aim of the Full Purchasing Cycle refresher course is to provide the attendee with the ability to enter, post & allocate documents, generate suggested payment runs, enquire on supplier accounts and utilise the reports.

## Pre-requisites

The attendee should be familiar with the Institute's purchasing and payments scenario and should previously have attended the Desktop Navigation Training course. Exposure to the Purchase Order Processing and Accounts Payable Ledgers together with a knowledge of ACP Supplier Maintenance is also required.

## Suggested Attendees

Those who access Purchase Order Processing & Accounts Payable Ledgers on a regular basis.

## Course Content

- Introduction to the Purchasing Cycle**  
 A description of the basic processes in the POP & ACP modules.
- Purchase Order Processing**  
**Document Entry** – creation, amendment, cancellation, completion & reserving of purchase orders, receipting orders.  
**Enquiries** – purchase order headers, lines, transactions, statistics, document tracking, contract elements. **Printing** – printing purchase orders, example of purchase order reports.
- Accounts Payable**  
**Document Entry** – invoice registration, matching purchase orders to invoices.  
**Suggested Payments** – generation of payments batch including all suppliers and a sub-section. Reviewing a cash requirements report and process to follow. Editing the batch of payments and completing a cheque run.  
**Allocation of Documents** – manual allocation and automatic allocations explained.
- Accounts Payable Enquiries**  
 The comprehensive supplier enquiries are covered in detail explaining total, on order, future balances, all transactions for a specific period (history or forward), for a particular value or reference. Any transactions can be expanded to gather more details on a particular transaction – such as allocation status, document status and any ageing on the documents.  
  
**Document Tracking** – an understanding of the on-line audit facility, i.e. the total drilling down on any transaction to view the original documents that make up the balance and the relationships between documents. This occurs immediately (on-line) after posting.
- Accounts Payable Reports**  
 The user will be expected to run Agresso QL standard reports such as aged creditors, reconciliation report & transaction analysis reports utilising the report templates. Also covered is the ACP cheque printing, posting analysis and held documents reports.

## Course Objectives

The attendee will have a fuller understanding of the purchasing cycle procedures and be able to provide Institution-wide statistics with supportive breakdown figures.

## Methodology

The theoretical aspects of management statistics will be explained followed by "hands on" tasks provided by the Seminar Leader to reinforce the aspects of the course.

### Duration

1 day  
From 10.00 a.m. - 16.30 p.m.

### Location

Agresso's Swansea Training Centre or customer site

### Cost

POA - dependant on location.