

Course Aim

The aim is to demonstrate the efficiency of the procurements system that will incorporate the Purchase Order Processing Supplier contract system linked to individual product codes or a product catalogue. This is then linked to the Requirements system which acts as a distributed first phase order system for individual departmental users flowing into a centralised Purchasing Department for order amalgamation.

Pre-requisites

Attendees must have attended a Desk Top Navigation course and be responsible for the decision making for the procurements of an organisation

Suggested Attendees

This course is intended for the management responsible for the set up of the procurements system within their organisation.

Course Content

• Introduction to Purchase Order Processing

An evaluation of the concept of the POP system within Agresso QLF

• Module Parameters

Explanation of the Parameter settings within the main Parameters and the integration of Workgroup screens.

- *Work Group Module Parameters Work*
- *Module Screen Layouts*
- *Work Group Screen Layouts*
- *Document Tracking*
- *Issuing Work Groups and Warehouses*
- *Warehouse Maintenance*
- *Contract Statistics*
- *PO Line Statistics Maintenance*

Reports

Setting report criteria to integrate to the created templates

- *Purchase Order Report Selection*
- *Print Purchase Orders*
- *PO Commitments Integrity Report System.*

Definitions

Defining the criteria ready to implement the operational stage of POP.

- *Work Group Hierarchy*
- *Product Maintenance*
- *Supplier On Order Balances*
- *Contract Maintenance*
- *User Spend Limits*
- *Pop Batch Reset*
- *Authorised POP Batch Reset*

Templates

Setting template criteria for reporting purposes.

- *PO Selection Template Maintenance*
- *Transaction Template Maintenance*
- *Report Template Maintenance*

Course Objectives

To enable Purchase Managers maximise the procurements system within Agresso QLF.

Methodology

A theoretical overview of how the POP module will work, with "hands on" tasks provided by the seminar leader to reinforce all 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.