

## Course Aim

The course has been designed for Purchasing Supervisors and Purchase Order Input staff. The attendees must have attended a Desktop Navigation course, be familiar with Supplier maintenance and be involved in the day to day function of a Purchasing Department.

## Pre-requisites

The course has been designed for Purchasing Supervisors and Purchase Order Input staff. The attendees must have attended a Desktop Navigation course, be familiar with Supplier maintenance and be involved in the day to day function of a Purchasing Department.

## Suggested Attendees

This course is intended for Purchase Order Entry staff that are responsible for the input and control of Purchase Orders.

## Course Content

- **Introduction to Purchase Order Processing Link with ACP**

An evaluation of the supplier links between Purchase Order Processing and Accounts Payable within Agresso QLF.

- **Document Entry Purchase Order Requests**

Examination and demonstration of the pre Purchase Order production system, and the various scenarios that could be used within different organisations. Distributed Purchase Ordering?

**Authorise Purchase Order Requests**

The authorisation of the requests with an explanation of the security aspects surrounding work groups. Post Authorised purchase orders Posting of the fully authorised purchase orders.

**Document Entry**

Detailed explanations of entering purchase orders directly into Agresso QLF, amendments, cancellations and completion's also with all the rest of the direct document entry options. Recall, Review and Post options are also covered in detail.

**Print Purchase Orders**

The various selections of printing purchase orders.

**Reserve Purchase Orders**

The reserving of purchase orders to use at a later date.

- **Enquires**

The complete suite of Enquiry options are explained in detail, incorporating headers, lines, statistics and contracts.

- **Reports**

Purchase Order Report Selection – This gives a wide range of different reports for different types of purchase transactions.

Print Purchase Orders

Print Internal Picking List

Print Reserve Purchase Order report

## Course Objectives

To ensure Purchase Order Enter staff are fully aware of the operational procedures of the Purchase Order Processing system within Agresso QLF.

## Methodology

A theoretical overview of how the POP module will work in an operational environment, 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.