

ACCPAC Course Objectives | Purchase Orders

Maintaining Setup Information

- Setup Maintenance
- Setup Reports
- Changing Purchase Orders Options
- Changing Company Options
- Changing Processing Options
- Changing Aging Periods and Document Numbering
- Changing G/L Integration Options
- Adding, Editing, and Deleting Ship-Via Codes
- Adding, Editing, and Deleting Templates
- Adding, Editing, and Deleting Additional Costs
- Maintaining Records for a Stand-Alone System
- Adding, Editing, and Deleting Account Sets
- Adding, Editing, and Deleting Items
- Adding an Item Record
- Editing an Item Record
- Deleting an Item Record
- After Changing Item Records
- Linking Vendors to Items
- Adding a Vendor to an Item
- Editing Vendor Details
- Deleting a Vendor from an Item
- After Changing Vendor Details
- Importing and Exporting Setup Records

Processing Requisitions and Purchase Orders

- Working with Requisitions and Purchase Orders
- Printing Requisition and Purchase Order Forms
- Reporting Purchase Orders
- Adding, Editing, and Deleting Requisitions
- Entering Requisition Information
- Adding, Editing, and Deleting Purchase Orders
- Entering Purchase Order Information
- Editing Tax Information
- Entering Optional Field Information
- Editing Exchange Rates
- Creating Purchase Orders Automatically
- Creating Purchase Orders from Requisitions
- Creating Purchase Orders from Inventory Control Reorder Quantities
- Creating Purchase Orders from Order Entry Sales Orders
- Printing Requisitions
- Printing a Single Requisition Immediately after Posting
- Printing a Range of Requisitions
- Printing Purchase Orders
- Printing a Purchase Order Immediately after Posting
- Printing a Range of Purchase Orders
- Importing and Exporting Requisitions and Purchase Orders
- Importing Requisitions and Purchase Orders
- Exporting Requisitions and Purchase Orders

Processing Receipts, Invoices, Returns, Credit Notes, and Debit Notes

Working with Receipts, Invoices, Returns, Credit Notes, and Debit Notes
Printing Receiving Slips and Returns
Reporting Receipts, Invoices, Returns, Credit Notes, and Debit Notes
Adding and Editing Receipts
Entering Receipt Information
Entering Receipt Details
Entering Additional Costs with Receipts
Entering Optional Information, Editing Exchange Rates, and
Checking Taxes and Totals for the Primary Vendor
Posting and Printing Receipts
Invoicing Item and Additional Cost Details during Receipt Entry
Adding Invoices
Entering Invoice Information
Entering Invoice Item Details
Entering Additional Costs with Invoices
Entering Optional Information, Editing Exchange Rates, Checking Taxes
and Totals, and Posting the Invoice
Adding and Editing Returns
Entering Return Information
Entering Return Details
Entering Optional Information, Editing Exchange Rates, and
Checking Return and Tax Totals
Posting and Printing Returns
Adding Credit Notes and Debit Notes
Entering Credit Note and Debit Note Information
Entering or Editing Item Details on Credit Notes or Debit Notes
Entering or Editing Additional Cost Details on Credit Notes or Debit Notes
Entering Optional Information, Editing Exchange Rates and Tax Information
Checking Totals, and Posting Credit Notes and Debit Notes
Editing Tax Information
Entering Exchange Rates
Entering Optional Field Information
Printing Receiving Slips and Returns
Printing a Receiving Slip Immediately after Posting
Printing a Return Immediately after Posting
Printing a Range of Receiving Slips
Printing a Range of Returns
Using the Purchase History and Purchase Statistics Forms
Viewing Purchase History
Viewing Purchase Statistics
Adding, Editing, and Deleting Purchase Statistics
Importing and Exporting Transactions
Importing Receipts
Exporting Receipts, Invoices, Returns, Credit Notes, and Debit Notes

Periodic Processing

Day End Processing
Day End Processing in a Stand-Alone Purchase Orders System
Periodic Reports
Clearing History
Creating General Ledger Batches
Deleting Inactive Records (in a Stand-Alone Purchase Orders System)

Reports

Account Sets (for Stand-Alone Purchase Orders)
Additional Costs
Aged Purchase Orders
G/L Transactions
Item Transaction History (for Stand-Alone Purchase Orders)
Items (for Stand-Alone Purchase Orders)
Mailing Labels
Options
Payables Clearing Audit List
Posting Journals
Purchase History
Purchase Order Action
Purchase Orders
Purchase Statistics
Receiving Slips
Requisitions
Returns
Shippable Backorders
Ship-Via Codes
Templates
Transaction List
Vendor Details (for Stand-Alone Purchase Orders)