

Purchasing and Inventory Class

Who: Clients who implement and handle routine processing tasks in the Purchasing and Inventory modules. Typical attendees include purchasing agents, managers and data entry operators.

Content: One day of hands-on experience with basic processing tasks and repetitive setup options that affect ongoing workflow, such as setting up items, entering purchase orders, receipts, and invoices.

Credit: CPAs successfully completing this course will receive a CPE certificate. CIS Consulting Group is a CPE sponsor with the North Carolina State Board of CPA Examiners, PO Box 12827, Raleigh NC 27605

Prerequisites: A familiarity with Microsoft® Windows®. We encourage clients to familiarize themselves with the software prior to attending. Also, those needing information about other modules may take Setup or Workflow.

Class Rates:

One Day: \$450 1st participant, \$400 each additional

Registration:

Please fax completed registration form to 704-394-0052 or register online at www.cisinfo.com/classroom.htm for more information please call 704-393-0038 x1142

Course Outline

Setup

- File Locations, Custom Descriptions
- User Settings and Security
- Item Class, Location
- Item Master Setup
- Data Folder Settings
- Standard Text
- Add-Ons
- Price Lists
- Return Codes
- Retainage Codes
- Vendor Terms
- Receipt Delivery Conditions
- Vendor Alternative Addresses
- Inventory Stock Accounts
- Quick Bill Interface Settings
- Inventory Journals

Purchasing Workflow

- Purchase Order Entry
- Requisitions
- Change Order Entry
- Committing Pending Orders
- Closing Orders
- Sending Orders to Job Cost
- Receipt Entry and Posting
- Invoice Entry and Posting
- Return Authorizations
- Sending Invoices to Accounts Payable
- Purchasing Reports, Inquiries
- Moving to History; Import/Export

Inventory Workflow

- Enter Receipts, Issues, Transfers
- Post Receipts, Transfers
- Reserve and Post Issues
- Update from Billing
- Physical Inventory: Prepare, Enter, Post
- Send Inventory Costs to Job Cost
- Inventory Reports, Inquiries
- File Tools, Import Issues