

Purchasing Training

Course Synopsis	
Duration	1 Day
Course Outline	This course provides attendees with an understanding of the functionality required to perform Purchasing tasks in the system.
Attendees	Attendees are expected to be familiar with TechnologyOne Financial Concepts.
Course Objectives	The purpose of the course is to facilitate achieving the following objectives: <ul style="list-style-type: none"> • Maintain Purchasing Configuration • Perform Purchasing Lifecycle from Request for Quotation to Invoice
Course Topics	During this course participants will be given the opportunity to learn: <ul style="list-style-type: none"> • Purchasing Lifecycle • Purchase Requisition Processing • Purchase Order Cancelling • Purchase Order Amendments • Goods Receipting • Supplier Returns • Invoice Matching • Location and Sub-Location Configuration elements • Quotations • Reports and Enquiries
Areas not covered in this course	This course does not include Inventory or specific configuration requirements

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Course Agenda Day 1	
Time/Duration	Topic
9:00am - 9:15am	Welcome and Introduction
9:15am - 10:15am	Purchasing Overview and Demonstration Configuration Options <ul style="list-style-type: none"> • Related Exercises
10:15am - 10:30am	Morning Break
10:30am - 12:30pm	Purchase Requisitions <ul style="list-style-type: none"> • Requisitions • Workflow Approvals • Release and Print • My Requisitions • Related Exercises
12:30pm - 1:15pm	Lunch Break
1:15pm - 3:00pm	Order Processing <ul style="list-style-type: none"> • Order Amendments • Goods Receipting • Returns • Cancel Orders • Related Exercises
3:00pm - 3:15pm	Afternoon Break
3:15pm - 4:15pm	Order Processing <ul style="list-style-type: none"> • Invoice Matching • Related Exercises Quotations <ul style="list-style-type: none"> • Quotations • Related Exercises Reports and Enquiries
4:15pm - 4:30pm	End of Day Wrap Up