



Purchase Orders **Online Training**

- **Purchase Order Maintenance**
 - Line Code Maintenance
 - Message Code Maintenance
 - Standard Memo Code Maintenance

- **Creating Requisitions, RFQ's, and Purchase Orders**
 - From Job Entry Estimate
 - From Sales Order Entry
 - From PO Requisition Entry
 - From Replenishment Selection

- **Purchase Order Entry**
 - Ribbon Information
 - ◆ Drop Ship Process
 - Detail Line Item Entry
 - ◆ Linking
 - Printing

- **Purchase Order Receipt Entry**
 - Ribbon Information
 - Detail Line Item Entry
 - Partial Receipts

- **Purchase Order Receipt Register**

- **Purchase Order Invoice Entry**

- **PO Reports**

- **Q&A**