

Course Agenda

Purchasing Workflow & Setup

Sage 300 CRE | Instructor: Jeff Pisetzner

Course Overview

This 2-hour course is designed for personnel involved in procurement, receiving, and vendor invoicing. In the seminar, we will step through the process on how to complete a three-way match. The training assumes you are familiar with Microsoft Windows.

Agenda

- **Introduction to the Purchasing Application**
- **Purchasing Workflow & Setup**
 - Entering the Purchase Orders
 - Receiving
 - Confirming Receipts
 - Introduction to Item Setup
- **Processing Audit & Back Order Reports**
- **Accounting Integrations**
 - Job Costing
 - Accounts Payable
- **Considerations for TimberScan**