

ORACLE PURCHASING

COURSE DESCRIPTION

Duration	2 Days
Delivery Method	Instructor-led
Materials	Student workbook

This course, developed for persons experienced in the accounting process teaches participants to use the most common functions of Oracle Purchasing. A hands-on course, participants are led through the procure to payment process including the creation and maintenance of suppliers, requisitioning, purchasing documents including purchase orders (several types), the RFQ process and maintaining purchasing documents, receiving and reports. A detailed discussion of the interaction between Oracle Purchasing and other modules such as Payables and Inventory will be held. Hands-on practices include entering requisitions and purchase orders, autocreation of documents, maintenance and reports.

Course Objectives	<p>Upon completion of this course participants will be able to</p> <ul style="list-style-type: none"> • Describe the integration between Purchasing and other Oracle Modules • Create and maintain vendors • Find purchasing information • Maintain purchasing documents • Adjust purchasing documents • Run purchasing management reports
Audience	<ul style="list-style-type: none"> • Purchasing personnel • Accounting Managers • Financial personnel
Pre-requisites	<ul style="list-style-type: none"> • Oracle Navigation • Experience in an automated purchasing system
Recommended Additional Training	<ul style="list-style-type: none"> • Navigation • Payables • iProcurement

For More Information, Contact	<p>Leo Dougherty Now I Can Do It Training (904) 669-8416</p> <p>leo@infocops.com</p>
----------------------------------	--