

## Purchasing Cycle

Your Microsoft Dynamics 365 Business Central / NAV system includes many valuable, best-practice driven features to support your purchasing processes. Whether you want to learn the right way to use them from the start or have grappled with issues and work-arounds for a while and want to get on the right track, we'll walk through all you need to know about vendors, POs, and what is happening inside your system. This is an especially powerful opportunity for those on the accounting team who process payables, to understand what happens before an invoice shows up on your desk. You'll be able to answer a lot of your own questions and even identify opportunities for improvement to streamline your entire purchasing process.

### Class topics

- Vendor Creation
- Payment Terms & Methods
- Purchase Orders and Invoicing
- Standard Purchase Codes
- Purchase Journal
- Purchase Return Orders & Credit Memos
- Purchase Reporting

### Who Should Attend?

Any team member involved in an organization's purchasing function committed to optimizing their purchasing processes and controls, as well as any member of the Accounting Team interested in understanding how payables are created and the details behind them.

### Learning Objectives:

At the end of this class, participants will be able to:

- Explain the purchasing cycle from vendor creation to purchase orders and reporting
- Identify key opportunities to streamline their purchasing process
- Identify areas needing better controls and segregation of duties
- Identify opportunities to save money

**Field of Study:** Accounting

**Program Level:** Basic

**Prerequisites:** None

**Advanced Preparation:** Each student will receive via email connection instructions to their individual virtual classroom link and hands-on practice environment shortly before class. Connections to both resources should be tested before class. We recommend using a second monitor while attending class.

**Delivery Method:** Group Internet-based

**CPE Credits:** By participating in this class, you are eligible to earn up to 4 CPE credits which will be distributed following class completion. In order to be awarded the full credit hours, you must notify your instructor of your intention to request credit before the start of the first class. To receive CPE credit, you must be present and actively engaged, which will be verified using polling questions and other means. You will not receive CPE credit for any portion of the class that you do not appear fully engaged.

**Version:** This class is taught in Microsoft Dynamics 365 Business Central.

**Learning environment:** As experienced trainers of adult learners, we understand how to make training “stick”. We use proven practices to make sure you retain what you learn and are fully equipped to immediately apply what you discovered in class. Each day, you will spend more than 50% of your time doing hands-on exercises in our simulated learning environment.

**Refund and Cancellation Policy:** Please refer to our Refund and Cancellation policy [here](#).