

Intermediate Purchasing in Business Central

Duration:	3 Hours
Location:	Virtual
Instructor:	Innovia Application Consultant
Workshop Objectives:	
<p>This workshop will introduce or refresh participants' understanding of the Purchasing function in Microsoft Dynamics 365 Business Central. It will include some basic setup followed by a deeper dive into the various functions and documents that relate to Purchasing.</p> <p>Topics covered include:</p> <ul style="list-style-type: none"> • Purchase and Payables Setup • Review of Vendor Card • Review of Item Card • Creating a Purchase Quote • Converting a Purchase Quote to a Purchase Order • Printing / Print Preview of Purchase Documents • Copying Purchasing Documents • Receiving • Creating Drop Ship Purchase Orders from Sales Orders • Creating Purchase Return Orders 	
Preparation:	
<p>What you will need for this Workshop:</p> <ul style="list-style-type: none"> • Laptop computer • Basic knowledge of Purchase Activities for previous versions of Dynamics NAV or Business Central 	



Schedule	
Topic	Duration
Introductions	10 Minutes
Purchasing – Part 1 <ul style="list-style-type: none"> • Purchase and Payables Setup • Inventory Setup • Review of Vendor Card • Review of Item Card 	75 Minutes
Break	10 Minutes
Purchasing – Part 2 <ul style="list-style-type: none"> • Creating a Purchase Quote • Converting a Purchase Quote to a Purchase Order • Printing / Print Preview of Purchase Documents • Copying Purchasing Documents • Receiving • Creating Drop Ship Purchase Orders from Sales Orders • Creating Purchase Return Orders 	75 Minutes
Wrap Up <ul style="list-style-type: none"> • Discuss any additional questions or concerns • Recap of takeaways 	10 Minutes