

## **Purchasing (PO)**

2 days

### **Delegates:**

This course is designed for users in Procurement, Facilities and Finance departments.

### **Objectives:**

By the end of the course, delegates will be able to use Oracle Purchasing and iProcurement to manage the procurement process. They will also know how to manage suppliers, locations and items; how to create quotations, requisitions, purchase orders and how to receive items. Delegates will gain an understanding of the key set up steps and how they affect the system in daily use.

### **Topics Covered:**

- Overview of the Procure to Pay cycle
- Supplier Management
- Create a new supplier account
- Merge supplier records
- Create Approved Supplier Lists
- Defining and Creating Items
- Using templates
- Assigning items to organizations
- Attribute controls
- Approved Suppliers and Sourcing Rules
- Purchase Requisition Processing
- Setting Preferences
- Making Amendments
- Multi Line Requisitions
- Split Distribution Requisitions
- Foreign Currency
- Cancelling Lines
- Cancelling Requisitions
- Inquiries
- Purchase Order Processing
- Standard Purchase Order
- Autocreating orders from requisition lines
- Blanket Purchase Orders (raising and releasing)
- Inquiries
- Purchase Order Receipt Processing
- Under or Over Receipting
- Returns
- Corrections
- Receipting un-ordered goods
- Approval Process
- Approve / Reject
- Forward / Reassign

- Forward to Workflow Process
- iProcurement
- Shopping by Store
- Shopping by Category
- Non-catalog requests
- Search facilities
- Copy, amend or cancel an iProcurement requisition
- Approval process
- Receiving
- Express receiving
- Returns & corrections
- Running standard Purchasing reports
- Print
- View
- Copy
- Period end processes
- Generate uninvoiced receipt accruals and post to General Ledger
- Interaction with Payables at period end
- Enterprise structure overview
- Organisations
- Locations
- Units of Measure
- Item Categories
- Purchasing Set Up Overview
- Profile options
- Purchasing and receiving options
- Matching and tax tolerances
- Approvals

**Requirements:**

Delegates should have a working knowledge of the procurement process within their own organization. Knowledge of Oracle Navigation would be advantageous.

Follow-On Courses:

- Accounts Payable
- General Ledger