



PracticalTek

SINCE 1997

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Duration: 4-6 Hours

Purchasing Management

Overview:

This course focuses on the Purchase Management module and its many features. Essentially, this module is used to create and analyze POs (purchase orders). These POs could be for subcontract material, job material, or inventory. The receipt of the POs in the system automatically updates the files associated to the purchase order. Using suggestions created by the Time Phased Material Requirements Report can also speed up PO creation.

This course will focus on the basics of creating Purchase Order records, and their related records, in Epicor®. We will also explore the fields, and processes involved, and how they tie into the business process.

The Epicor® Purchasing Management module presides over each process in purchasing. From the time the PO is first created, to the time it is received, inspected (if applicable), stocked, or sent straight to a job. Other processes monitor the Invoicing and payment of the purchased item. If something is rejected, the failed part goes through the DMR process.

Topics:

- PO Creation
 - Buy For scenarios
- PO Suggestions
 - Change Suggestions
- Approval Process
- Part Record Considerations
- Trackers and Reports
- Analyze Stock Levels and Future Demand
- SRM
 - Performance
 - Attributes