



VANTAGE

Business Solutions Inc.

Toledo, OH ▪ Northville, MI

Sales Order Processing

Cost \$450 first attendee; \$400 each additional attendee

Scheduled course dates:

No classes are scheduled at this time.
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If you are interested in future classes please e-mail: training@vantagesolution.com

Introduction

In this one information packed day, the Microsoft Business Solutions - Great Plains Sales Order Processing class explores the accounting cycle and the processes required to enter and ship sales orders. This course will show you how to easily manage the life-cycle of your customer's order from the initial quote to the shipment documentation and final invoicing. You learn how to perform additional functions setting up process holds for quality assurance and linking order documents to purchase orders.

You will gain a thorough understanding of these topics which allows you to boost sales order processing productivity and help improve customer service by automating sales order workflow procedures. Great Plains Sales Order Processing gives you precise control over the flow of sales documents by defined quality insurance steps throughout the sales transaction life cycle. Unique ship to addresses per line item will allow you to enter multiple items on a single document and ship to multiple locations.

This course shows you how to eliminate unnecessary steps in the order process, and set up required steps according to your own business needs, and automate routine steps. You will learn how to manually change quantity, units of measure, and prices to existing sales documents. We will show you your options when orders exceed quantity on hand.

Audience

Sales Order Processing is recommended for anyone who plans to implement, use, maintain, consult, or support Solomon. The class is targeted toward administrators, office managers, CEO's, and consultants who need to understand the technical aspects of Sales Order Processing and gain foundational knowledge of the application functionality.

Course Topics:

Sales Order Processing overview
Setting up sales documents and process holds
Entering sales order documents
Transferring sales documents
Sales quantity status and shortage options
Processing sales hold
Creating a purchase order from sales order
Reports and inquiries
Utilities

Important Course Information

- All classes are held at our Office (unless otherwise noted).
- All classes begin at 9:00.
- Participants are responsible for their own lunch.
- Attire is business casual. Please dress comfortably
- Computer, training workbooks and refreshments are provided for all classes.
- Classes are to be paid in advance of the class.
- Vantage Business Solutions reserves the right to cancel or reschedule classes.
- Course fees are refundable up to one week prior to the date of the course.
- Cancellations received less than one week prior to a scheduled class will be subject to a 50% cancellation fee.