

**PROCURE-TO-PAY INVENTORY
MANAGEMENT**

FOR MICROSOFT DYNAMICS® AX



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Course Details

This two-day instructor-led course provides students with the knowledge and skills to recognize the entire life cycle of a procurement transaction from the way it is ordered to the way that the final invoice is processed. We will be exploring the Procurement and Accounts Payable modules within Microsoft Dynamics AX. This is not a cost accounting or financial perspective of this process flow.

This course is eligible for 14 CPE credits in the Computer Science field of study.

AUDIENCE

This course is intended for business roles that need to understand the procurement life cycle in Dynamics AX.

AT COURSE COMPLETION

After completing this course, students will be able to:

- Define the Procure to Pay process.
- Explore Procure to Pay lifecycle in Dynamics AX.
- Discover workflow processes in Procure to Pay.
- Define and explain vendor groups.
- Create vendor groups.
- Define and explain vendors.
- Create vendors.
- Explore vendor setup.
- Define request for quotations.
- Setup parameters for using requests for quotations.
- Create a request for quotation.
- Follow up on a request for quotation.
- Register, compare, accept, reject, and returning quotation replies.
- Review request for quote reports and inquiries.
- Describe Purchase Requisitions.
- Navigating Purchase Requisitions.
- Create purchase requisitions.
- Complete purchase requisitions.
- Follow-up on purchase requisitions.
- Convert purchase requisitions to purchase orders.
- Describe and use demand consolidations.
- Describe other purchase requisition tasks.
- Explain the purchase requisition workflow.
- About Trade and Purchase agreements

- Setup and create Trade Agreements
- Create and activate Purchase Agreements
- Review characteristics of purchase orders.
- Setup purchase order parameters.
- Review forms and access areas for purchase orders.
- Create a purchase order.
- Explain the change management process.
- Setup change order management.
- Create and process purchase order with change management.
- Discuss direct deliveries.
- Setup considerations for direct delivery.
- Create a direct delivery manually.
- Work with the direct delivery workbench.
- Define product receipts.
- Define vendor invoices.
- Define types of receipt matching.
- Create a product receipt.
- Discuss receipt automation.
- Update vendor information.
- Add vendors to legal entities.
- Review vendor hold procedures.
- Create a purchase requisition from vendor.
- Review transactions and history for vendors.
- Review vendor returns.
- Discuss using negative quantity returns.
- Demonstrate how to copy original purchase order and return.
- Demonstrate how to create a return order.
- Review the various types of inquiries.
- Review the various types of reports.

Electronic copies of certificates are given out automatically upon completion of a course. If for some reason you don't receive a certificate or have special circumstances (multiple participants, physical certificates, etc.), feel free to contact us at academy@rsmus.com.

COURSE CANCELLATION POLICY

RSM reserves the right to cancel courses up to 7 days prior to class commencement due to low enrollment. In the event of a cancellation, RSM will contact any enrolled students.

GUARANTEED TO RUN

All hosted courses are guaranteed to run. RSM reserves the right to cancel courses or to make changes in course schedules up to 7 days before the commencement of a course.

TRAVEL GUIDE

Hosted Training

You are responsible for making all arrangements for travel. We are located in the Denver Technology Center (DTC). You can fly into Denver International Airport (DEN) on most major airlines. It is recommended that you fly the evening before your class is scheduled to begin and depart the evening of the last day of class. On average please allow at least one hour to travel from our office to the airport.

4643 South Ulster St.
Suite 400
Denver, CO 80237

For hotel accommodations you can refer to our travel brochure where you can receive discounted rates at local hotels. Because we are located in the heart of the DTC, rental cars are not mandatory. They can be useful if you want to travel around the greater Denver area to see one of our many great tourist attractions.

Client Site Training

If the client would like the trainer to follow a specific travel policy attach it upon execution of the statement of work. For clients with a Master Services Agreement (MSA), travel and expenses will be billed after the conclusion of the training. For clients without an MSA, an estimated amount will be billed at a fixed fee and must be paid before the trainer will book travel.

PAYMENT

All work performed shall be performed on a fixed fee basis. RSM will bill the Client upon execution of the statement of work according to the Master Services Agreement (MSA). For clients without an MSA, payments must be received before the beginning of the training.

Refund Policy: Any cancellations 14 days prior to the scheduled course will be provided a 100% refund. Cancellations 7 days prior to the scheduled course will be provided with a 50% refund. Cancellations within 7 days of course commencement will not be refunded.

Prerequisites

ENVIRONMENT

If the training will be conducted in Denver at the RSM office, the requirements listed below will be provided by RSM.

Before the beginning of the first lesson the following materials and equipment will be required:

- A LCD Projector*
- Projection screen/surface
- A white board or
- Flip chart stand/paper (optional)

Each attendee will need a Laptop/PC with the following available:

- Internet connection
- A VPN connection to RSM (The connection information will be provided by the trainer upon the first day of training).

RSM Technology Academy hosts the training images on a local server in our Denver offices. The VPN connection is required for the participants to connect to the Hyper-V training image.

* The instructor can provide a projector if one is not available upon request only.

Course Outline

MODULE 1: PROCURE-TO-PAY OVERVIEW

Procure to pay is the visibility and process control from the purchase of a good, to the receipt, to the storage, and to the payment of the accounts payable invoice.

Lessons

- About procure to pay
- The procure to pay lifecycle in AX
- Procure to pay and workflow

MODULE 2: VENDOR MANAGEMENT

This module describes the setup for vendor and vendor groups. In addition, we will review steps for reviewing a vendor's account.

Lessons

- Creating and understanding vendor groups
- Creating vendors
- Reviewing advanced setup for vendors

Practices

- Create a vendor group
- Create a vendor
- Setup a vendor

MODULE 3: REQUEST FOR QUOTATIONS

This module explains the request for quotation process. Steps for creating, following-up, and processing a request for quotation reply are reviewed. Additionally, reports and inquiries for request for quotations are reviewed.

Lessons

- Setup parameters for using requests for quotes
- Create a request for quotation
- Follow up on a request for quotation
- Register, compare, accept, reject, and returning quotation replies
- Review request for quote reports and inquiries

Practices

- Create a request for quotation
- Register a request for quotation reply
- Accept a request for quotation reply

MODULE 4: PURCHASE REQUISITIONS

This module focuses on how to create and complete purchase requisitions. The module also discusses how to convert purchase requisitions to purchase orders. Additionally, demand consolidations are discussed.

Lessons

- About purchase requisitions
- Navigating purchase requisitions
- Create purchase requisitions
- Complete purchase requisitions
- Follow-up on purchase requisitions
- Convert purchase requisitions to purchase orders
- Describe and use demand consolidations
- Advanced purchase requisition tasks
- Explain the purchase requisition workflow

Practices

- Convert purchase requisition to purchase order
- Create a purchase requisition for non-catalog goods
- Create a purchase requisition for catalog items
- Create a purchase requisition for inventory items

MODULE 5: TRADE AND PURCHASE AGREEMENTS

This module discusses Purchase Agreements that are fixed price agreements that are entered into with one or more customers or vendors for the sale of individual or multiple items.

Lessons

- About Trade and Purchase agreements
- Setup and create Trade agreements
- Create and activate Purchase agreements
- Smart Rounding

Practices

- Setup a trade agreement
- Create a trade agreement
- Create and activate Purchase agreements
- Set up smart rounding

MODULE 6: PURCHASE ORDER ENTRY

The Purchase Orders module reviews the process that is required to create and manage purchase orders in Microsoft Dynamics® AX. A company uses purchase orders to record information about the goods and services they are purchasing from various vendors.

Lessons

- About purchase orders
- Set up purchasing parameters
- Describe the various forms and list pages for working with purchase orders
- Create a purchase order and add lines to it
- Process a purchase order

Practices

- Create purchase orders
- Process purchase order

MODULE 7: DIRECT DELIVERY

Direct Delivery is the management of items that are sent directly to your customer from the vendor.

Lessons

- About Direct deliveries
- Setup considerations for Direct Delivery
- Create a Direct Delivery Automatically
- Create a Direct Delivery Manually
- Work with the Direct Delivery Workbench

Practices

- Create a direct delivery

MODULE 8: CHANGE ORDER MANAGEMENT

The Change Order management module reviews the process that is required to create and manage purchase orders in Microsoft Dynamics® AX. A company uses purchase orders to record information about the goods and services they are purchasing from various vendors.

Lessons

- Explain the change management process
- Set up the system for change management
- Create and process a purchase order with change management

Practices

- Change management

MODULE 9: PURCHASE ORDER RECEIPT

This module covers purchase order receipt which is the process of completing a product receipt and vendor invoice. It is a high level overview that approaches the information from a purchasing team point of view.

Lessons

- Define product receipts
- Define vendor invoices
- Define types of receipt matching
- Create a product receipt
- Discuss receipt automation

Practices

- Creating a product receipt

MODULE 10: VENDOR TRANSACTION MANAGEMENT

Vendor Transaction Management is the process of the procurement, invoice, maintenance, and history for vendors.

Lessons

- Updating vendor information
- Adding vendors to legal entities
- Vendor hold procedures
- Create a purchase requisition from vendor
- Reviewing transactions and history for vendor

Practices

- Update vendor Information
- Add a vendor to another legal entity
- Put a vendor on hold
- Create a Purchase Requisition from Vendor

MODULE 11: VENDOR RETURNS

This module discusses how to return a product to a vendor. You will also be shown how to handle the returns with and without serial and batch numbers attached.

Lessons

- About Vendor Returns
- Using Negative Quantity Returns
- Copy Original Purchase Order and Return
- Create a Return Order

Practices

- Using Negative Quantity Returns
- Copy original purchase order and return
- Create Vendor Returns

MODULE 12: PURCHASE ORDER INQUIRIES AND REPORTS

This module reviews the inquiries and reports that are available in order to output the current state of purchase orders for Dynamics AX. This covers the major items that are used by a variety of industries

Lessons

- Basics of Inquiries
- Purchase orders
- Vendors
- Journals
- History
- Basics of Reporting
- Transactions
- Vendors
- Categories
- Status
- Distribution

Agenda

	Day 1	Day 2
9:00 AM	Procure-To-Pay Overview	Change Order Management
10:00 AM	Vendor Management	
11:00 AM	Request for Quotations	Direct Delivery
12:00 PM	LUNCH	LUNCH
1:00 PM	Purchase Requisitions	Purchase Order Receipt
2:00 PM	Purchase Agreements	Vendor Transactions Management
3:00 PM	Purchase Orders	Vendor Returns
4:00 PM		Purchase Order Inquiries and Reports
5:00 PM	SESSION END	SESSION END

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