

# 80415

## Public Sector Procurement and Payables in Microsoft Dynamics AX 2012

### **Module 1: Procurement and Accounts Payable Overview**

- ✓ About the Procurement Process
- ✓ End-To-End Scenario

### **Module 2: Procurement and Accounts Payable Setup and Purchasing Policies**

- ✓ Default Ledger Accounts Setup
- ✓ Posting Definitions Setup
- ✓ Journal Setup
- ✓ Bank Setup
- ✓ Accounts Payable Setup
- ✓ Budget Control
- ✓ Purchasing Policies

### **Module 3: Workflow**

- ✓ About Workflow
- ✓ Procurement Catalog Workflows
- ✓ Purchasing Workflows
- ✓ Vendor Workflows

### **Module 4: Vendors**

- ✓ Setup for Vendors
- ✓ Create Vendors
- ✓ Vendor Tasks
- ✓ Evaluate Vendors
- ✓ Vendor Inquiries, Reports, and Notifications

### **Module 5: Procurement Categories and Catalogs**

- ✓ Category Management
- ✓ Catalogs
- ✓ Procurement Catalogs
- ✓ Vendor Catalogs
- ✓ External Catalogs
- ✓ Catalog Comments
- ✓ Category Reports and Inquiries

### **Module 6: Request for Quotation**

- ✓ Create a Request for Quotation Case
- ✓ Request for Quotation Follow-Up
- ✓ Request for Quotation Replies
- ✓ Accept or Reject RFQ Replies
- ✓ Purchase Order Creation from an RFQ
- ✓ RFQ from a Purchase Requisition
- ✓ Reports and Inquiries

### **Module 7: Purchase Requisitions**

- ✓ Manage Purchase Requisitions

# 80415

## Public Sector Procurement and Payables in Microsoft Dynamics AX 2012

- ✓ Create Purchase Requisitions
- ✓ Complete a Purchase Requisition
- ✓ Follow-Up on Purchase Requisitions
- ✓ Convert Purchase Requisitions to Purchase Orders
- ✓ Demand Consolidations
- ✓ Setup for Purchase Requisitions
- ✓ Purchase Requisition Workflow

### **Module 8: Purchase Orders and Vendor Returns**

- ✓ Working with Purchase Orders
- ✓ Set Up Parameters for Purchase Orders
- ✓ Create a Purchase Order
- ✓ Process Purchase Orders
- ✓ Change Management
- ✓ Copy Purchase Orders
- ✓ Purchase Order Tasks
- ✓ Purchase Order Reports and Inquiries
- ✓ Create Vendor Returns
- ✓ Create Vendor Returns for Serialized Items

### **Module 9: Purchase Agreements and Signing Limits**

- ✓ Create an Agreement
- ✓ Create a Purchase Agreement for a Contract
- ✓ Use Agreements on Purchase Orders
- ✓ Signing Limits

### **Module 10: Vendor Invoices**

- ✓ Various Invoice Types
- ✓ Accounts Payable Daily Procedures
- ✓ Invoice Accounting Inquiry
- ✓ Payment Proposals

### **Module 11: Vendor Portal and Procurement Order Site**

- ✓ Vendor Role Center
- ✓ Vendor Profiles
- ✓ Notifications
- ✓ Questionnaires
- ✓ Transactions
- ✓ Vendor Portal Security Roles
- ✓ Procurement Order Site

### **Module 12: Procurement Year-End Activities**

- ✓ Process Purchase Orders at Year End
- ✓ Generate 1099 Forms