



Integrated software solutions to help your business grow.

### Triumph Creditors & Purchase Ordering Course Outline

An ideal course for new and existing Triumph ERP users, which does not require prior knowledge of package.

#### **Purpose**

This course aims to provide participants with the knowledge and skills required to use the Triumph ERP Creditors Module.

#### **Target Audience**

Aimed at participants who are currently, or intend using, the Triumph Accounting Creditors Module in the work place.

#### **Pre-Requisites**

Participants should be familiar with the basics of using a PC. Experience with alternative accounting package would be an advantage but not necessary.

#### **Content**

- Structure - how purchase ordering integrates with other modules
- System Set Up - control maintenance
- Adding a Purchase Order:
  - Line Types
  - Printing Orders
- Stock Re-ordering – Reorder reports through to stock requisitions
- Back to Back Ordering - From entering a sales order, through to requisitioning into a purchase ordering, then releasing the received goods back into the sales order for invoicing to the customer.
- Invoice Entry
- Reports