



Purchasing – Standard Processing



DISPRAX



::: OVERVIEW

This course will introduce you to the key functions within the TIMMS Purchasing module, through to the receipting of stock.

It will provide you with the knowledge to be able to perform day-to-day tasks relating to Purchases from Creditors.

Also covered are key enquiries and reports to assist you with performing these functions.

::: AREAS COVERED

- Setup of Ship-To Addresses to facilitate deliveries to multiple sites;
- Creating a new Purchase Order;
- Printing / Modifying a Purchase Order;
- Purchase Order Enquiries;
- Purchase Order Status and Valuation Reports;
- Receipting of Stock

::: PRIOR KNOWLEDGE

This course assumes an understanding of how your businesses purchasing flow and processes.

::: WHO WILL BENEFIT?

- TIMMS Administrators
- Purchasing / Stock Receipting Staff
- Accounts Payable Administration Staff

::: BENEFITS OF TRAINING

Regular training sessions are critical to ensuring your staff maximise their usage of the TIMMS system.

Our training is performed by **TIMMS certified Training Consultants** in an environment that promotes discussion and learning, helping to:

- Gain a deeper understanding of how the TIMMS system works
- Build skills and confidence
- Improve usage of TIMMS to maximise efficiency and accuracy

Workshop level:

- [Day-to-day Processing](#)
- Intermediate
- Advanced Setup

Course Code: PO01

Course Duration: 3 hours

To register please phone or email training@disprax.com.au