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**Contact Customer Care  
to schedule a Training Session**

## **SYNERGY VISUAL TRAINING**

### ***BASIC OVERVIEW: PURCHASING CYCLE***

#### **TRAINING TOPIC:**

The Purchasing team ensures that all goods, supplies and inventory required to operate the business are ordered and available when needed. This training program is focused on providing existing employees with a “refresher” course and new employees with an overview of how to execute the complete Purchasing Cycle.

#### **TRAINING DESCRIPTION:**

This 3-part session will cover core function related to the entire purchasing cycle. Participants will walk through the creation of Vendor’s, Vendor RFQ’s, Purchase Requisitions, Purchase Order’s, Purchase Receipt Entry/Receiving Inspection and Outside Services. Each session will run for 3 to 4 hours depending on questions and number of attendees.

#### **WHO SHOULD ATTEND:**

Newly hired Purchasing Managers, Supervisors, Agents and Buyers and employees who would benefit from a refresher course.

#### **LEARNING OBJECTIVES:**

Upon completion of this workshop attendees will understand how to execute an entire Purchase Cycle in their VISUAL ERP system.

#### **TRAINING PREREQUISITE:**

This is a hands-on, instructor led session. Attendees should be familiar with the information in the Infor VISUAL Concepts and Common Features Guide. Attendees must also have security rights and access to a recent copy of a restored test database.