

ONESolution™

PURCHASING AGENDA

Course Outline

Recommended Training Format: Live Virtual Classroom

Estimated Hours: 2 hours Client Interaction; .67 hours Consultant preparation and follow-up

Prerequisites:

1. Access to ONESolution
2. Prior Knowledge of ONESolution (previously known as IFAS)

Audience: Key ONESolution Users, IT Support

Objective: During this training, you will learn how to navigate on the ONESolution Purchasing module and Purchasing processing. This knowledge should be applied for Testing, End User Training and GO LIVE scenarios.

What You Will Learn:

Purchasing Processing

- POUPPR – Purchase Request Screen
 - Different types of purchase orders
 - Account splits
- Purchasing Approvals
- POPO – Printing a Purchase Order
- POUPRC – Receiving a Purchase Order

CDD Reports

- Inquiries – Replaced by CDD reports (Ex: POST – Purchase Order Status Inquiry)
- Other corresponding Purchasing CDD reports

Homework: Document Process