

# TRAINING CURRICULUM

PURCHASING	INVENTORY	ACCOUNTS PAYABLE	MASTER DATA
Lawson Overview			
Purchasing Overview	Inventory Overview	Accounts Payable Overview	Lawson Master Data Management
Processing Product Requisitions	Establish Inventory Levels and Manage Items	Collecting and Validating Invoice for Payment	Create and Maintain Lawson Master Data
Procurement and Product Returns Processing	Allocate Inventory	Manage Approvals and Credit Memo Processing	
Purchasing Reporting	Monitor Inventory Using Lawson	Processing Payments	
	Inventory Reporting & Month End Close	Accts. Payable Rptng & Month End Close	
	Receiving Inventory		

# Lawson Purchase Order User Guide

**Daniela Niemeyer**



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