



OAKWOOD EDUCATION
FAST TRACK TRAINING
SERVICES

Keeping you ahead

FAST TRACK TRAINING SERVICES

- Making users more qualified, more proficient and more successful at running your business

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Fast Track Training Services -Financials

We have provided sample curriculums for some of the most demanded areas of the Oracle Applications. These outlines can be used to built end user training courses from our courseware library. Not every function may be available but on average our materials can meet 80% of your requirements leaving a small development time complete and deliver a fully customize training that perfectly matches your business.

Courseware Available Now in v11i

Financials

Accounts Payable
Accounts Receivable
Cash Management
Enterprise Asset Management
Fixed Assets
General Ledger
i Procurement
i Supplier
Navigation
Project Billing
Project Costing
Purchasing
Trade Management

Engineering/Manufacturing

Engineering
Bills of Material
Inventory
Cost Management
Planning/Advanced Planning
Work in Process

Sales/Service

Contact Center
Contracts
Dispatching
Knowledge Base
Order Management
Sales Online
Service

HRMS

Human Resources (UK, US)
Benefits
Payroll (UK,US)
Training Administration

At Affordable Rates

By using our library of training materials to reduce your costs dramatically. Many clients have found that it **reduces** courseware development time and expense by an average of 80%, end-user training materials can be developed nearer to go-live and include final implementation changes.

Check us out!

We have several satisfied blue chip clients who will be pleased to provide references. For more details or case studies, please call or email info@oakwood-erp.com

Ask your self?

In a tough market, training budgets are usually one of the first expenses to be cut as companies try to trim their cost base. But this represents a false economy.

Not only does it leave your business ill-equipped to take advantage of the upswing in the market when it comes, it can also cause problems with staff retention and morale as staff struggle with using the Oracle applications.

Oakwood Education offers

A variety of end-user training services that support your Oracle implementation or upgrade training needs. Some of these services Include :

- Tailored Training Plans
- Training Assessments
- Courseware you can buy and edit yourself
- Custom Courseware Development
- Oracle Tutor training solutions and development
- On-Line help development
- CBT development
- Custom Workbooks and labs
- Instructor-Led Training
- Business Policies & Procedures for Tutor
- Train-the-Trainer Workshops
- Oracle R11i New Features and Functionality Training
- Training strategy
- Needs Analysis
- E-learning strategy and development

Oracle 11i Fast Track Financials – Navigation

Audience

For Consultants, managers, end users, technical support professionals or the implementation team this course will take you through all the necessary steps to understand how to use the navigate and use the Oracle Applications forms from log on to data manipulation.

Main Objectives:

- Log on and off of Oracle Applications
- Use Forms and Menus.
- Enter data using forms.
- Search for data using forms.
- Access online help.
- Run reports and programs.
- Customize the presentation of data.
- Manage attachments to a form
- Use flexfields
- Select a granted responsibility.
- Navigate basic areas of the application.
- Compile a top ten list.
- Perform print screen.
- Use copy, edit, and list of values.

Duration:

1days

Prerequisites:

Familiarity with using the Windows PC environment

Oracle 11i Fast Track Financials – General Ledger

Audience

For Consultants, managers, end users, technical support professionals or the implementation team this course will take you through all the necessary steps to understand how to use the General Ledger module either as a stand-alone module or as part of the Oracle Fast Forward Financial suite.

Main Objectives:

- Create a set of books by defining a chart of accounts, accounting calendar and currencies.
- Enter and post journals using different methods.
- Define and maintain budgets.
- Generate standard and Financial Statement Generator (FSG) reports.
- Process foreign and multiple currency transactions.
- Perform inter company accounting and consolidate multiple companies.
- Enter transactions using average balance processing.

Outline:

- Introduction to Oracle General Ledger
- Introduction to Set of Books
- Creating a Chart of Accounts
- Calendars Maintenance
- Set of Books Creation
- Journal Entries
- Recurring and Formula Journal Creation
- Journal Import
- Budgeting
- Balancing Accounts
- Summary Accounts
- Generating Standard Reports
- Foreign and Multiple Currencies
- Consolidations
- Average Balance Processing
- Processing Multiple Currencies and Consolidations 397

Duration :

4 days

Prerequisites:

Oracle 11i FastTrack Navigation Course

Oracle 11i Fast Track Financials – Fixed Assets

Audience

For Consultants, managers, end users, technical support professionals or the implementation team this course will take you through all the necessary steps to understand how to use the Fixed Assets module either as a stand-alone module or as part of the Oracle FastForward Financial suite.

Main Objectives:

- Set up Oracle Assets.
- Add assets using manual and mass additions, and invoice lines from other feeder systems.
- Maintain accurate asset inventory by adjusting, transferring, revaluing, depreciating, retiring, viewing, and performing physical inventory on assets.
- Prepare capital budgets and project depreciation.
- Maintain tax books.
- Submit reports for audit trails and reconciliation.

Outline:

- Introduction to Oracle Fixed Assets
 - Setting Up Oracle Assets
 - Managing Assets
 - Budgeting Assets
 - Maintaining Tax Books
 - Reporting, Reconciling, and Inventory Processing
 - Integrating Oracle Assets
- Depreciation Set-up Requirements
 - Asset Books
 - Depreciation Methods
 - Depreciation Ceilings
 - Investment Tax Credit Rates
 - Dates for Prorate Conventions
 - Price Indexes
 - Units of Measure
- Introduction to Managing Assets
 - Adding Assets Manually
 - Adjusting Assets
 - Transferring Assets
 - Unplanned Depreciation and Revaluation
 - Retiring and Reinstating Assets

- Viewing Assets
 - Integrating Oracle Assets
- Manually Adding Assets
 - Adding Assets
 - Depreciate an Asset
 - Assigning Assets
 - Asset Additions as Journal Entries
 - Asset Addition Reports
- Asset Adjustments
 - Reclassifying Assets
 - Adjusting Assets
 - Expense and Amortize Adjustments
 - Mass Change on Assets
 - Adjustment Reports
- Transferring Assets
 - Transferring an Asset
 - Prior Period Transfer
 - Intercompany Transfer
 - Asset Transfer Reports
- Depreciating Assets
 - Depreciation Methods
 - Recording Depreciation
 - Depreciation Journal Entries
 - Reconciling Depreciation
- Retiring Assets
 - Fully Retiring Assets
 - Partially Retiring Assets
 - Calculating Gains and Losses
 - Calculating Depreciation for Current and Prior Period Retirements
 - Recording Retirements and Reinstatements
 - Correcting Retirement and Reinstatement Errors
 - Reinstating Assets
 - Recording Prior Period Reinstatement
 - Retiring a Group of Assets
 - Reinstating a Mass Retirement
 - Running Asset Retirement Reports
- Viewing Asset Information
 - Financial Information
 - Assignments
 - Source Lines
 - Assets by Expense Account
 - Depreciation Information
 - Cost History
 - Transaction History
- Adding Assets from External Sources
 - Integrating Oracle Projects to Build CIP Assets
 - Using the Mass Additions Interface
- Adding Assets from Invoice Lines
 - Entering Invoices to Create Mass Additions
 - Importing Invoice Lines

- Preparing Mass Additions
- Creating Mass Additions
- Changing Asset Information
- Merging and Splitting Mass Additions
- Undoing a Merge
- Posting Mass Additions
- Deleting Mass Additions
- Purging Mass Additions
- Mass Additions Reports
- Adding Construction-in-Process Assets
 - Recording CIP Asset Additions
 - Invoice Lines Transfer
 - Capitalizing CIP Assets
 - Reversing the Capitalized Asset
 - CIP Asset Reports
- Projecting Depreciation
 - Depreciation Projections
 - Tax Depreciation Strategies
 - What-If Depreciation Analysis
- Tax Accounting
 - Tax Depreciation Rules
 - Creating a New Tax Book for Assets
 - Creating an Adjusted Current Earnings Tax Book
 - Populating Tax Books
 - Mass Copy
 - Running Depreciation for a Tax Book
 - ACE Exception Reports
 - ACE Interface Tables
 - Updating the ACE Book from an Interface
 - Calculating Deferred Depreciation in a Tax Book
 - Tax Reports
- Submitting Reports
 - Reports Types
 - Submitting Individual Reports
 - Viewing Completed Requests

Duration:

2 days

Prerequisites:

Oracle 11i Fast Track Navigation Course

Oracle 11i Fast Track Financials - Accounts Payable

For Consultants, managers, end users, technical support professionals or the implementation team this course will take you through all the necessary steps to understand how to use the Accounts Payable module either as a stand-alone module or as part of the Oracle FastForward Financial suite.

Main Objectives:

- Set up and manage suppliers,
- Enter, review, and approve invoices,
- Pay invoices and reconcile payments to bank records,
- Enter and apply prepayments,
- Create journal entries for posting to the general ledger,
- Use advanced features of Oracle Payables.

Outline:

- Introduction to Oracle Payables
 - Product Integration
 - Payables Process
 - Tracing the Flow of Default Values
- Suppliers
 - Using Supplier Information
 - Setting Up Suppliers and Supplier Sites
 - Avoiding Duplicate Suppliers
 - Supplier Information
 - Supplier Site Information
 - Using Flexible Address Format
 - Entering Employees as Suppliers
 - Merging Suppliers
 - Supplier Reports
- Invoices Introduction
 - Invoice Entry
 - Using the Workbench Model
 - Invoice Integration
- Basic Invoices
 - Invoice Entry Overview
 - Assigning a default GL Date
 - Creating Batch Control Forms
 - Invoice Batches
 - Oracle Payables Invoice Types
 - Entering Invoice Information
 - AutoEntry Defaults

- Distributions
- Accounting Details
- Freight Charges
- Enabling Automatically Create Freight Distribution
- Proration
- Entering Freight Distribution Information
- Prorating Taxes Across Invoice Distributions
- Distribution Sets
- Recording Distributions as Fixed Assets
- Invoice Matching
 - Overview of Matching Invoices to PO
 - The Structure of a Purchase Order
 - Payables Matching Options
 - Matching an Invoice to Purchase Orders
 - Matching All Purchase Order Shipments (QuickMatch)
 - Credit and Debit Memos
 - Matching Credit and Debit Memos to Invoices
 - Matching Credit and Debit Memos to Purchase Orders
 - Review and Maintain Matching Issues
- Expense Report Processing
 - Entering Expenses
 - Managing the Expense Report Process
 - Setting Up Oracle Payables to Enter Expense Report
 - Expense Report Templates
 - Entering Expense Report Information
 - Applying an advance against an expense report
 - Reviewing, Auditing, and Approving Expense Reports
 - Running the Oracle Workflow Background Process
 - Payables Invoice Import
 - Importing Invoices from Oracle Projects
 - Importing Invoices from Other Accounting Systems
- Recurring Invoices
 - Defining Special Calendar Names
 - Enabling Periods for Future Entry
 - Recurring Invoice Templates
 - Recurring Invoice Amounts
 - Creating Recurring Invoices
- Processing Other Invoice Functions
 - Holds
 - Supplier Site Invoice Holds
 - Selected Invoice Holds
 - Scheduled Payment Holds
 - Releases
 - Releasing Holds Manually
 - Releasing Holds
 - Invoice Approval
 - Batch Approval
 - Approving Invoices Online

- Approving Invoice Batches Online
- Cancelling Invoices
- Adjusting Invoice Amounts
- Invoice Enquiry
 - Finding Invoices
 - Finding Invoice Distributions
 - Reviewing High-Level Invoice Information
 - Calculating Supplier Balances
- Introduction to Payments
 - Invoice Payment Process
 - Payment Methods
 - Payment Disbursement Types
 - Using the Workbench Model
- Manual Payment Entry
 - Manual Payments
 - Recording a Manual Payment
 - Selecting Invoices from the Invoice Workbench
 - Paying Invoices from the Invoice Workbench
 - Scheduling Payments from the Invoice Workbench
 - Paying Suppliers with Future Dated Payments
 - Adjusting Selected Invoices for Manual Payments
- Processing Computer Generated Single Payments
 - Computer-Generated Payments
 - Selecting Invoices to Pay
 - Paying Invoices from the Invoice Workbench
 - Creating and Maintaining Computer-Generated Payments
- Payment Batch Processing
 - Payment Batches
 - Initiating New Payment Batches
 - Finding Payment Batch Templates
 - Modifying Payment Batches
 - Formatting Payment Batches
 - Confirming Payment Batches
 - Confirming Complete Payment Batches
 - Finding High-Level Payment Information
 - Finding Payments in the Payment Workbench
 - Processing EDI Payments
 - Creating an EDI Outbound Format Payment Document
 - Creating EDI Payments
 - Processing Flexible Payments
 - Processing Flexible Payments: Suppliers
 - Setting Up Supplier Bank Accounts
 - Verifying Supplier Bank Assignments
 - Processing Flexible Payments
- Prepayment Entry
 - Prepayments
 - Entering Prepayments
 - Entering Prepayment Distributions
 - Applying Prepayments to Invoices
 - Unapply Prepayments from Invoices

- Approving and Paying Prepayments
 - Applying Advances to Expense Reports
- Recording Stop and Void Payments
 - Stop and Void Payments
 - Recording Stop Payments
 - Releasing Stop Payments
 - Voiding Payments
 - Voiding Unused Payment Documents
- Introduction to Taxes
 - Tax Type
 - Tax Defaulting
 - Tax Setup Requirements
 - VAT Requirements
 - Reviewing VAT Charges
- Accounting 307
 - AP Close Cycle
 - Mass Additions
 - Submitting Mass Additions
 - General Ledger Transfer
 - Create Accounting Entries with the Payables Accounting Process
 - Create Accounting Entries from the Actions Window
 - Update Accounting Entries
 - View Accounting Lines
 - Moving Unresolved Exceptions to the Next Period
 - Controlling AP Accounting Periods (Closing the Period)
 - Reconciling Accounts Payable Activity for the Period
 - Data Purge
 - Purging Records
- Optional Accounting Features
 - Intercompany Accounting
 - Budgetary Controls
 - Encumbrance Accounting
 - Reviewing Encumbrances
 - Setting Up Euro Settlements in Oracle Payables
 - Fixed Rate Currencies
 - Euro Settlements Daily Rates
 - Euro Settlements Conversion Rate Types
 - Euro Settlements Rounding Accounts
 - Euro Settlements Supplier Sites
 - Processing Invoices for Euro Settlements
 - Multiple Currencies Overview
 - Invoice Exchange Rate Information
 - Paying Foreign-Currency Invoices
 - Reviewing Unrealised Gains and Losses
 - Automatic Offsets
 - Creating a Pooled Account
 - Sequential Numbering
- Oracle Payables Set-up
 - Set of Books
 - Multiple Currencies

- Foreign-Currency Bank Accounts
- Accounting and Audit Levels
- System and Profile Options

Duration and Price:

3 days

Prerequisites:

Oracle 11i FastTrack Navigation Course

Oracle 11i Fast Track Financials – Accounts Receivable

Audience

For Consultants, managers, end users, technical support professionals or the implementation team this course will take you through all the necessary steps to understand how to use the Accounts Receivable module either as a stand-alone module or as part of the Oracle Fast Forward Financial suite.

Main Objectives:

- Manage customer information
- Set up, enter, and process transactions
- Set up, enter, and apply receipts
- Collect accounts receivable
- Define collection methods

Outline:

- Customers – Introduction
 - Discuss the basic concepts of customers within Oracle Receivables.
- Defining Customer Profile Classes
 - Create customer profile classes
 - Specify profile class characteristics
 - Group customers into profile classes to streamline credit and collection processing
- Entering Customer Information
 - Use the Standard, Quick, and Interface methods to enter customer information
 - Enter customer information such as addresses, phone numbers, and contact names
 - Assign a business purpose to each customer site
- Merging Customer Information
 - Merge incorrect data
 - Merge consolidated site data
 - Merge customers
- Reviewing Customer Information
 - Find and review information about specific customers
 - Generate reports that include customer information
- Transactions – Introduction
 - Discuss the basic concepts of transactions within Oracle Receivables
- Entering Standard Invoices
 - Create invoice batches
 - Enter standard invoices
 - Create invoice line items
- Entering Invoices with Rules
 - Create invoices for services
 - Bill customers in advance or in arrears for products or services

- Make copies of an invoice to be used in future periods
 - Create recurring transactions
- Correcting Transactions
 - Correct for under-invoicing by entering debit memos and updating or adjusting invoices
 - Correct for over-invoicing by entering credit memos and on-account credits and by updating or adjusting invoices
- Entering Commitments
 - Enter Deposit commitments
 - Enter Guarantee commitments
- Auto Invoicing
 - Import large numbers of transactions
 - Invoices
 - Credit memos
 - Debit memos
 - Calculate taxes for the imported transactions
- Completing the Transaction Process
 - Print transactions
 - Generate statements
 - Inquire about transactions
- Receipts – Introduction
 - Discuss the basic concepts of receipts within Oracle Receivables
- Entering Manual Receipts
 - Enter manual receipts
 - Reverse and reapply receipts
- Entering Lockbox Receipts
 - Set up lockboxes with your banks
 - Specify lockbox transmission formats
 - Import lockbox data
 - Match lockbox data to Oracle Receivables transactions
- Reporting Receipts
 - Remit and reconcile receipts
 - Review receipts online and in reports
- Receipts – Set-up Considerations
 - Recognize the set-up steps necessary before entering receipts information in Oracle Receivables.
- Collection – Introduction
 - Discuss the basic concepts of collection within Oracle Receivables.
- Reviewing Collection Information
 - Identify past-due and disputed transactions
 - Review customer accounts to determine whether dunning letters and scheduled calls to customers are required
- Dunning
 - Generate dunning letters to notify customers of past-due transactions
 - Schedule and track calls by collectors to customers
- Reporting, Reconciling, Completing the Receivables Process
 - Discuss the basic concepts of Reporting, Reconciling, and Completing the Receivables Process within Oracle Receivables.
- Reconciling Receipts

- Reconcile outstanding customer balances
- Reconcile transactions and receipts
- Reconcile Transaction and Receipt Accounting flexfield balances
- Use Oracle Cash Management to reconcile receipts

Duration:

2 days

Prerequisites:

Oracle 11i Fast Track Navigation Course

Oracle 11i Fast Track Financials – Purchasing

Audience

For Consultants, managers, end users, technical support professionals or the implementation team this course will take you through all the necessary steps to understand how to use the Purchasing module either as a stand-alone module or as part of the Oracle Fast Forward Financial suite.

Main Objectives:

- Enter and maintain supplier information
- Define and maintain items
- Create purchase requisitions and internal requisitions
- Define supplier sourcing options
- Select and create four types of purchase orders
- Perform receiving transactions
- Establish security and access levels for your documents
- Describe purchasing business cycle accounting effects
- Maintain your purchasing database
- Set up Oracle Purchasing

Outline:

- Suppliers – Introduction
 - Discuss the basic concepts of suppliers within Oracle Purchasing.
- Creating Supplier Information
 - Create supplier information
 - Merge suppliers
- Evaluating Supplier Performance
 - Describe the Submit Reports window options
 - Use the Submit Reports window to:
 - Choose your reporting options
 - Identify supplier performance reports
- Requisitions – Introduction
 - Discuss the basic concepts of requisitions within Oracle Purchasing.
- Creating Purchase Requisitions
 - Create a purchase requisition
 - Use the Order Pad in the Supplier Item Catalog to add line items to a requisition
 - Create and use attachments
- Using Requisition Templates
 - Set up a requisition template
 - Copy lines to a requisition template
 - Add lines to a requisition template manually

- Creating Internal Requisitions
 - Identify the three Oracle Applications required to facilitate internal requisitions
 - List the three areas that Oracle Purchasing uses to determine sourcing information
 - Identify the two separate processes required to create internal sales orders
 - Create internal requisitions and import into Order Entry to create internal sales orders
- Performing Requisition Inquiry
 - Perform inquiries of requisitions using the:
 - Find Requisitions window
 - Requisition Headers Summary window
 - View Action History window
 - View the workload of buyers
- Setting Up a Unit Requisition
 - Discuss the basic concepts of setting up a unit requisition within Oracle Purchasing.
- Creating RFQs and Supplier Sourcing – Introduction
 - Discuss the basic concepts of creating RFQ's and supplier sourcing within Oracle Purchasing.
- Creating Requests for Quotation Manually
 - Define supplier lists
 - Manually create a request for quotation
- Entering Quotations
 - Enter a quotation manually.
 - Create a quotation automatically.
 - Approve a quotation.
- Creating the Approved Supplier List and Sourcing Rules
 - Use sourcing rules
 - Create the Approved Supplier List (ASL)
 - Define sourcing rules
- Using Purchase Orders – Introduction
 - Discuss the basic concepts of using purchasing orders within Oracle Purchasing.
- Creating Standard Purchase Orders
 - Create a standard purchase order
 - Enter specifications for:
 - Currency
 - Terms and conditions
 - Receiving controls
 - Account distributions
- Entering Contract Purchase Orders
 - Enter a contract purchase agreement
 - Reference the contract purchase agreement on a standard purchase order
- Entering Blanket Purchase Agreements
 - Enter a blanket purchase agreement
 - Create a blanket release against the blanket purchase agreement
- Creating Purchase Orders Using Auto create
 - Find requisition lines
 - Select criteria for automatic creation

- Auto create a purchase order
- Modify requisition lines
- Return requisition lines
- Maintaining Purchase Orders
 - Print a purchase order
 - Define the archive timing of your document
 - Define re-approval rules for documents that are modified
 - Enter and view acceptances for a purchase order
- Performing Purchase Order Inquiry
 - Perform inquires of purchase orders.
 - View documents in your approval queue.
 - Create a link to documents using the navigator's document feature.
- Using Receiving – Introduction
 - Discuss the basic concepts of using receiving within Oracle Purchasing.
- Entering Purchase Order Receipts
 - Find expected receipts
 - Receive an item:
 - Manually
 - Using the Express function
 - Using the Cascade function
 - Receive unordered items
 - Receive substitute items
 - Define payment-on-receipt options
 - Define EDI options
- Entering Inspection, Transfer, and Delivery Details
 - Transfer material from one location to another
 - Document inspection information
 - Deliver goods to a final destination
- Correcting Receiving Transactions and Entering Returns
 - Return goods to a supplier
 - Perform receiving corrections
- Performing Accounting Activity Inquiry
 - Use available accounting reports.
- Reports
 - Reference these Oracle Purchasing reports
 - Reference these Oracle Purchasing terms

Duration:

3 days

Prerequisites:

Oracle 11i Fast Track Navigation Course

Oracle 11i Fast Track Financials - Procure to Pay Overview

Audience

For Consultants, managers or the implementation team this course will take you through all the necessary steps to gain an overview of the Procure to Pay process including its' set-up using the Oracle Fast Forward Financial suite.

Main Objectives:

- Manage the Procure to Pay lifecycle from Purchase to Payment
- Explain the key procurement concepts.

Outline:

- Procure to Pay Lifecycle
 - Overview of the procure to pay lifecycle
 - Identification of the key areas

- Purchasing Process
 - Suppliers – Introduction
 - Creating Supplier Information
 - Evaluating Supplier Performance
 - Requisitions – Introduction
 - Creating Purchase Requisitions
 - Using Requisition Templates
 - Creating Internal Requisitions
 - Performing Requisition Inquiry
 - Setting Up a Unit Requisition
 - Creating RFQs and Supplier Sourcing – Introduction
 - Creating Requests for Quotation Manually
 - Entering Quotations
 - Creating the Approved Supplier List and Sourcing Rules
 - Using Purchase Orders – Introduction
 - Creating Standard Purchase Orders
 - Entering Contract Purchase Orders
 - Entering Blanket Purchase Agreements
 - Creating Purchase Orders Using Auto create
 - Maintaining Purchase Orders
 - Performing Purchase Order Inquiry
 - Using Receiving – Introduction
 - Entering Purchase Order Receipts
 - Entering Inspection, Transfer, and Delivery Details
 - Correcting Receiving Transactions and Entering Returns
 - Performing Accounting Activity Inquiry

- Reports
- Oracle Purchasing Set-up

- Accounts Payable Process
 - Introduction to Oracle Payables
 - Suppliers
 - Invoices Introduction
 - Basic Invoices
 - Invoice Matching
 - Expense Report Processing
 - Recurring Invoices
 - Holds and Invoice Approvals
 - Invoice Enquiry
 - Introduction to Payments
 - Manual Payment Entry
 - Processing Computer Generated Single Payments
 - Payment Batch Processing
 - Prepayment Entry
 - Recording Stop and Void Payments
 - Introduction to Taxes
 - Accounting
 - Optional Accounting Features
 - Oracle Payables Set-up

Duration:

5 days

Prerequisites:

Oracle 11i Fast Track Navigation Course

Beginners Class - Oracle 11i Applications

This course provides delegates with a foundation in the features and functionality of Oracle Navigation, GL FA GIS, AP PO, INV OE AR CM giving considerable hands-on experience, and familiarizing all participants with the core techniques required to use above Oracle Applications.

Duration

3 Days.

Delegates may decide to take the navigation only for Half Day or attend single days that best meet individual learning requirements.

Objectives

Navigate the basic areas within Oracle Applications.

Set personal profile options.

Compile a top ten list.

Use Query by example method to find data.

Use inquiry screens within each application to review data.

Run programs and reports.

Review and modify output.

Who Should Attend

New users to Oracle Applications.

Prerequisites

An awareness of your own companies organization and business processes.

Previous experience of navigating and using Oracle Applications 11i.

or alternatively, delegates should attend the 11i Oracle Applications Navigating

Day One - Beginners Class

Navigation

Module 1: Topics covered include:

- Select a granted responsibility.
- Navigate basic areas of the application.
- Compile a top ten list.
- Perform print screen.
- Use copy, edit, and list of values.

General Ledger

Module 1: Overview

Module 2: Journal Inquiry

Module 3: Budgets Inquiry

Module 4: Translation Inquiry

Module 5: Review Inter-company Transactions

Module 6: Running reports and reviewing output

Labs

Fixed Assets

Module 1: Overview

Module 2: View asset financial and purchasing information

Module 3: Review Mass Additions

Module 4: Review Depreciation

Module 5: Running reports and reviewing output

Module 6: Transfer to GL and reviewing accounts

Labs

Day Two - Beginners Class

Navigation

Module 1: Topics covered include:

- Select a granted responsibility.
- Navigate basic areas of the application.
- Compile a top ten list.
- Perform print screen.
- Use copy, edit, and list of values.

Purchasing

Module 1: Overview

Module 2: Items

Module 4: Purchase Orders Inquiry

Module 5: Running reports and reviewing output

Labs

Payables

Module 1: Overview

Module 2: View Suppliers

Module 3: Invoices Inquiry

Module 4: Expense Reports

Module 5: View Payments

Module 6: Web Expenses

Module 7: Running reports and reviewing output

Labs

General Ledger

Module 1: Purchasing and Payables Transfer to GL and reviewing accounts

Day Three - Beginners Class

Navigation

Module 1: Topics covered include:

- Select a granted responsibility.
- Navigate basic areas of the application.
- Compile a top ten list.
- Perform print screen.
- Use copy, edit, and list of values.

Inventory

Module 1: Overview

Module 2: View Move Order Transactions

Module 3: Reviewing Reports and Inquiries

Labs

Order Entry

Module 1: Overview

Module 2: View Orders

Module 3: View Returns

Module 4: Order Lines

Module 5: Picking and Shipping Line Inquiry

Module 6: Reviewing Reports and Inquiries

Labs

Receivables

Module 1: Overview

Module 2: Customers Inquiry

Module 3: View Transactions

Module 4: Customer Account Inquiry

Module 5: Reviewing Collection and Dunning information

Module 6: Receivables and Cash Management – reconciliation

Module 7: Reviewing Reports and Inquiries

Labs

General Ledger

Module 1: Receivables and Order management Transactions inquiry.

Intermediate Class - Oracle 11i Applications

This course provides delegates with the ability to enter, manipulate and perform transactions within the GL FA GIS, AP, PO, INV, OE and AR processes. The delegate will be building on their existing Oracle foundation knowledge and will gain a global understanding of how their business processes and Oracle Applications work together.

Duration

3 Days or attend single days that best meet individual learning requirements.

Objectives

- Navigate through each application understanding the complete menu .
- Use advanced Queries to find data.
- Run programs and reports and interfaces.
- Review and modify output.
- Gain an understanding of the setup functions.

Who Should Attend

Managers or delegates responsible for entering and maintaining the data within the system.

Prerequisites

11i Oracle Applications Navigating.
Beginners Course - Oracle 11i Applications.

Day One - Intermediate Class

General Ledger

Module 1: Overview

Module 2: Setup Set of books – currency, calendar, chart of accounts.

Security – responsibility link to set of books, security rules, validation rules.

Module 3: Multiple Organizations.

Module 4: Journal Entry

Module 5 : Creating and entering Budgets.

Module 6 : Running Translation and period rates

Module 7: Entering Inter-company Transactions

Module 8 : Running reports and reviewing output

Labs

Fixed Assets

Module 1: Overview

Module 2: Adding and Retiring assets

Module 3: Mass Additions

Module 4: Running and defining Depreciation

Module 5: Running reports and reviewing output

Module 6: View accounts in GL

Labs

Day Two - Intermediate Class

Purchasing

Module 1: Overview
Module 2: Setup Basics
Module 3: Entering Purchase Orders
Module 4: Entering Requisitions
Module 5: Purchasing Approvals
Module 6: Running complex reports and reviewing output
Labs

Payables

Module 1: Overview
Module 2: Control and Setup basics
Module 3: Setup Suppliers
Module 4: Entering and maintaining Invoices
Module 5: Expense Reports
Module 6: Entering Payment
Module 7: Web Expenses
Module 8: Running Complex reports and reviewing output
Labs

Day Three - Intermediate Class

Inventory

Module 1: Overview
Module 2: Inventory Items.
Module 3: Organizations.
Module 4: Enter Move Order Transactions
Module 5: Intermediate Reports and Inquiries
Labs

Order Entry

Module 1: Overview
Module 2: Enter and Maintain Orders
Module 3: Enter and manage returns
Module 4: Price Lists
Module 5: Picking and Shipping
Module 6: Transfer to AR
Module 7: Workflow and Order Cycles
Module 8: How Orders effect Inventory
Module 9: Intermediate Reports and Inquiries
Labs

Receivables

Module 1: Overview
Module 2: Setup Basics
Module 3: Entering and Maintaining Customers
Module 4: Entering Transactions
Module 5: Managing Collection and Dunning
Module 6: Entering and managing Receipts
Module 7: Running and Reviewing Intermediate Reports and Programs
Labs

Cash Management

Module 1: Overview
Module 2: Reconciliation
Module 3: Cash Forecasting
Labs

Advanced Course - Oracle 11i Applications

The aim of this course is to guide skilled Oracle Applications users through all aspects of screen level set up.

This course provides delegates with the ability to manage and make decisions using the companies data within the GL FA GIS, AP PO, INV OE AR .

Duration

3 Days or Choice of days.

Objectives

Understand the setup of the applications and how this affects the day-to-day business.

Use advanced Queries to find data.

Run advanced programs and reports and interfaces.

Review and modify output.

Manage all aspects of the application: close periods, year-end close, and reconciliation of accounts and debugging problems.

Who Should Attend

Financial , Logistics Managers and IT staff
or delegates responsible for providing input to the setup and functionality of their business.

Prerequisites

11i Oracle Applications Navigating.
Intermediate Course - Oracle 11i Applications.

Day One - Advanced Course

General Ledger

Module 1: Overview

Module 2: Posting and reconciliation

Module 3 : Creating and entering Budgets formulas.

Module 4 : Month end Close and best practices

Module 5 : FSG and Importing data.

Module 6 : Drilling down to Journal Detail,

Module 7: Correcting and managing journals

Module 8: Control accounting periods: multiple open periods, re-open periods and permanently close periods

Module 9: Perform year-end close.

Module10: Running Complex reports and reviewing output

Labs

Fixed Assets

Module 1: Overview

Module 2: Adjusting, Reclassification and transferring assets

Module 3: Reconciling Depreciation Journal entries

Module 4: Reconciling Asset Data

Module 5: Retiring Assets

Module 6: Adding assets from External sources

Module 7: Depreciation Projections

Module 8: Month end Close and best practices

Module 9: Running Complex reports and reviewing output

Labs

Day Two - Advanced Course

Purchasing

Module 1: Overview
Module 2: Supply-Base Management
Module 3: Invoice Matching and Payment
Module 4: Entering Requisitions
Module 5: Document Approvals and Security
Module 6: Month end Close and best practices
Module 7: Running complex reports and reviewing output
Labs

Payables

Module 1: Overview
Module 2: Payment Controls and Setup options
Module 3: Accounting Controls
Module 4: Multiple System Options
Module 5: Month end Close and best practices
Module 6: Running Complex reports and reviewing output
Labs

Day Three - Advanced Course

Inventory

Module 1: Overview
Module 2: Inventory Flow Process
Module 3: Enterprise Structure Setup
Module 4: Defining Categories and Category Sets
Module 5: Inventory Controls
Module 6: Inventory planning and reporting
Module 7: Month end Close
Module 8: Running Complex reports and reviewing output
Labs

Order Entry

Module 1: Overview
Module 2: Setup holds ,releases, approvals
Module 3: Over and under shipments
Module 4: Demand management
Module 5: Tax triangulation
Module 6: Drop shipments
Module 7: Internal orders
Module 8: Pricing formulas, surcharges and agreements
Module 9: Month end Close
Module10: Running Complex reports and reviewing output
Labs

Receivables

Module 1: Overview
Module 2: Managing customer profiles
Module 3: Interco invoicing
Module 4: Customer relationships
Module 5: Taxation and transactions
Module 6: Reconciling Customer Balances
Module 7: Month end Close and best practices
Module 8: Running Complex reports and reviewing output
Labs