

EONE

END USER ACADEMY

A single source online education center to
train self-sufficient end users

End User Academy Course List

E1 Basics

Menu Navigation

- Breadcrumbs
- Carousel
- Favorites
- Menu Navigation
- Menu Navigation Overview
- Recent Reports

User Preferences

- Preferences
- Preferences Overview

Applications and Grids

- Basic Grid Customization
- Export and Import Grid Data
- Work with Applications
- Work with Applications Overview
- Work with Grids Overview

Reports

- Work with Reports
- Work with Reports Overview

Address Book

- Add a Customer
- Add a Supplier
- Add an Address Book Record
- Add Phone Information
- Add Related Person Information
- Add Who's Who Information

Address Book – Cntd.

- Address Book Inquiry
- Address Book Overview
- Use Word Search

Basic Setup and Master Data

- Account Structure Overview
- Add a Business Unit
- Add a New Company
- Add an Item Master Record
- Assign Item to Branch Plant
- Basics Setup and Master Data Overview
- Company and Business Units Overview

Common Inquiries

- Account Ledger Inquiry
- Common Inquiries Overview
- Customer Service Inquiry
- Job Cost Inquiries
- On-hand Inventory Inquiry
- Review Purchase Order Inquiry
- Supplier Ledger Inquiry
- Work with Item Ledger (Cardex)

Advanced Features

- Access a Form Layout
- Access a Watchlist
- Advanced Features Overview
- Advanced Queries Overview

Advanced Features – Cntd.

- CafeOne Page Layouts Overview
- Grid Format Manager Overview
- UX One Roles Overview
- Watchlists Overview

One View Reporting

- Access, Run and Filter One View Reports
- Create One View Reports Using the Databrowser
- Create One View Reports with a Standard Application
- Define Reports in the One View Manager
- One View Reporting Overview
- Promote/Publish One View Reports

Order to Cash

Inventory

- Approve Cycle Counts
- Enter Cycle Counts
- Inventory Adjustments
- Inventory Issues
- Inventory Overview
- Inventory Transfers
- Inventory: The Cardex

Inventory – Cntd.

Print Cycle Count
Review Cycle Count
Select Items for Cycle Count

Accounts Receivable

Accounts Receivable Overview
Enter a Credit Memo
Enter Manual Receipts
Enter Recurring Invoices
Enter Standard Invoices
Invoice Match with Chargeback
Invoice Match with Manual Write-off
Revise a Receipt
Revise Unposted Invoices
Simple Invoice Match

Sales Order

Backorders
Credit Orders
Direct Ship Orders
Generate Order Acknowledgements
Print Bill of Lading
Print Pick Slips
Quote Orders
Sales Order Entry
Sales Order Management Overview

Procure to Pay

Purchasing

Enter Blanket Orders
Enter Nonstock Items
Enter Purchase Orders
Order Approvals
Procurement Overview
Three-Way Voucher Match
Two-Way Voucher Match

Accounts Payable

Accounts Payable Overview
Cash Requirements Report
Change a Posted Voucher
Copy Vouchers
Create Debit Memos
Enter Payment with Voucher Match
Enter Payment without Voucher Match
Enter Recurring Vouchers
Enter Speed Voucher
Enter Standard Voucher
Post Vouchers
Recurring Voucher Report
Recycle Recurring Vouchers

Accounts Payable - Cntd.

Review Vouchers
Revise Recurring Vouchers
Revise Unposted Payments
Revise Unposted Vouchers

Requisitions

Approve and Reject Requisitions
Enter Requisitions
Inquire on Status of Requisition as an Approver
Inquire on Status of Requisition as an Originator
Requisitions Overview

Payroll Inquiries and Reports

Payroll Inquiries and Reports

Benefit/Accrual Inquiry
One View Pay History
Pay Stub History Inquiry
Payment History Inquiry
Payroll Inquiries and Reports Overview
Payroll Transaction Ledger
Time and Pay History Detail Report

Record to Report

General Accounting

Add an Account to Chart of Accounts
Change a Posted Journal Entry
Change and Delete an Unposted Journal Entry
Enter a Percent Journal Entry
Enter a Recurring Journal Entry by Fixed Amount
Enter a Recurring Journal Entry by Unit Base
Enter a Reverse Journal Entry
Enter a Standard Journal Entry
Enter a Standard Model Journal Entry
Enter Advanced Variable Numerator Allocations
Enter an Intercompany Journal Entry
General Accounting Inquiries
General Accounting Overview
Indexed Allocations
Manual Bank Account Reconciliation
Post a Journal Entry by Batch
Review a Journal Entry
Void a Journal Entry

Fixed Assets

Add and Post Costs to Fixed Assets
Cost Summary Inquiry
Dispose of a Single Asset
Dispose of Multiple Records
Enter Asset Master Records
Fixed Assets Overview
Locate and Review Fixed Asset Records
Location Inquiry
Review and Post Disposed, Transferred and Split Assets
Review Asset Depreciation Information
Review the Online Depreciation Schedule
Run Depreciation
Split an Asset
Split Costs to Assets
Transfer a Single Asset
Transfer Location of an Asset
Transfer Multiple Assets