

# 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 – Cont.

- 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 – Cont.

- 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

### Orchestrator

- Orchestrator Overview
- Process Recorder

## Order to Cash

### Inventory

- Approve Cycle Counts
- Enter Cycle Counts
- Inventory Adjustments
- Inventory Issues

## Inventory – Cont.

Print Cycle Count  
Review Cycle Count  
Select Items for Cycle Count  
Inventory Overview  
Inventory Transfers  
Inventory: The Cardex

## 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

## Accounts Payable - Cont.

Enter Standard Voucher  
Post Vouchers  
Recurring Voucher Report  
Recycle Recurring Vouchers  
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

## General Accounting – Cont.

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