

End User Academy Course List

EOne Basics

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- Menu Navigation
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- Preferences Overview
- Preferences

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- Work with Applications Overview
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- Work with Reports

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- Basics Setup and Master Data Overview
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- Common Inquiries Overview
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- Inventory Overview
- Item Master and Branch/Plant Information Overview
- Enter Item Cost Information

Inventory- Cntd.

- Add an Item Cross-Reference Record
- Inventory Issues
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- Set Up Item/Lot Information
- Cycle Count Overview
- Select Items for Cycle Count
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- Accounts Receivable Overview
- Invoice Process Overview
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- Enter a Credit Memo
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- Review Invoice Batches
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- Void Posted Invoices
- Simple Invoice Match
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- Review Invoice Details
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- Apply Credit Memos to Invoices
- Enter General Ledger Receipts
- Apply Receipts to Invoices
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- Review Order Revisions
- Cancel a Purchase Order
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- Review Purchase Orders Online
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- Accounts Payable Overview
- Voucher Invoice Process Overview
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- Enter Speed Voucher
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- Revise Recurring Vouchers
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- Create Debit Memos
- Post Vouchers
- Revise Unposted Vouchers
- Copy Vouchers
- Delete Unposted Vouchers
- Review Transaction Batches
- Review Vouchers
- Change a Posted Voucher
- Recurring Voucher Report
- Cash Requirement Report
- Revise Individual Vouchers Using Speed Status Change
- Revise Multiple Vouchers Using Speed Status Change
- Create Payment Control Groups
- Update Payments
- Post and Verify Automatic Payments by Batch
- Enter Payment with Voucher Match
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Accounts Payable – Cntd.

- Print Manual Payments
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- Requisitions Overview
- Enter Requisitions
- Inquire on Status of Requisition as an Originator
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General Accounting

- General Accounting Overview
- Company and Business Overview
- Account Structure Overview
- Add a New Company
- Add a Business Unit
- Add an Account to Chart of Accounts
- Journal Entry Process Overview
- Enter a Standard Journal Entry
- Enter a Reverse Journal Entry
- Enter a Percent Journal Entry
- Copy a Journal Entry
- Enter a Standard Model Journal Entry
- Change and Delete an Unposted Journal Entry
- Enter a Recurring Journal Entry by Fixed Amount
- Enter a Recurring Journal Entry by Unit Base
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- Review a Journal Entry by Batch
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- Allocations Overview
- Enter a Recurring Journal Entry Allocation
- Calculate Recurring Journal Allocations
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- Reconciliation Overview

General Accounting – Cntd.

- Manual Bank Account Reconciliation
- Refresh the Reconciliation File
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- Fixed Assets Overview
- Asset Master Overview
- Enter Asset Master Records
- Enter Additional Information for Assets
- Delete Asset Master Records
- Review Asset Costs
- Add and Post Costs to Fixed Assets
- Split an Asset
- Location Inquiry
- Locate and Review Asset Master Records
- Post Journal Entries to Fixed Assets by Batch
- Asset Depreciation Overview
- Review Asset Depreciation Information
- Run Depreciation
- Review and Post Depreciation
- Review the Online Depreciation Schedule
- Cost Summary Inquiry
- Asset Transfer and Disposal Overview
- Transfer Location of an Asset
- Transfer a Single Asset
- Transfer Multiple Assets
- Dispose a Single Asset
- Dispose of Multiple Assets
- Review and Post Disposed, Transferred, and Split Assets

Plan to Produce

Produce Data Management (PDM)

- Product Data Management (PDM) Overview
- Bills of Material (BOMs) Overview
- Enter a Manufacturing Bill of Material (BoM)
- Work with a Manufacturing Bill of Material (BOM)
- Work Centers Overview

Produce Data Management (PDM) – Cntd.

- Routings and Routing Instructions Overview
- Enter a Manufacturing Work Center
- Enter a Manufacturing Routing Work with a Manufacturing Routing
- Single-Level BOM Inquiry
- Multi-Level BOM Inquiry
- Single-Level Where Used
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Shop Floor

- Shop Floor Process Overview
- Work with Work Orders Overview
- Enter a Manufacturing Work Order (WO)
- Change a Manufacturing WO
- Review a Manufacturing WO in the Shop Floor Workbench
- Process Work Orders Overview
- Order Processing – Automatically Attach a Routing and Parts List to a Manufacturing WO
- Manually Attach a Parts List to a Manufacturing WO
- Manually Attach a Routing to a Manufacturing WO
- Delete a Parts List and Routing from a Manufacturing WO
- Manually Issue Material to a Manufacturing WO
- Record Component Scrap
- Review Parts List Availability
- Record WO Hours and Quantities Overview
- Run the Hours and Quantities Proof Program and Review the Report
- Run the Hours and Quantities Update Batch Program
- Review the Status of WO Hours
- Review the Status of WO Quantities
- Enter a Partial WO Completion
- Enter a Full WO Completion
- Enter a WO Completion with Backflush
- Perform Super Backflush
- Review Production Status
- Review Production History