

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

End User Academy Course List

EOne Basics

EOne Menu Navigation

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

User Preferences

- Preferences Overview
- Preferences

Applications and Grids

- Work with Applications Overview
- Work with Applications
- Use the Query-by-Example Line
- Work with Grids Overview
- Basic Grid Customization
- Export Grid Data to Microsoft Excel
- Import Grid Data

Reports

- Work with Reports Overview
- Work with Reports

Advanced Features

- Advanced Features Overview
- Create an Advanced Query
- Grid Format Manager Overview
- Use List View
- Work with Personal Forms
- Watchlists Overview
- Access a Watchlist
- CafeOne Page Layouts Overview
- Access a Form Layout
- UX One Roles Overview
- Use the Orchestrator Process Recorder

Address Book

- Address Book Overview
- Enter Basic Address Book Record
- Change Address Book Record
- Add Who's Who Information
- Add Phone Information
- Add Related Person Information
- Add and Revise Bank Account Information
- Add a Customer
- Add a Supplier
- Use Word Search
- Address Book Inquiry

Basic Setup and Master Data

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

Common Inquiries

- Common Inquiries Overview
- Work with Item Ledger (Cardex)
- Supplier Ledger Inquiry
- Customer Service Inquiry
- Job Cost Inquiries
- Review Purchase Orders
- Account Ledger Inquiry
- On-hand Inventory Inquiry
- Review Payments and Payment Summary Information
- Review Supplier Ledger Information
- Review Voucher Payment History
- Review Voucher Summary Information

One View Reporting

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

Order to Cash

Sales Order

- Sales Order Management Overview
- Process Sales Quotes Overview
- Quote Orders
- Sales Order Entry
- Enter a Sales Order Using a Sales Order Template
- Change and Cancel Existing Sales Orders
- Direct Ship Orders
- Enter an Intracompany Transfer Order (ST/OT)
- Change and Cancel an Intracompany Transfer Order ST/OT
- Shipping Process Overview
- Print Pick Slip
- Confirm a Shipment
- Print Bill of Lading
- Generate Order Acknowledgements
- Enter a Blanket Sales Order
- Release a Blanket Sales Order Backorders
- Credit Orders
- Enter a Credit Order from History
- Change and Cancel Existing Credit Orders
- Review the Sales Ledger
- Review Item Cross Reference Record

Inventory

- Inventory Overview
- Item Master and Branch/Plant Information Overview
- Enter Item Cost Information

Inventory- Cntd.

- Add an Item Cross-Reference Record
- Inventory Issues
- Inventory Transfers
- Inventory Adjustments
- Set Up Item/Lot Information
- Cycle Count Overview
- Select Items for Cycle Count
- Print Cycle Count
- Enter Cycle Count
- Review Cycle Count
- Revise Cycle Count Quantities
- Approve Cycle Count
- Update the Cycle Count Inventory – The Cardex
- Locate Items with Item Search
- Review Supply and Demand

Accounts Receivable

- Accounts Receivable Overview
- Invoice Process Overview
- Enter Standard Invoices
- Enter Speed Invoices
- Enter Recurring Invoices
- Enter a Credit Memo
- Revise Unposted Invoices
- Delete an Unposted Invoice and an Unposted Pay Item
- Review Invoice Batches
- Post Invoice Batches
- Void Posted Invoices
- Simple Invoice Match
- Invoice Match with Manual Write-off
- Invoice Match with Chargeback
- Review Invoice Details
- Review Account Balance Information
- Apply Credit Memos to Invoices
- Enter General Ledger Receipts
- Apply Receipts to Invoices
- Apply Partial Payments and Overriding Discounts
- Enter Manual Receipts
- Enter Speed Receipts
- Enter Logged Receipts (Type Input Code 3)
- Revise a Receipt
- Delete Unposted Receipts
- Void Posted Receipts

Procure to Pay

Purchasing

- Procurement Overview
- Three-Way Voucher Match
- Two-Way Voucher Match
- Generate a Purchase Order from a Requisition
- Enter Purchase Orders
- Enter a Change Order
- Print a Purchase Order
- Enter Blanket Orders
- Release a Blanket Sales Order
- Enter Nonstock Items
- Review Order Revisions
- Cancel a Purchase Order
- Cancel Purchase Order Lines
- Order Approvals
- Print a Quote Order
- Review Purchase Orders Online
- Reverse a Receipt
- Review an Open Receipt

Accounts Payable

- Accounts Payable Overview
- Voucher Invoice Process Overview
- Enter Standard Voucher
- Enter Speed Voucher
- Enter Recurring Vouchers
- Revise Recurring Vouchers
- Recycle Recurring Vouchers
- 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
- Enter Payment without Voucher Match
- Review Manual Payments Online

Accounts Payable – Cntd.

- Print Manual Payments
- Delete Unposted Manual Payments
- Void a Manual Payment
- Revise Unposted Payments

Requisitions

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

Record to Report

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
- Enter an Intercompany Journal Entry
- Review a Journal Entry by Batch
- Post a Journal Entry by Batch
- Change a Posted Journal Entry
- Void a Journal Entry
- Allocations Overview
- Enter a Recurring Journal Entry Allocation
- Calculate Recurring Journal Allocations
- Indexed Allocations
- Enter Advanced Variable Numerator Allocations
- Reconciliation Overview

General Accounting – Cntd.

- Manual Bank Account Reconciliation
- Refresh the Reconciliation File
- General Accounting Inquiries
- Run the GL by Business Unit Report
- Run the General Journal by Batch Report

Fixed Assets

- 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

Product 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

Product 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
- Multi-Level Where Used

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

Capital Asset Management (CAM)

CAM Overview
CAM 1 Course Introduction
Creating an Equipment Master Record
Creating an Equipment-Component Relationship Record
Creating Equipment Records from Fixed Assets
Reviewing Equipment Cost Analysis
Reviewing Equipment Status
Transferring Equipment Locations

Capital Asset Management (CAM) – Cntd.

CAM 2 Course Introduction
Creating Work Orders
Associating Record Types and Attachments to Work Orders
Entering Time Against a Work Order
Reviewing Standard Parts List
Reviewing Costs by Usage
Reviewing Costs Recorded Against a Work Order – SV
Issuing Material From a Work Order Parts List
Update Work Order Actual Amounts
Updating Multi WO Using WO Mass Update
Adding Labor Detail to Work Orders
Attaching Failure Information to Work Orders

Capital Asset Management (CAM) – Cntd.

CAM 3 Course Introduction
Setting Up Preventative Maintenance Schedules
Entering Meter Readings
Performing Meter Changeout
Performing Meter Rollovers
Inquiring on Meter Readings

WHO

- End Users
- New employees
- New to JDE

WHAT

- Proven, updated curriculum from the experts
- Intuitive, at-point-of-need end user training
- Built-in tracking, reporting, and points and badges
- Navigation, EOne Foundations and EOne processes including Citizen Developer core content and organizational structure
- Learning path development, customizations and live training support

WHEN

- You have a tools or major upgrade
- You have a new implementation
- You have new users or new employees

Need a Solution for Your Super Users?

WHO

- Business Analysts
- Super Users
- Individuals with new functional responsibilities
- Anyone who needs to boost their JDE knowledge and skillset

WHAT

- Over 30 modules and 900+ courses
- Video instruction by senior JDE instructors
- A live practice environment
- Quizzes based on Oracle Certification exams
- Related white papers, implementation guides and case studies
- Learning paths for targeted instruction
- Easy learner tracking, reporting and analytics
- A live personal Learning Advisor

WHEN

- You are starting a new role or cross-training
- You are studying for an Oracle Certification exam
- You are a super user or business analyst
- You are a consultant