

ORACLE – PEOPLESOFT FINANCIALS COURSE CONTENT

- 1. Navigating PeopleSoft Applications
 - Signing into PeopleSoft Applications
 - Identifying PeopleSoft Internet Application (PIA) components
 - Identifying Shortcut Keys
 - Personalizing Content and Layout
 - Adding Favorites
 - Retrieving Data
 - Using PeopleBooks
- 2. Understanding System Structure
 - Explaining the PeopleSoft Internet Architecture
 - Discussing the Structure of PeopleSoft Tables and Relational Databases
 - Illustrating Effective Dating
- 3. Defining Business Units and Set IDs
 - Identifying Types of PeopleSoft Tables
 - Describing Business Units
 - Explaining the Relationships of Business Units and Set IDs
- 4. Using PeopleSoft Process Scheduler and Reporting Tools
 - Describing PeopleSoft Process Scheduler
 - Using the Process Monitor
 - Identifying Reporting Tools
 - Running Reports
 - Performing Queries
 - Submitting Reports Using PS/nVision
- 5. Utilizing ChartFields
 - Explaining ChartFields
 - Identifying Delivered ChartFields

- Configuring ChartFields

GENERAL LEDGER

- 1. Creating the General Ledger Structure
 - Basic Elements of PeopleSoft General Ledger
 - Implementation Steps for PeopleSoft General Ledger
 - PeopleSoft General Ledger Table Structure
 - Establishing General Ledger Business Units
 - Applying General Ledger Tableset Sharing
- 2. Setting Installation Options and Common Definitions
 - Setting Up Installation Options
 - Establishing User Preferences
 - Establishing Account Types
 - Creating Detail Calendars
 - Defining Business Calendars
 - Defining ChartFields and ChartField Values
- 3. Planning and Creating PeopleSoft Trees
 - Defining the Significance of PeopleSoft Trees
 - Defining Tree Manager Terminology
 - Creating PeopleSoft Trees
 - Modifying Trees Using Tree Manager
- 4. Preparing for Journal Processing
 - Defining Ledger Templates
 - Defining Ledgers and Ledger Groups
 - Associating Ledgers with a Business Unit
 - Maintaining Accounting Periods
 - Defining Journal Entry Templates
 - Defining Journal Sources, Classes and Speed Types
- 5. Implementing ChartField Combination Editing
 - Defining ChartField Combination Edits
 - Link Combination Edits to Business Units
 - Building the Combination Edit Data Tables
 - Maintaining Combination Edits

- Inquiring on Combination Edit Data
- Describing the Journal Process Flow
- Processing PeopleSoft General Ledger Data
- Reviewing Journals and Determining their Status
- Editing and Posting Journals
- 6. Maximizing PeopleSoft General Ledger Processing
 - Automating Journals
 - Selecting a Statistical Method
 - Setting Up Suspense Error Handling
 - Analyzing Financial Information
- 7. Processing General Ledger Data Importing Spreadsheet Journals
 - Preparing the Workbook for Journal Upload
 - Configuring the Spreadsheet
 - Creating the Workbook
 - Importing Spreadsheet Journals
- 8. Performing Year End Close
 - Defining PeopleSoft Year End Close
 - Defining ChartField Value Sets
 - Defining Closing Rules
 - Processing PeopleSoft Year End Close
 - Running the Closing Trial Balance Report
 - Describing the Archiving Process
- 9. Implementing Interunit and Intraunit Accounting
 - Selecting an Appropriate Interunit Approach
 - Defining Interunit and Intraunit Transactions
 - Performing Required Interunit and Intraunit Setup
 - Reconciling Interunit Activity
 - Unposting Interunit Journals
- 10. Reporting Results with PS/nVision
 - Defining the PS/nVision Elements
 - Creating PS/nVision Layouts
 - Running PS/nVision Reports

- 11. Implementing Documenting Sequencing for General Ledger
 - Defining Document Sequencing
 - Preparing for Document Sequencing
 - Processing Document Sequencing

PAYABLES

- 1. Defining Core Tables
 - Setting Installation Options
 - Utilizing TableSets
 - Establishing User Preferences
 - Creating Locations
 - Identifying Currency Options
 - Defining ChartFields
 - Creating Accounting Entry Templates
 - Setting Up Sales and Use Tax Options
- 2. Setting Up Payables Business Units
 - Identifying General Ledger Business Units
 - Viewing Commitment Control Options
 - Creating a Payables Definition
 - Modifying Payables Options
- 3. Defining Banks
 - Identifying Common Banking Terms
 - Identifying the Basic Steps of Bank Setup
 - Defining Banks
 - Setting up Bank Branches
 - Defining External Accounts
- 4. Setting up Payment Data
 - Entering Payment Terms
 - Setting up Additional Payment Data
- 5. Adding Vendors
 - Explaining Vendors
 - Establishing Vendor Information
 - Adding Vendors

- Explaining Vendor Conversations
- Deactivating Vendors
- 6. Entering Miscellaneous Data
 - Enabling Entry Events
 - Defining Landed Costs
- 7. Processing Vouchers
 - Identifying Voucher Basics
 - Identifying Voucher Types
 - Manually Uploading Vouchers
 - Creating Quick Invoice Entries
 - Closing, Unposting and Deleting Vouchers
 - Updating Open Items
 - Correcting Voucher Errors
 - Approving Vouchers
- 8. Utilizing Control Groups
 - Creating Control Groups
 - Deleting a Control Group
 - Running the Control Group Register
- 9. Creating Voucher Contracts
 - Describing Voucher Contracts
 - Establishing Contract Set Controls
 - Defining Voucher Contracts
 - Closing Voucher Contracts
 - Processing Batch Vouchers
- 10. Creating a Pay Cycle
 - Identifying Payment Creation Steps
 - Running the Pay Cycle
 - Viewing Payment References
 - Creating a Manual Positive Payment
 - Managing Trouble Shooting
 - Posting Payments
- 11. Matching
 - Explaining Matching

- Entering Match Rules and Tolerances
- Creating Debit Memos
- Viewing Matching Reports
- 12. Creating and Managing Payments
 - Using Express Checks
 - Creating Manual Payments
 - Canceling Payments
 - Processing Escheated Payments
 - Processing Rescheduled Payments
 - Creating Drafts
- 13. Running Batch Processes
 - Running Journal Generator
 - Viewing Open Liabilities
- 14. Running Inquiries and Reports
 - Viewing PeopleSoft Payables Inquiries
 - Viewing Payables Metrics
 - Running Payables Reports

RECEIVABLES

- 1. Describe PeopleSoft Enterprise Receivables 8.9
 - Implementing Receivables
 - Integrating with Other PeopleSoft Enterprise Products
- 2. Establishing PeopleSoft Receivables Business Units
 - Establishing a PeopleSoft Receivables Business Unit
 - Defining SetIDs
 - Using Record Groups
- 3. Defining Receivables Tables
 - Establishing Installation Options and User Preferences
 - Setting up Core Credit and Collection Options
 - Setting up Action Owners and Audit History
 - Setting Up Payment Terms
 - Setting Up Detail Calendars
 - Setting Up Receivables Options

- 4. Setting Up Customers
 - Entering and Maintaining Customer Information
 - Modifying Customer Credit Profiles
 - Establishing Customer Contacts
- 5. Defining Item Processing Tables
 - Setting Up Origin IDs
 - Setting Up Distribution Codes
 - Identifying System Functions
 - Identifying Entry Types and Entry Reasons
 - Establishing Item Entry Types
- 6. Entering Items
 - Entering Items Online
 - Receiving External Pending Items
 - Performing the Receivable Update Process
- 7. Managing Item and Customer Inquiries and Maintenance
 - Reviewing Item Information
 - Updating Item Details
 - Using Conversations
 - Researching Customer Accounts
- 8. Defining Payment Processing
 - Setting Up Deposit Types
 - Defining Bank Account Information
 - Establishing Automatic Entry System Functions
- 9. Entering Payments
 - Entering Regular Deposits
 - Entering Express Deposits
 - Processing Cash Drawer Receipts
 - Receiving Electronic Payments
 - Correcting Errors in Deposits
 - Journaling Payments Directly
- 10. Managing Payment Worksheets
 - Building Payment Worksheets

- Applying Payments Across Business Units
- Analyzing Overpayments
- Applying Underpayments
- Inquiring on Payments Set to Post
- Applying Payments to Items Using Multiple Currencies
- Running the Journal Generator Process
- Performing Payment Inquiries
- 11. Using Payment Predictor
 - Constructing Payment Predictor Methods
 - Using the Payment Predictor Process
 - Analyzing Payment Predictor Reports
- 12. Managing Item Maintenance
 - Using Maintenance Worksheets
 - Unposting a Payment
 - Using Transfer Worksheets
- 13. Using the Automatic Maintenance Process
 - Setting Up Automatic Maintenance
 - Performing Automatic Maintenance
- 14. Aging Receivables
 - Defining History Elements
 - Setting Up Aging Control Tables
 - Creating History Inquiries and Aging Requests
 - Generate Aging Reports
- 15. Setting Up Exception and Collection Processing
 - Describing Exception and Collection Processing
 - Setting Up Actions and Action Templates
 - Setting Up Collection and Assessment Rules
- 16. Using Credit, Collections, and Exceptions
 - Working with Actions
 - Obtaining D & B Information
- 17. Generating Statements
 - Reviewing Customer and Item Information
 - Explaining the Correspondence Process

- Creating Statements

EXPENSES

- 1. Defining General Options
 - Defining Installation Options for Expenses
 - Setting Up Expenses Options
 - Setting Up Expenses Business Units
 - Defining DCAA Requirements (USA)
 - Identifying Common Data and Global Features
- 2. Setting up Security and Approvals
 - Setting Up Expense Users and Permission Lists
 - Defining Approval and Audit Rules
 - Defining Approval Options
- 3. Setting Up Expenses Structure
 - Defining Business Rules for Expenses
 - Setting Up Expense Management Functions
 - Setting Up Locations and Rates
 - Creating Expense Templates
- 4. Setting Up Employee Data
 - Loading Employee Data
 - Maintaining Employee Profiles
- 5. Processing Travel Authorizations
 - Creating Travel Authorization Templates
 - Creating Travel Authorizations
- 6. Processing Expense Transactions
 - Modifying User Defaults
 - Processing Cash Advances
 - Preparing Cash Advances
 - Creating Time Reports
- 7. Approving Expense Transactions
 - Describing Summary Approval Options
 - Performing Approvals and Audits
 - Modifying Approved Transactions

- 8. Processing Payments
 - Describing the Expenses Payment Process
 - Staging Payments for Processing
 - Processing Payments in PeopleSoft Payables
 - Sending Payments to Payroll
 - Reviewing Payments
- 9. Integrating with PeopleSoft Project Costing
 - Processing Project-related Expense Transactions
 - Sending Transactions to Project Costing
- 10. Integrating with PeopleSoft General Ledger
 - Posting Liabilities and Payments
 - Examining Accounting Entries
 - Establishing Links with the General Ledger
 - Using the Journal Generator
 - Rolling Over Travel Authorization Encumbrances
- 11. Managing Expense Transaction Exceptions
 - Canceling Expense Payments in Payables
 - Unposting Expense Reports
 - Modifying and Closing Cash Advances and Expense Reports
 - Creating Accounting Adjustments for Expense Reports
 - Reconciling Cash Advances
- 12. Processing External Data
 - Describing External Expense Data
 - Reconciling Airline Tickets
 - Processing Imported Credit Card Data
 - Using Automated Teller Machine Data
 - Using Benchmark Data
- 13. Examining and Archiving Expense Information
 - Running Expenses Queries
 - Running Reports
 - Archiving Expense Transactions

ASSET MANAGEMENT

- 1. Business Process Overview
 - Defining the Asset Lifecycle Management (ALM) Solution
 - Describing the Asset Transaction Flow
 - Describing Asset Management System Integration
 - Describing the Implementation of Asset Management
 - Describing the Conversion Process for Asset Management
 - Navigating through Asset Management
- 2. Defining General Options
 - Setting Up Installation Options
 - Defining User Preferences
 - Defining Locations, Calendars and ChartField Values
- 3. Setting Up Asset Management
 - Creating Asset Books
 - Creating Business Units
 - Defining Open Periods
 - Setting Up Value Added Tax (VAT) Defaults
- 4. Adding Assets
 - Describing the Methods for Adding Assets Online
 - Describing the Tables Used for Asset Management
 - Adding Assets Using Express Add
 - Adding Assets Using Basic Add
 - Identifying Hazardous Assets
- 5. Managing Asset Insurance, Maintenance, Warranties and Repair
 - Tracking Asset Insurance
 - Defining and Tracking Asset Maintenance
 - Tracking Asset Maintenance Contracts
 - Creating and Applying Warranties
 - Reviewing Maintenance History
- 6. Maintaining Leased Assets
 - Describing Lease Types
 - Defining Lease Payment Schedules
 - Creating Leased Assets

- Defining Step Leases
- Generating Lease Reports

- 7. Adjusting, Recategorizing and Transferring Assets
 - Adjusting Asset Information
 - Reviewing Asset Cost History
 - Recategorizing Assets
 - Transferring Assets Within and Between Business Units
 - Summarizing Cost Rows

- 8. Retiring and Reinstating Assets
 - Retiring Assets Manually
 - Retiring Fully Depreciated Assets Automatically
 - Using the Disposal Worksheet to Retire Assets
 - Describing Retirement Integration with Other PeopleSoft Applications
 - Reinstating Assets

- 9. Maintaining Parent and Child Assets
 - Adding Parent and Child Assets
 - Adjusting Parent and Child Assets
 - Recategorizing Parent and Child Assets
 - Performing Transfers of Parent and Child Assets
 - Retiring of Parent and Child Assets
 - Reviewing the Net Book Value of Parent-Child Assets

- 10. Depreciating Assets
 - Describing How Asset Management Calculates Depreciation
 - Reviewing and Modifying Open Transactions
 - Performing the Depreciation Calculation Process
 - Recalculating Depreciation and Performing What-If Calculations

- 11. Depreciating Assets France
 - Configuring and Depreciating Assets Using the Derogatory Method
 - Creating Accounting Entries for Derogatory Depreciation
 - Configuring and Reporting Business Tax
 - Revaluing Assets
 - Running Statutory Reports

- 12. Depreciating Assets India
 - Describing Depreciation Processing for India
 - Processing Tax Depreciation for India

- 13. Depreciating Assets Japan
 - Using Special and Increased Depreciation Methods
 - Using Advanced and Composite Depreciation
 - Setting Up Currency Rounding Options
 - Generating Local Tax Reports
 - Calculating Consumption Tax When Selling Retired Assets

- 14. Maintaining Asset Book Information
 - Describing Asset Books and Required Information for Calculating Depreciation
 - Describing Remaining Value and Life-to-Date Depreciation Methods
 - Reviewing Changes Made to Asset Books

- 15. Reporting and Charting Asset Information
 - Describing Asset Management Reporting Options
 - Generating Asset Management Reports
 - Generating Asset Charts

- 16. Generating Asset Accounting Entries
 - Creating and Reviewing Accounting Entries
 - Closing Depreciation
 - Closing Asset Accounting Periods
 - Listing Common Month-End Processes

- 17. Allocating Depreciation Expense
 - Describing Depreciation Allocation
 - Defining Transaction Groups
 - Creating Allocation Entries

- 18. Integrating with PeopleSoft General Ledger
 - Defining the General Ledger to Accept Journal Entries
 - Defining the Link Between Asset Management and General Ledger
 - Running the Journal Generator Process

- 19. Integrating Asset Management with Other Products
 - Integrating with PeopleSoft Purchasing and Payables

- Using On-Demand Processing
- Consolidating and Unitizing Assets
- Integrating with PeopleSoft Project Costing
- 20. Planning for Capital Asset Acquisitions
 - Describing Asset Budgeting and Capital Acquisition Planning
 - Defining Capital Acquisition Plans (CAP)
 - Link Assets to a CAP
 - Review and Adjust CAP information
- 21. Performing Mass Changes to Assets
 - Defining and Running the Mass Change Process
 - Reviewing the Results of Mass Change
 - Running the Transaction Loader Process
- 22. Final Course Activity
 - Defining the Various Control Tables Required to Perform Transactions
 - Calculating Depreciation on Open Transaction
 - Creating Accounting Entries and Running Depreciation Close
 - Running the Journal Generator Process
 - Reviewing Results