

ORACLE TUTOR PUBLISHER

IN THIS AGE OF INFORMATION OVERLOAD, TUTOR PUBLISHER "CUTS TO THE CHASE."

DESK MANUALS BOOST:

- Quality and productivity
- Makes your corporate knowledge base accessible, in print, via LAN/Intranet (HTML), or embedded in your business applications' online help system
- Simplifies regulatory certification and compliance

STUDENT GUIDES:

- Slash training costs by 50%
- Automatically identifies training required for each job title or topic
- Generates job-specific training materials

MANAGEMENT AND AUDIT

IMPACT ANALYSIS REPORTS:

- Flag document discrepancies
- Draft real-world job descriptions
- Identify document relationships
- Track when an application is used in each activity

Most business documents function as repositories for all of the information your entire workforce needs to be effective. But how can one person access just the information he or she needs--easily--without having to wade through hundreds, or even thousands, of documents? With Tutor Publisher.

Tutor Publisher lets you "cut to the chase" by analyzing procedures, lesson plans, policies and other documents created with Tutor Author (our Microsoft Word-based program for painless document creation). Then it automatically creates desk manuals on an individual basis, giving all your employees just the documents they need. As a result, because time is money, companies using Tutor Publisher end up saving huge amounts of both.

Publisher helps make the most of your company's knowledge-base by providing the right people with the right information at the right time. Nothing more. And nothing less.

What is Tutor Publisher?

Publisher is a PC-based software tool that allows you to make optimum use of the policies and procedures that you create with Tutor Author. That is, Publisher allows companies to distribute documents on a need-to-know basis and generate on-line and printed training manuals.

With Tutor Publisher, you can

- Find gaps or inconsistencies in your documents with Publisher's summary and audit reports
- Create on-line or printed policy & procedure manuals in minutes
- Give any employee an individually-tailored desk manual (online or printed) containing every policy and procedure needed for his or her job
- Incorporate and distribute document changes instantly to each affected person in your organization
- Banish the "What version are you using?" problem once and for all—Tutor Publisher uses only the current, approved version of each source document and makes only that version available
- Simplify your document distribution system—Tutor Publisher creates the

distribution lists for you, ending guesswork and making this tedious but crucial administrative chore a breeze

- Pursue ISO-9000 and other quality assurance certifications with confidence—using Tutor Publisher ensures that everyone has the documents they need and that every one of those documents is current, correct, and consistent with the rest

What does Tutor Publisher do?

This describes how *Tutor Publisher* unlocks all the know-how in your organization's business documents and helps you realize the full return on your investments in documentation.

No matter which of these document types your organization uses or what you call them, one thing is certain: just capturing your corporate know-how in process documents and training materials is only the first step toward getting the full benefits from your business documentation. Realizing the full return on your investment requires that you make it easy for everyone in your organization to find that know-how and put it to use.

That's what Tutor Publisher does. It lets you give everyone in your entire organization immediate access to just the right information, in your choice of familiar, consistent formats (printed or Intranet/LAN-viewable).

Beyond that, Tutor Publisher also gives you the tools you need to easily find every document affected by a change in your operation. Thus Tutor Publisher helps you turn what most organizations have—an unwieldy, unorganized set of inconsistent or even contradictory documents—into an integrated, enterprise-wide knowledge base.

Tutor Publisher builds this knowledge base using documents you create using Tutor Author (the Microsoft Word-based program for painless document creation), providing you with substantial advantages over any other document management system. Tutor Publisher lets you:

- Give any (or every) employee his or her own individually-tailored desk manual containing every single process document needed for his or her job
- Identify minimum employee training requirements—Tutor Publisher scans your documents and identifies all the training guides needed to train employees on those skills
- Slash your training costs—up to 50% in some cases—by letting you create custom student guides that contain all the appropriate training documents for any job title or training topic
- Quickly and easily find gaps or inconsistencies in your documents—Tutor Publisher automatically generates eight useful management summary and audit reports that bring problems into focus instantly
- Pursue ISO-9000 and other quality assurance certifications with confidence—Tutor Publisher puts you in complete control of your document management system and gives certification auditors positive assurance that everyone has the

documents they need and that every one of those documents is current, correct, and consistent with the rest

- Banish the "What version are you using?" problem once and for all—Tutor Publisher uses only the current, approved version of each source document and makes only that version available to everyone
- Save the time your employees used to waste searching for answers in dusty, outdated policy and procedure manuals—Tutor Publisher makes it easy to find exactly what you're looking for, no matter which document it's in
- End maddening dead-ends when searching for answers on-line—with Tutor Publisher, employees only need to know their own job titles to find all the documents that affect them
- Increase confidence in and simplify your document distribution system—Tutor Publisher creates the distribution lists for you, ending guesswork and making this tedious but crucial administrative chore a breeze

How Publisher Works

Publisher works by taking advantage of the clear, logical structure embedded in every document you create with Tutor Author. The structure defines key elements about each document: who uses it, which policies it follows, which documents or application screens it refers to, and so on.

Tutor Publisher "knows how to read" Tutor Author documents and gathers those key elements. In essence, Tutor Publisher:

- reads every document in a collection that you specify,
- checks each one for compliance with your own standards,
- cross-checks for any inconsistencies among them, and
- compiles all of the key elements and results into a single, integrated master index.

This master index is the core of Tutor Publisher. Every report and manual that Tutor Publisher creates is generated by reference to this master index.

The rest of this document describes the Tutor Publisher functions in greater detail.

The Tutor Publisher Process

Tutor Publisher is easy to use and works using an intuitive, six-step process. That process starts with documents created using Tutor Author, Tutor's software for painless document creation. To use Tutor Publisher, the user:

1. Reviews the draft documents to ensure they are approved and ready for publication
2. Publishes the documents, transferring them from draft directories to their corresponding final directories
3. Rebuilds the Tutor Publisher master index, incorporating the just-published documents
4. Reviews any warning messages generated during the previous step and

corrects source documents

5. Generates desk manuals—on paper or online (HTML)—using the "Create Desk Manual" function
6. Prepares employee training materials for distribution using the "Create Curriculum by Job Title" and "Create Student Guide" functions (if a training course is being developed)

Once the document master index is rebuilt, the user can view, print, or transmit the copies of each one of the eight management summary and audit reports.

Preparing to Publish Documents

Preparing a document for publication with Tutor Publisher means completing it in Tutor Author. This involves the usual activities for completing any business document (checking content, spelling, distribution, etc.) and a few that are Tutor Author-specific, such as automatic flowchart generation. To prepare a document for publication, the Document Controller:

1. Verifies the document content
2. Completes the document's Distribution section
3. Updates the Document Properties fields and verifies the document title
4. Enters an effective date
5. Spell-checks the document
6. Uses the automatic task renumbering and flowchart features (for procedures)
7. Saves the document in the appropriate draft directory and then closes it.

Publishing Documents

The Tutor Publisher menus are clear and intuitive, making publishing easy and uncomplicated. To publish documents, the user (Document Controller) simply selects File > Publish and clicks on the appropriate document type. This calls up the dialog box for selecting the specific documents to be published.

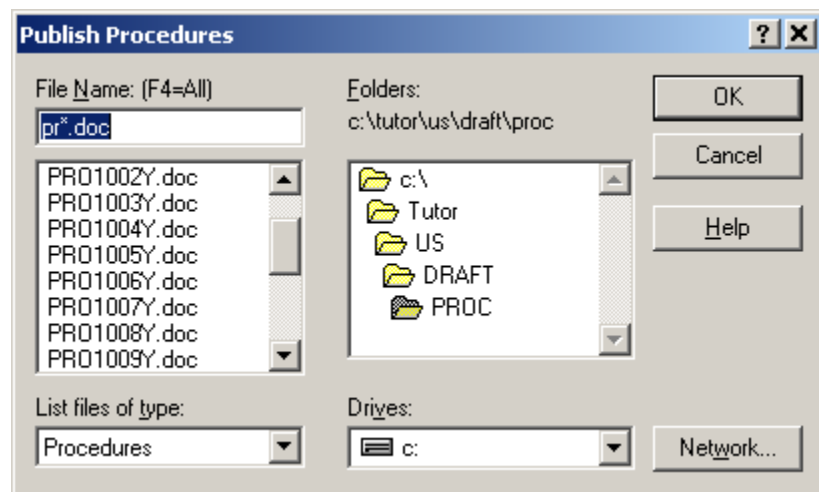


Figure 2: Publish Procedures dialog box

The appropriate draft document directory will automatically be opened if the default directories were used during installation. (Otherwise, simply open the correct folder where the documents to be published are kept.) The Document Controller then highlights the documents to be published.

Actual publication begins when the Document Controller clicks OK. At that point, Tutor Publisher copies the documents into the appropriate final directory, where they are accessible to everyone but protected from changes. This also makes the final documents available for the next step, rebuilding the master index used for the document management and reporting functions.

Rebuilding the Tutor Publisher Master Index

The Tutor Publisher master index should be rebuilt every time a document is created, revised, or deleted. Changes to documents are neither registered nor available for use until the master index is rebuilt.

Like publishing, rebuilding the master index is straightforward. The Document Controller simply selects Index>Rebuild Master Index from the menu and the directories to be included (normally All as opposed to partial), and then clicks OK.

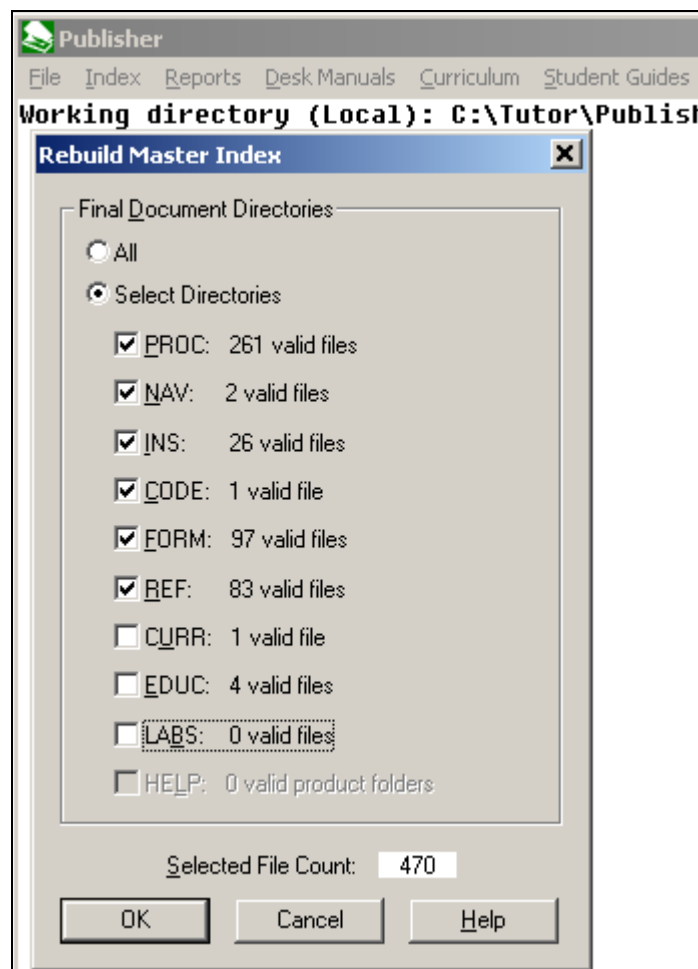


Figure 2: Publisher's Rebuild Master Index Dialog Box

During the build, Tutor Publisher flags any gaps or inconsistencies discovered while

cross-checking the documents. Typical errors are variations in employee titles and incorrectly formatted references.

These errors are listed as warnings in the "Publish Messages" dialog box, which is displayed after the build is complete. The warning messages help the Document Controller find the problems and fix them. Once the corrections are made, the Document Controller repeats the master index rebuilding steps.

Tutor Publisher provides the Document Controller with the option of publishing documents from and to other directories. To see the File Locations list, the Document Controller selects Tools > File Locations. This list shows the complete path to the directories where the drafts of each document type are found and where the published versions are placed. To change any of these directories, the Document Controller simply modifies the corresponding paths.

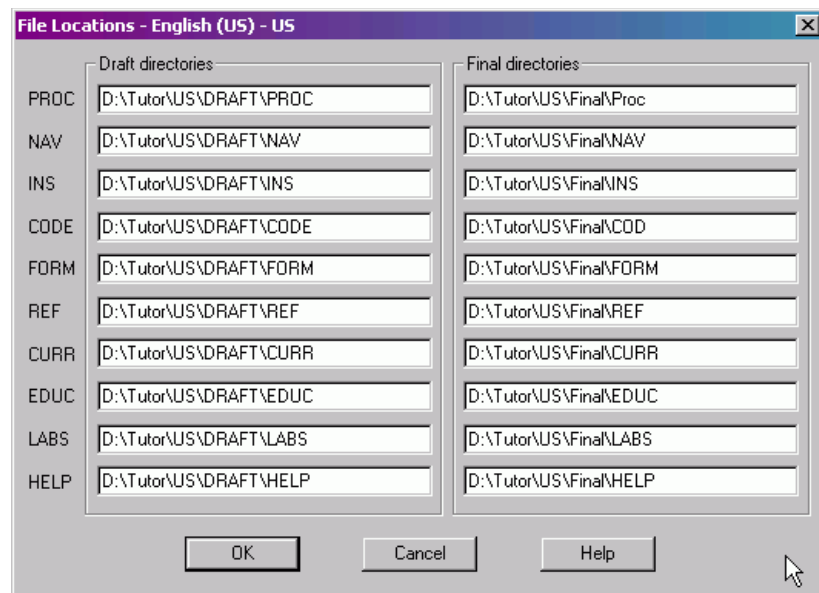


Figure 3: Publisher's File Locations Dialog Box

Creating Desk Manuals

Tutor Publisher makes it easy to give any—or every—employee his or her own custom-fit desk manual. These manuals contain every process document that the employee needs, based on the employee's job title and the distribution section that appears in each document. (If the employee's job title appears in the document distribution section, the document will be included in the desk manual for that job title.)

To create a desk manual, the Document Controller simply selects Desk Manuals>Print Manual and/or Save Table of Contents from the menu, which calls up the Build Desk Manual dialog box. Tutor Publisher lets the Document Controller specify the desk manual by picking the job title from a list (which includes every job title that appears in any process document).

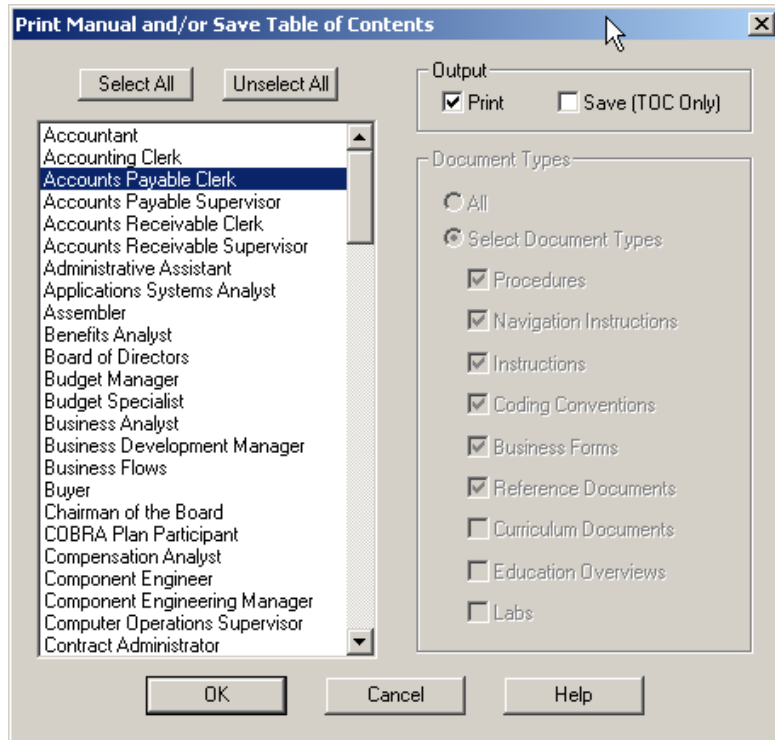


Figure 4: List of potential Desk Manuals by Job Title

After the Document Controller selects one or more desk manuals, Tutor Publisher scans the document directories and creates the table of contents for that manual, which is displayed in a Confirm Desk Manual dialog box. This allows the Document Controller to view and print the table of contents for the manual only, without having to print the entire manual.

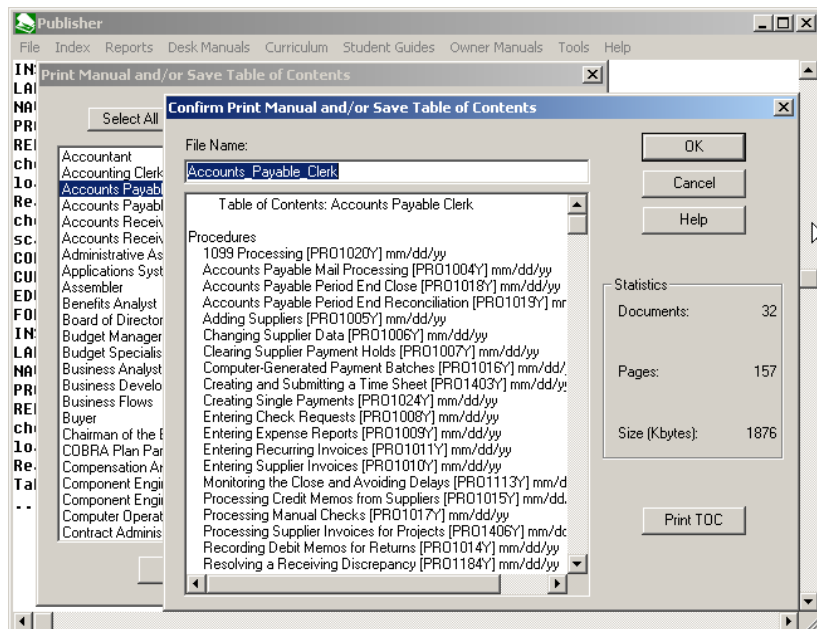


Figure 5: Confirm create Desk Manual dialog box

After confirming that the manual contents are correct, the Document Controller

clicks OK on the Confirm Desk Manual dialog box. Tutor Publisher then creates the manual and stores it in the proper directory (...\\Tutor\\Manuals\\Desk\\ is the default directory).

Printed desk manuals include a cover page (which identifies the organization and the job title for which the manual was created), a table of contents, and the appropriate process documents for that job title, in the following order:

- Procedures
- Navigation Instructions
- Instructions
- Business Form Abstracts
- Coding Conventions
- Reference Documents

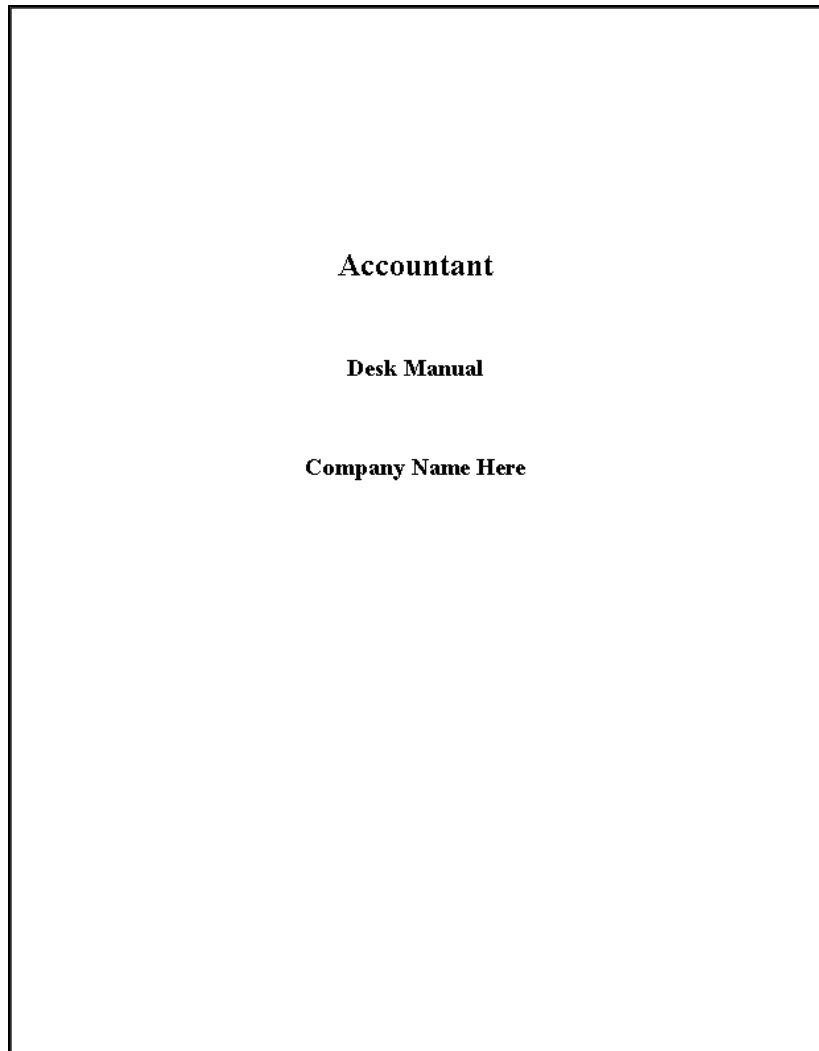


Figure 6: A sample printed desk manual cover page

Table of Contents: Accountant	
Procedures	
Fixed Asset Disposal [PRO1107Y]	mm/dd/yy
Fixed Asset Inventory [PRO1108Y]	mm/dd/yy
Fixed Asset Loss, Destruction, or Theft [PRO1104Y]	mm/dd/yy
Fixed Asset Purchase [PRO1101Y]	mm/dd/yy
Fixed Asset Recording [PRO1102Y]	mm/dd/yy
Fixed Asset Request [PRO1099Y]	mm/dd/yy
Fixed Asset Transfer [PRO1103Y]	mm/dd/yy
Fixed Assets Period End [PRO1105Y]	mm/dd/yy
Fixed Assets Period End Reconciliation [PRO1106Y]	mm/dd/yy
General Ledger Period End Close - Adjustments [PRO1115Y]	mm/dd/yy
Monitoring the Close and Avoiding Delays [PRO1113Y]	mm/dd/yy
Perform Payroll Accounting [PRO1262Y]	mm/dd/yy
Processing Manual Journal Entries [PRO1118Y]	mm/dd/yy
Processing Subledger Data to the General Ledger [PRO1114Y]	mm/dd/yy
Business Forms	
Accumulated Depreciation Reconciliation [FOR0670Y]	mm/dd/yy
Capital Appropriation Request [FOR0378Y]	mm/dd/yy
Fixed Asset Disposal [FOR0379Y]	mm/dd/yy
Fixed Asset Transfer [FOR0380Y]	mm/dd/yy
Fixed Assets Reconciliation [FOR0674Y]	mm/dd/yy
Journal Entry [FOR0669Y]	mm/dd/yy
Reference Documents	
Close Schedule [REF0703Y]	mm/dd/yy

Figure 7: A sample desk manual table of contents page

Note that process documents are not modified when they are compiled into desk manuals. That is, each document's individual name and pagination are maintained. This enables the documents to "stand alone" when removed from the desk manual.

The online (HTML) desk manuals are truly "virtual manuals" in that they point to rather than contain process documents. When the Document Controller selects Desk Manuals>Create and Save Online (HTML) Manual from the menu, Tutor Publisher generates an HTML version of the same table of contents as the printed desk manual for that job title. This hypertext table of contents, viewed with a standard Intranet/LAN browser (such as Internet Explorer or Firefox), lets the user instantly access any document shown just by clicking on its title.

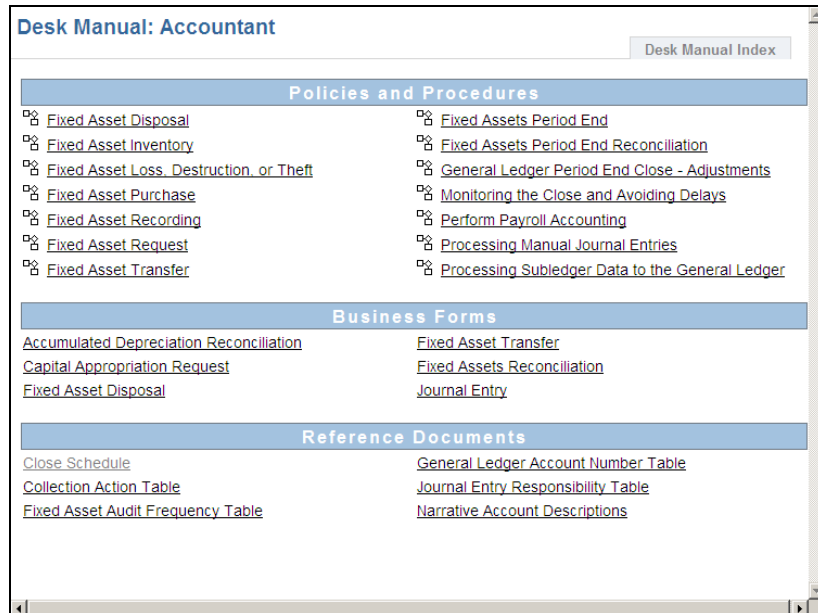


Figure 8: HTML Desk Manual Web Page

Creating Student Guides

Just as desk manuals make it easy to provide employees with the process documents they need, student guides make it easy to put training documents at employees' fingertips.

Student guides can be built by job title (such as Buyer) or activity (such as Requisitioning). Student guides organized by job title are invaluable for functional training, helping employees identify and master the skills they need rapidly. And activity-based student guides let trainers develop training material that cuts across functional boundaries to help teams become more proficient.

Trainers use Tutor Publisher to develop comprehensive training materials rapidly and efficiently. Student guides can include all the training documents—navigation instructions, labs, procedures—needed for a particular topic, as well as explanatory material developed by the trainer.

First the trainer prepares a course outline document—called an education overview—using Tutor Author. The flexible format lets the trainer include the same sort of text that appears in the notes for any kind of training course. But, in addition to this text, the education overview includes references to the training documents that the trainer wishes to cover in the training.

Like the other Tutor Publisher functions, creating a student guide is easy. The Document Controller simply selects Student Guides>Create and Save Student Guide from the menu and specifies the education overview (EDUC) to use. Tutor Publisher reads the EDUC, finds the referenced documents, and inserts each one into the education overview at the point of the reference. The resulting student guide includes the education overview and the referenced documents. By default, student guides are saved in the ...\\Tutor\\Manuals\\Student Guides\\ directory.

And Tutor Publisher has a powerful feature that permits trainers in different

departments—or even countries—to develop student guides, which can be combined into larger student guides for broader topics. To prepare student guides for these topics, a trainer creates a higher-level education overview, called a curriculum. Tutor Publisher reads and uses a curriculum just like a single educational overview; the only difference is that the curriculum document allows the trainer to mix and match several education overviews to produce exactly the student guide needed.

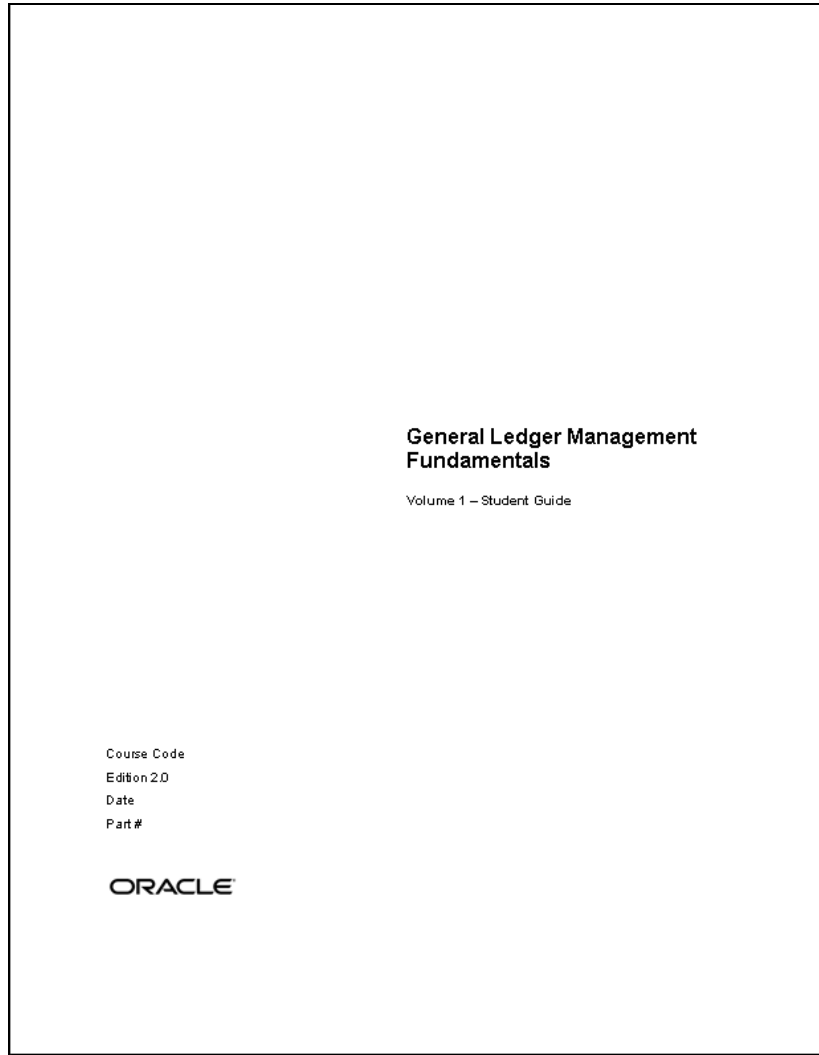


Figure 9: Student Guide Cover Page

Basic Journal Entries	3-1
Basic Journal Entries.....	3-3
Objectives.....	3-4
Journal Entries and the Accounting Cycle.....	3-7
Integrating Journal Entries in Oracle eBusiness.....	3-8
Performing Journal Entry Functions.....	3-10
Journal Entry Types.....	3-11
Journal Creation Methods.....	3-12
Journal Components.....	3-14
Grouping Journals into Batches.....	3-16
Manual Journal Entries.....	3-18
Performing Additional Journal Actions.....	3-20
Practice - Journal Entry	3-21
Solution - Journal Entry	3-23
Posting Journals.....	3-26
Posting to a Prior Period.....	3-28
Overview of AutoPost.....	3-30
Defining AutoPost Criteria Sets.....	3-31
Running AutoPost.....	3-33
Guided Demonstration - Post Using AutoPost.....	3-34
Performing Online Inquiries for Accounts and Journal Entries.....	3-35
Performing Account Inquiry.....	3-36
Reviewing Balances with Account Inquiry.....	3-38
Reviewing Variances Between Account Balance Types.....	3-39
Drilling Down to Subledger Details.....	3-40
T Accounts and Drilldown.....	3-42
Display Options Available While Viewing.....	3-44
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Activity Summary.....	3-47
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Practice - View Accounting Information Using T-Accounts and Activity Summary.....	3-51
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Practice - Use Drilldown.....	3-55
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Reversing Journal Entries.....	3-59
Creating Reversing Journals.....	3-61
Practice - Reverse Journal Entries	3-63
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Journal Reversal Prerequisites.....	3-70
Journal Reversal Criteria.....	3-71
Guided Demonstration - Define Reversal Criteria.....	3-73
Practice - Define Reversal Criteria.....	3-75
Solution - Define Reversal Criteria.....	3-76

Figure 10: Student Guide Table of Contents

Jumpstart your process documentation effort

With Tutor Publisher, you can print documents or view them online using standard LAN/Internet browsers such as Microsoft Explorer and Netscape Navigator.

Tutor Publisher makes your entire organization much more effective. It slashes training costs dramatically by organizing all your training materials into student guides custom-fit for each job title or training topic. In fact, Publisher even recommends a training plan for each unique job title, based on what your employees really do. Plus, by automatically generating management summary and audit reports, Publisher gives you the tools you need to make sure your documents all work together...so your employees can too.

So why let employees waste countless work hours wading through information intended for others? Put the information they need right at their fingertips with Tutor Publisher.

**KNOW MORE, DO MORE,
SPEND LESS**

CUT YOUR PROCESS DOCUMENTATION COSTS BY UP TO 85% WITH ORACLE TUTOR

Whether you're rolling out Oracle Applications to experienced users or training new hires, Oracle Tutor provides a solution that brings together Oracle's process knowledge base with your company's own policies and procedures.

- Create and document custom business procedures for the tasks your users perform in a fraction of the time it would take to develop them from scratch.
- Develop courses tailored to your company's specific needs.
- Update procedures online and use the Web to distribute reference materials only to the users who need them.
- Guide your employees through all relevant business scenarios with Oracle Tutor's graphical decision-support procedure representation

RELATED PRODUCTS:

- User Productivity Kit (UPK)
- Internal Controls Manager
- Oracle Learning Management

RELATED SERVICES

The following on site, hands on workshops are available from Oracle University:

- Tutor Orientation
- Procedure Editing
- Author & Publisher training
- Courseware Editing & Creation
- Online Help Editing
- Audit and Maintenance

System Requirements for the Publishing PC

Hardware

- A minimum 266 Pentium personal or multimedia computer
- 128 megabytes (MB) of RAM minimum
- 1 GB hard drive space
- CD-ROM drive
- VGA or higher-resolution video adapter (Super VGA, 256-color or higher recommended)
- Mouse or compatible pointing device

Software

- Windows 2000/XP/Vista
- Microsoft Office 2000/XP/2003/2007
- Adobe Acrobat 6.0/7.0/8.0/9.0 (this is a full default installation of Adobe Acrobat, not simply an installation of Acrobat Reader)
- Any antivirus program capable of detecting Word macro viruses; for example, Symantec AntiVirus
- A java-compliant web browser that supports cascading style sheets, for example Netscape 4.0 or higher or Internet Explorer 5.0 or higher
- *Note that Oracle Tutor supports documents written in the following languages, as well as these language versions of Windows and Microsoft Office:
 - English
 - Western European
 - French Canadian (Author's user interface is available in this language)
 - Eastern European
 - Simplified Chinese (Author's user interface is available in this language)
 - Traditional Chinese (Author's user interface is available in this language)
 - Japanese (Author's user interface is available in this language)
 - Korean (Author's user interface is available in this language)

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