

# JD EDWARDS ENTERPRISEONE 8.12 USER PRODUCTIVITY KITS

## Oracle User Productivity Kit

Oracle's User Productivity Kit (UPK) is a collaborative content development platform that drives end-user and project team productivity throughout all phases of the software ownership lifecycle. UPK pre-built application specific content provides significant additional benefit beyond the UPK Developer for enterprises deploying JD Edward's applications.

### **UPK Application Content: "As Delivered" System Process References**

The value of UPK pre-built application content starts from the premise that implementation project teams can save substantial time and labor by leveraging UPK application content as baseline reference system process flows first and then iterating to capture specific business process requirements. The savings can be substantial – project team resources typically dedicated to the preparation of system test data, storyboarding, and process standardization can be greatly reduced.

### **Mirrors Oracle Application Development Methodology**

Key to the value of UPK application specific content is the fact that it is authored in tight collaboration with the actual developers who wrote the code, thus creating content which accurately reflects industry best practices with detailed conceptual information.

### **Delivering Value Throughout the Software Lifecycle**

The value of UPK application content has relevance in many phases common to software implementation projects. For example, early on in the project lifecycle, UPK play back capabilities allow implementation leads to educate themselves on the delivered system process flows (vanilla functionality) of the new application without having to actually configure a "sand-box"

UPK application specific content created by Oracle is released in English and updated with each major release of the application, documenting best practices for that release to help organizations achieve faster ROI and manage knowledge more efficiently and effectively.

environment, mitigating costs associated with labor and hardware and reducing the new functionality 'learning curve.'

### **Eliminate Dedicated Instances To Analyze Delivered Functionality**

Once the delivered functionality and process flows of the new application are understood, the project team can use the UPK content as an aid to do the fit-gap analysis. For this phase of the project lifecycle, the functional expert visually moves through a UPK simulation – leveraging the application specific content - while noting in the test document the configuration and/or customizations necessary to achieve the desired business outcome.

### **Customizing Pre-Built Content**

Over the course of an implementation or upgrade, the UPK pre-built content can evolve until it mirrors the final deployed application. The existing pre-built content can easily be modified using the UPK Developer to capture the configuration changes or steps in the new process. UPK's re-record feature also enables a guided recapture of screens and steps in the application so your UPK content reflects the final state of your application.

Use the UPK Developer to easily customize the content to match your organization's needs. The UPK Content products contain the following sections:

#### **Fundamental Skills**

Basic Skills and Navigation

Help and Other Assists

Working with Grids

Working with Records

Working with Media Objects

Working with Reports

#### **Accounts Payable**

Entering Supplier Information

Entering Vouchers

Other Voucher Entry Methods

Processing Recurring Vouchers

Processing Logged Vouchers

Managing Un-posted Vouchers

Using the Voucher Batch Review Program

Posting Vouchers  
Managing Posted Vouchers  
Understanding Automatic Payment Process  
Automatic Payment Process - Preparing Vouchers for Payment  
Automatic Payment Process - Creating and Revising Payment Groups  
Automatic Payment Process - Writing Payments  
Automatic Payment Process - Updating Payments  
Reviewing and Approving Automatic Payments  
Posting Automatic Payments  
Processing Manual Payments  
Voiding Automatic Payments and Vouchers  
Locating, Revising, and Printing Un-posted Manual Payments  
Reviewing, Approving and Posting Manual Payments  
Deleting and Voiding Manual Payments  
Supplier Ledger and Payment Information  
Accounts Payable Standard Reports  
Accounts Payable Period-End Processing  
Accounts Payable Multi-currency

### **Accounts Receivable**

Entering Customer Information  
Entering Invoices  
Other Invoice Entry Methods  
Processing Recurring Invoices  
Managing Un-posted Invoices  
Posting Invoices  
Managing Posted Invoices  
Customer Ledger Inquiry  
Entering Other Types of Receipts  
Entering Standard Receipts  
Entering Speed Receipts  
Automatic Receipts Processing  
Managing Un-posted Receipts  
Posting Cash Receipts  
Managing Posted Receipts

Processing Credit Reimbursements  
Processing Accounts Receivable Drafts  
Managing Credit and Collection Information  
Managing Deductions  
Processing A/R Period End  
Processing Multi-Currency

### **Advanced Pricing**

Understanding Advanced Pricing  
Setting Up Base Pricing  
Setting Up Advanced Pricing  
Using Advanced Preferences for Pricing  
Creating Price Adjustments  
Managing Pricing  
Repricing Orders

### **Fixed Assets**

Understanding Fixed Assets  
Setting Up the System Foundation  
Setting Up Other System Components  
Setting Up User-Defined Depreciation  
Entering Asset Master Records  
Managing Asset Master Records  
Tracking and Relocating Assets  
Processing Journal Entries  
Reviewing Asset and Maintenance Costs  
Updating Units of Production Schedules  
Calculating Asset Depreciation  
Splitting Assets  
Transferring Assets  
Disposing of Assets  
Revaluing Assets  
Verifying Data Integrity  
Running Year-End Processes  
Running Global Updates for Asset Information  
Running Global Updates for Accounts and Ledgers

Purging Assets and Asset Information

### **General Ledger**

Entering Journal Entries

Entering Other Types of Journal Entries

Managing Un-posted Journal Entries

Posting Journal Entries

Managing Posted Journal Entries

Allocations

Account Reconciliation

Reports and Inquiries for General Accounting

Integrity Reports for General Accounting

Financial Reports

Budgeting

Account Consolidations

Closing Processes for General Accounting

Business Unit Supplemental Data

Processing General Accounting Multi-Currency

### **Inventory Management**

Creating a Branch/Plant

Entering Item Master and Branch/Plant Information

Working with Inventory Transactions

Processing a Cycle Count

Processing a Tag Count

Locating Item Location and Quantity Information

Working with Transaction Records

System Updates

### **Product Data Management**

Working With Bills of Material

Working With Work Centers

Working With Routings

Working With Lead Times

Engineering Change Management

### **Procurement and Subcontract Management**

Introduction to Procurement  
Product Information  
Supplier Management  
Entering Stock Purchase Orders  
Entering Non-Stock Purchase Orders  
Requisition Processing  
Quote Processing  
Approval Processing  
Blanket Order Processing  
Receipt Processing for Stock Purchase Orders  
Managing Procurement Information  
Purchasing Related Vouchers - Three-Way Match  
Purchasing Related Vouchers - Two-Way Match  
Procurement for Subcontract Management

### **Sales Order Management**

Setting Up the Sales Order System Foundation  
Describing Product Information  
Defining Customer Information for Sales  
Setting Up Pricing Information  
Entering and Managing Sales Orders  
Creating Order Acknowledgments and Picking Documents  
Confirming Order Shipments and Generating Shipping Documents  
Printing Invoices  
Performing End-of-Day Sales Update  
Processing Direct Ship Orders  
Processing Transfer Orders  
Processing Intercompany Orders  
Processing Credit Orders  
Processing Returned Material Authorizations  
Processing Quote Orders  
Processing Blanket Orders  
Processing Recurring Sales Orders  
Processing Backorders  
Applying and Releasing Order Holds

Creating and Using Templates to Enter Sales Orders  
Setting Up and Processing Kit Items  
Using Customer Segment Based Selling  
Defining Item Cross-References  
Applying Print Messages  
Setting Up Flexible Sales Commissions  
Approving and Logging Changes to Sales Orders  
Updating Prices for Sales Orders  
Processing Prepayments  
Describing Advanced Preferences  
Describing Reposting and Purging Information  
Reviewing Sales Order Reports and Inquiries

## **CONTACT US**

For more information on UPK and application specific content for Oracle application product families go to <http://www.oracle.com/goto/upk/user-productivity-kit.html>.

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