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”
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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