

# JD EDWARDS UPK PRE-BUILT CONTENT FOR: ENTERPRISEONE 9.1



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 Edwards' applications.

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.

## **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:

### Accounts Payable

Setting Up the Accounts Payable System

Entering Supplier Information

Entering Vouchers

Using Other Voucher Entry Methods

Processing Recurring Vouchers

Processing Logged Vouchers

Working With Unposted Vouchers

Processing Vouchers

Working With Posted Vouchers

Automatic Payment Process - Preparing Vouchers for Payment

Automatic Payment Process - Working with Payment Groups

Automatic Payment Process - Working with Payments

Processing Manual Payments

Working With Unposted Manual Payments

Working With Manual Payments

Working with Supplier Ledger and Payment Information

Processing Accounts Payable Drafts

Working With Accounts Payable Netting

Updating and Reviewing Tax Information

Using Accounts Payable Reports

Running the Accounts Payable Period-End Process

Processing Multicurrency

Setting Up Automatic Payment Processing

### Accounts Receivable

Setting Up the Accounts Receivable System

Entering Customer Information

Entering Invoices

Processing Recurring Invoices

Working with Unposted Invoices

Processing Invoices

Working with Posted Invoices

Processing Batch Invoices

Using the Customer Ledger Inquiry Program

Using the Speed Status Change Program

Entering Standard Receipts

Entering Standalone Receipts

Entering Speed Receipts

Working with Receipts

Processing Receipts

Processing Automatic Receipts

Processing Accounts Receivable Drafts

Processing Automatic Debits

Managing Deductions

Processing Statements

Managing Credit and Collection Information

Processing Delinquency Notices and Fees

Updating Accounts Receivable Statistics for Customer Analysis

Working with AR Netting

Processing Credit Reimbursements

Using AR Reports

Working with Multi-Currency for Accounts Receivable

**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

### **Advanced Real Estate Forecasting**

- Uploading Unit Master Information
- Setting Up the Advanced Real Estate Forecasting System
- Setting Up Unit Assumptions
- Setting Up Constants
- Setting Up Unit Master Information
- Setting Up Account Status Information
- Setting Up Sales Overage Forecasting
- Setting Up Expense Participation Forecasting
- Generating Budget Forecast Amounts

### **Benefits**

- Setting Up DBAs
- Setting Up Pay Type Tables, Date Codes, and Eligibility Testing
- Setting Up Benefit Plans and Plan Options
- Setting Up Benefit Groups and Categories
- Setting Up Enrollment Parameters
- Setting Up Flexible Benefits Administration
- Enrolling Employees in Benefits Plans
- Working with Dependents and Beneficiaries
- Reviewing Employee Enrollment
- Administering COBRA
- Managing Nondiscrimination Testing

### **Blend Management**

- Understanding Blend Management
- Setting Up Blend Management
- Defining Lot Attributes
- Defining Configured Grid Columns
- Setting Up Vessels
- Setting Up Configured Operations
- Using Different Methods to Enter Operations
- Entering Receiving Operations
- Entering Move Operations
- Entering In-Place and Administrative Operations
- Entering Removal Operations

Managing Blend Operations

Managing Spirit Operations

Managing Container Operations

### **Capital Asset Management**

Understanding the Capital Asset Management System

Setting Up the Capital Asset Management System

Setting Up Equipment Master Records

Defining Supplemental and Specification Data for Equipment

Tracking Location Transfers of Equipment, Site Information, and Customer Information

Working With Other Equipment Information Options

Setting Up Information for Work Orders

Entering Corrective Work Orders

Describing Workflow for Approvals

Working With Work Order Mass Update for Equipment Work Orders

Adding Parts Lists and Labor Details to Work Orders

Understanding Maintenance Costing

Tracking Costs Against Work Orders

Reviewing Maintenance Costs

Working with Equipment Meter Readings

Understanding Equipment Preventive Maintenance

Setting Up the System for Equipment Preventive Maintenance

Scheduling Preventive Maintenance Tasks

Setting Up Linked Service Types, Maintenance Routes, and Model PMs

Working With Maintenance Forecasts

Working With Condition-Based Maintenance

Setting Up Calendars, Resources, and Availability

Managing Crew Schedules

Assigning Resources to Crew Schedules

Understanding Resource Assignments

Completing Orders on the Schedule

Assigning Resources to Work Orders

Using Failure Analysis With Work Orders

Working With Equipment Cost Analysis

Understanding CAM Global Updates and Data Purges

### **Configurator**

Understanding Configuration

Understanding the Prerequisites and Setup Steps for Implementing Configurator

Setting Up Configurator Constants

Creating Configured Item Segments

Entering Cross-Segment Editing Rules

Entering Assembly Inclusion Rules

Managing Configured Tables

Managing Media Objects

Understanding Configured Item Orders

Managing Configured Item Revisions

Explaining Configured Item Features

Examining Configured Items and Manufacturing

Understanding Configured Items and Distribution

Demonstrating Kit Processing

### **Fixed Assets**

Understanding Fixed Assets

Setting Up the System Foundation

Setting Up 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

### **Fundamentals**

Describing Basic Skills and Navigation

Describing Help and Other Assists

Working with Grids

Working with Records

Working with Media Objects

Working with Reports

Working with Messages and Queues

Understanding Processing Options

### **General Ledger**

Understanding General Ledger Functionality

Setting Up the System

Setting Up the Organizational Structure

Working with Supplemental Data for Business Units

Setting Up the Chart of Accounts

Entering Journal Entries

Entering Other Types of Journal Entries

Working with Unposted Journal Entries

Posting Journal Entries

Working with Posted Journal Entries

Working with Batch Journal Entries

Understanding Intercompany Settlements

Working with General Ledger Multi-Currency

Working With Allocations

Working with Account Reconciliation

Working with Budgets

Working with Account Consolidations

Reviewing Balances and Transactions

Generating Financial Reports

Verifying Data Integrity

Completing Closing Processes for General Ledger

### **Grower Management**

Configuring the JD Edwards EnterpriseOne Grower Management System

Entering Farms, Blocks, and Harvests

Using the Harvest Workbench

Maintaining Blocks and Harvests

Managing Harvest Estimates

Managing Farming Activities

Managing Receipts

Setting Up Costing

### **Grower Pricing and Payments**

Understanding Grower Pricing and Payments

Setting Up the Grower Pricing and Payments System

Creating Grower Contracts

Managing Grower Contracts

Managing Contract Pricing

Processing Advance Payments

Managing Pay on Proceeds

Processing Interim Payments

Performing Final Settlements

### **Homebuilder Management**

Setting Up the Homebuilder Management System

Setting Up Homebuilder Management Information

Entering Bid Contracts and Takeoffs

Processing House Sales

Running the Lot Start Process

Creating Lot Commitments

Creating Vouchers

### **Human Capital Management Fundamentals**

Understanding Human Capital Management Fundamentals

Setting Up System Options

Setting Up Tax Information

Understanding Workflow for HCM

Understanding User Defined Codes for HCM



Setting Up Pay Types  
Setting Up Deductions, Benefits, and Accruals  
Setting Up Additional Information for DBAs  
Setting Up Tax Deferred and Taxable PDBAs  
Setting Up Advanced DBAs  
Setting Up Deductions for Wage Attachments  
Running DBA Reports  
Setting Up Employee Information  
Adding Employee Records One at a Time  
Entering Employees Using Quick Hire  
Assigning Tax Areas With the GeoCoder  
Entering Additional Employee Information  
Entering Employee Instructions  
Revising Employee Information  
Creating Parent/Child Relationships  
Working With Point-In-Time Employee Reports  
Setting Up Web Mail Merge  
Using Web Mail Merge  
Working With Employee History and Turnover Data  
Defining Jobs

### **Inventory Management**

Understanding Inventory Management  
Setting Up the Inventory Management System  
Setting Up Location Information  
Entering Branch/Plant Information  
Entering Item Information  
Working With Kits  
Working With Inventory Transactions  
Locating Items and Quantities  
Working With Transaction Records  
Processing Cycle Counts  
Processing Tag Counts  
Describing System Purges and Updates

### **Manufacturing – Product Data Management**

Understanding JD Edwards EnterpriseOne Product Data Management

Setting Up Product Data Management

Managing Bills of Material

Setting Up Work Centers

Managing Routings

Calculating Lead Times

Setting Up Repetitive Manufacturing

Setting Up Process Manufacturing

Using Engineering Change Management

### **Manufacturing Management Discrete Shop Floor Management**

Understanding JD Edwards EnterpriseOne Shop Floor Management for Discrete Manufacturing

Setting Up JD Edwards EnterpriseOne Shop Floor Management for Discrete Manufacturing

Setting Up Constants for Discrete Manufacturing

Setting Up Product Data for Discrete Manufacturing

Creating Discrete Work Orders

Working with Discrete Work Orders

Working with Commitments for Discrete Work Orders

Working with Availability and Shortages for Discrete Work Orders

Working with Issues and Material Movement for Discrete Work Orders

Working with Hours and Quantities for Discrete Work Orders

Working with Completions for Discrete Work Orders

Managing Discrete Work Order Information

### **Manufacturing Management Engineer to Order (ETO)**

Understanding JD Edwards EnterpriseOne ETO

Setting Up JD Edwards EnterpriseOne ETO

Setting Up Cost and Account Classifications

Setting Up Job Cost Integration

Integrating ETO with Microsoft Project

Initiating Projects

Creating Projects

Working with Projects and Project Tasks

Scheduling Project Tasks

Working with Project Costs

Generating Quotes and Proposals

Using Project Planning with ETO

Loading Project Budgets to the Job Cost Budget

Performing Project Requirements Planning

Creating Orders for a Project

Setting Up Project Commitments

Using Project Execution and Control

Generating Project Reports and Alerts

Closing Projects

### **Manufacturing Management Process Manufacturing**

Understanding JD Edwards EnterpriseOne Shop Floor Management for Process Manufacturing

Setting Up JD Edwards EnterpriseOne Shop Floor Management for Process Manufacturing

Setting Up Constants for Process Manufacturing

Setting Up Product Data for Process Manufacturing

Creating Process Work Orders

Managing Process Work Orders

Processing Commitments for Process Work Orders

Working with Availability and Shortages for Process Work Orders

Managing Issues and Material Movement for Process Work Orders

Recording Hours and Quantities for Process Work Orders

Completing Process Work Orders

Managing Process Work Order Information

### **Procurement and Subcontract Management**

Describing JD Edwards EnterpriseOne Procurement

Setting Up the JD Edwards EnterpriseOne Procurement System

Setting Up Product Information

Setting Up Supplier Information

Entering Stock Purchase Orders

Entering Nonstock Purchase Orders

Processing Requisitions

Processing Quote Orders  
Processing Approvals  
Processing Blanket Orders  
Processing Receipts for Stock Purchase Orders  
Managing Procurement Information  
Routing Receipts  
Using Two-Way Voucher Match  
Using Three-Way Voucher Match  
Using the Voucher Match Automation Process  
Using the Evaluated Receipt Process  
Managing Suppliers  
Purchasing for Subcontract Management  
Purging Data  
Running Reports

**Project Costing**

Understanding the Job Cost System  
Setting Up the Job Cost System  
Working With Job Master Records  
Setting Up Cost Code Structures  
Entering Budgets for Jobs  
Creating Transactions that Affect the Job Cost System  
Working with Job Status Inquiry  
Setting Up Additional Ledgers for Job Status Inquiry  
Managing Job Progress  
Using Performance-Based Labor Forecasting  
Estimating Profit Recognition  
Forecasting Job Revenue and Cost  
Performing the Draw Process  
Generating Job Cost Reports  
Understanding the Change Management System  
Setting Up the Change Management System  
Creating Change Requests  
Committing Contracts and Subcontracts

**Real Estate Management**

Setting Up the Real Estate Management System

Setting Up Facility Information

Setting Up Lease Information

Working with Manual and Recurring Billings

Completing the Billing Process

Processing Receipts

Processing Security Deposits

Processing Tenant Work Orders

Processing Sales Overage

Forecasting Sales

Working with Gross Lease Occupancy Information

Expense Participation: Setting Up Expense Participation

Expense Participation: Setting Up Class Exposure Adjustments

Expense Participation: Setting Up Tenant Area Adjustments

Expense Participation: Setting Up Building Area Adjustments

Expense Participation: Processing Expense Participation

Processing Escalation Billings

Processing Revenue Fees

Processing Fees and Interest

Processing FASB 13 Information

Projecting Rent

**Requirements Planning**

Understanding JD Edwards EnterpriseOne Requirements Planning

Setting Up JD Edwards EnterpriseOne Requirements Planning

Managing Supply and Demand Information

Managing Forecasts

Defining Master Production Schedules

Generating Master Production Schedules

Evaluating Master Production Schedule Output

Using Forecast Consumption

Using Capacity Planning

Defining Material Requirements Planning

Generating Material Requirements Planning

Creating Multifacility Plans

Creating Supplier Release Schedules

### **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

Processing Orders with Taxed Unit Price

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

### **Time and Labor**

Understanding Time and Labor

Setting Up Time Entry Processing Options

Setting Up Automatic Accounting Instructions for Time and Labor

Setting Up Piece Rate Processing

Entering Timecards for Employees

Setting Up Time Entry Batch Processing

Overriding Timecard Information

Processing Journal Entries

Setting Up Timecard Automation

Setting Up Functions and Formulas for Timecard Automation

Managing Timecards Created by Timecard Automation

Setting Up Global Leave Administration

Administering Global Leave Administration

Creating Employee Assignments

Managing Timecards Using the Advanced Labor Management Workbench

### **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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