Oracle General Ledger

Duration: 2 Days   Course Code: FGL

Overview:

This course covers all the key areas of end user functionality provided in Oracle General Ledger. Routine tasks such as journal processing, inquiries and running reports are all covered within the syllabus, with extensive opportunities for delegates to practice as the course progresses. This course will provide delegates with basic navigation skills and an appreciation of terminology used in Oracle Financials; to process manual journals from start to end; to carry out inquiries; to define and run FSG reports and to use ADI to publish, interrogate and modify them.

Target Audience:

This Oracle General Ledger course is suitable for delegates who have no previous knowledge of Oracle Financials. It incorporates navigation skills training and thus fulfils a pre-requisite for most of the other Oracle Financials courses. Its intended audience comprises finance staff, those who provide support to them such as Systems Administrators and those whose role includes some financial or budgetary responsibility which requires them to use Oracle Financials.

Objectives:

- Navigation
- Performing General Ledger inquiries
- Performing funds available inquiries
- Inquiring on actuals, encumbrances and budgets
- Creating manual and statistical journals
- Finding and amending journals
- Generating a reversing journal
- Approving manual journal entries
- Posting a journal batch

- Creating recurring and formula journal templates
- Using balancing accounts
- Transferring balances between accounts
- Running concurrent requests
- Running standard General Ledger reports
- Viewing requests
- Creating basic FSG and ad hoc reports
- Producing reports in the ADI request centre
- Linking ADI Reports to FSG Reports

Prerequisites:

- Delegates should have knowledge of the general accounting function within their own organisation.

Follow-on-Courses:
- FAR, Oracle Accounts Receivable
- FAP, Oracle Accounts Payable

Content:

Session 1: INTRODUCTION

- Oracle General Ledger - Keywords and Concepts
- Transactions
- Balances
- Overview of the General Ledger
- Chart of Accounts
- Accounts and Periods
- Set of Books

Session 2: ACCOUNTING CALENDARS

- Accounting Periods
- Accounting Calendars
- Posting Account Balances
- Oracle General Ledger Features

Session 3: ACCOUNT FLEXFIELD DESIGN

- Key Flexfield Overview
- Account Code Combinations

Session 4: NAVIGATION

- Login and Logout of Oracle
- The Navigator Functions Tab
- The Navigator Top Ten List
- The Navigator Documents Tab
- The Navigator Processes Tab
- Oracle Window Features and Terminology
- Oracle Form Features and Terminology
- Flexfields
- Icons
- Enter Data
- Find Data
- Attachments
- Folders
- Profile Options
- Oracle Help

Session 5: GENERAL LEDGER INQUIRIES

- General Ledger Inquiries
- Funds Available Inquiries
- Inquiring on Actuals
- Inquiring on Encumbrances
- Inquiring on Budgets

Session 6: JOURNALS

- Create a Manual Journal
- Create a Statistical Journal
- Create a Mixed Journal
- Create a Reverse Journal
- Generate a Reverse Journal
- Find and Amend a Journal
- Post a Journal Batch
- Create a Fixed Recurring Journal Template
- Generate a Recurring Journal Template
- Create a Formula Recurring Journal Template
- Create a Formula Recurring Journal Template Through AutoCopy

Session 7: MONTH AND YEAR END PROCESS OVERVIEW

- Month and Year End Process Overview
- Oracle Data Flow Across Ledgers
- Steps for General Ledger Month and Year End

Session 8: GENERAL LEDGER USER EXERCISES

- Run a Trial Balance Summary Report
- Inquire on Account - Actual Amounts
- Inquire on Account - Actual v Budget Amounts
- Inquire on Journals
- Enter a Journal
- Post Journals
- Enter Journal Batches
- Reverse an Existing Journal
- Post the Reversal
- Define Recurring Journals
- Generate a Recurring Journal
- Create a Folder Definition
- Run Standard Reports

Session 9: AN OVERVIEW OF REPORTING TOOLS

- Oracle General Ledger Reports
- Oracle General Ledger Standard Reports
- Financial Statement Generator
- Oracle Financial Analyzer
- Application Desktop Integrator
- Oracle Discoverer
- RXi Reports Administration Tool
- Oracle Reports
- SQL Reports
- Comparison of Reporting Tools

Session 10: STANDARD GENERAL LEDGER REPORTS

- Concurrent Manager
- Concurrent Processing Definitions
- Useful Standard Reports
- Submit Request Flow
- Run a Standard General Ledger Report
- Scheduling Options
- Completion Options
- View Requests

Session 11: INTRODUCTION TO FSG REPORTING

- FSG Components
- Plan a FSG Report
- Sets
- Predefined Row and Column Sets
- Define Row and Column Sets
- Generate an Ad Hoc FSG Report
- Define Row Sets
- Define Column Sets
- Define a FSG Report

Session 13: DEFINING AND PUBLISHING REPORTS IN ADI

- Set Defaults for ADI
- Set FSG Options for ADI
- Reports in ADI

Session 14: PRODUCING REPORTS IN THE ADI REQUEST CENTRE

- Request Centre Functions
- The ADI Request Centre
- Submit Reports
- Submit a Standard (Fixed Format) Report
- Create and Apply Themes
- Report and Request Sets

Session 15: THE ADI REPORT WIZARD

- Access the Report Wizard Toolbar
- The Report Wizard Toolbar
- Create a Report Using the Report Wizard
- Define a Report in ADI with Existing Reports Components

Session 16: PARENT CHILD PARAMETERS

- Review or Amend Parent/Child Parameters
- Define a New Parent Account

Session 17: ROLL UP GROUPS

- Roll Up Groups and Budget Inquiries
- Define a Roll Up Group
- Assign Roll ID Groups to Account Segment Values
- Create a Summary Account Template

Session 18: FSG EXERCISES

- Define a Row Set
- Define a Column Set
- Define an FSG Report
- Run an FSG Report
- View Report Requests
- Define a Content Set
- Define Display Groups and Display Sets
- Define a Row Order
- Define and Publish an ADI Report
- Produce Reports in the ADI Request Centre
- The ADI Report Wizard

- Run an FSG Report
- Use a Content Set

Session 12: OVERVIEW OF APPLICATIONS DESKTOP INTEGRATOR

- Overview to ADI
- Advantages of Using ADI Reports
- Options for Creating a Report in ADI
- Starting ADI
- The ADI Toolbar

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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