English Delivery Only: Oracle R12 Purchasing (PO)

Duración: 2 Días **Código del Curso: FPOR12**

Temario:

*** Course delivered in English (UK) ***Oracle R12 Purchasing (PO) Course Overview

This Oracle R12 Purchasing (PO) course is designed to give delegates the skills to process requisitions,orders and receipts,understand the approvals process,make enquiries and run reports in both Purchasing and iProcurement and in addition provide an overview of the key elements of set-up and how they affect the system's operation.

Dirigido a:

Who will the Course Benefit?

This course is designed for users in Procurement,Facilities and Finance departments. Delegates may include line managers who have budgetary responsibility or departmental purchasing officers.

Objetivos:

- Course Objectives
- By the end of the Oracle R12 Purchasing (PO) course delegates will be able to use Oracle Purchasing and iProcurement to manage the procurement process. They will also know how to manage suppliers,locations and items; how to create quotations,requisitions,purchase orders and how to receive items. They will learn how to use inquiries to monitor the current status of purchase transactions that have been sent for approval.

Prerequisitos:

- Delegates should have a working knowledge of the Procurement Process within their own organisation. Knowledge of Oracle Navigation would be advantageous.

Siguientes cursos recomendados:

Further Learning

- Oracle R12 Accounts Payable
- Oracle R12 General Ledger

Contenido:

Oracle R12 Purchasing (PO) Training Course
Course Contents - DAY 1

Course Introduction

- Administration and Course Materials
- Course Structure and Agenda
- Delegate and Trainer Introductions

Session 1: OVERVIEW OF ORACLE PURCHASING

- Overview of Oracle Purchasing
- Matching Options
- Integration with Oracle Payables

Session 2: SUPPLIER MANAGEMENT

- Supplier Overview
- Supplier Relationships
- Contracts
- Solicitations
- Supplier Sites
- Supplier Account Balances
- Inquire on a Supplier
- Add a Supplier
- Amend an Existing Supplier
- Merge Supplier/Supplier Sites
- Add an Attachment to a Supplier Record
- Create an Approved Suppliers List

Session 3: ITEM ATTRIBUTES AND SET UP

- Create Master Items
- Assign a Master Item to an Organization
- Update Parameters Specific to an Organization
- Copy Item Attributes from a Template
- Create a Template
- Set Attribute Controls

Session 4: RFQ AND QUOTATIONS

- Add or Amend an Existing Supplier List
- Create a New Supplier List
- Create a New RFQ
- Select the Suppliers who will receive the RFQ
- Print the RFQ
- Create an RFQ from a Requisition
- Enter a Quotation

Session 5: APPROVED SUPPLIERS AND SOURCING RULES

- Create Source Documents
- Set Up Sourcing Rules
- Assign the Sourcing Rules to an Item
- Test the Sourcing Set Up
- Create an Approved Supplier List
- Test Autosourcing Set Up

Session 7: PURCHASE ORDER PROCESSING

- Create a Standard Goods Purchase Order
- Create a Standard Purchase Order Using Preferences
- Create a Blanket Purchase Agreement
- Create a Blanket Release
- AutoCreate a Standard Goods Purchase Order
- Add an Attachment to a Purchase Order
- Approve/Reject a Purchase Order
- Review a Purchase Order
- Amend a Purchase Order
- Copy a Purchase Order
- Close/Cancel a Purchase Order
- Freeze a Purchase Order
- Other Control Actions
- Print a Purchase Order
- Purchase Orders and Projects
- Workflow Document Creation

Session 8: PURCHASE ORDER RECEIPT PROCESSING

- Overview of the Receiving Process
- Exceptions
- Receipt Routing
- Receipt Processing Methods
- Payment on Receipt
- Correct a Receipt
- Return Goods to a Supplier
- Find and Review Receipts
- Receiving Tolerances

Session 9: INTEGRATION WITH OTHER MODULES

- Integration with Payables
- Integration with Inventory Oracle R12 Purchasing (PO) Training Course
  Course Contents - DAY 2

Session 10: ENTERPRISE STRUCTURE OVERVIEW

- Organizations
- Defining Locations
- Units of Measure
- Item Categories

Session 11: RAISING iPROCUREMENT REQUISITIONS

- Shopping by Store
- Shopping to Category
- Checkout Process

Session 12: RECEIPTING A PO IN iPROCUREMENT

- Express Receive

Session 15: PURCHASING ACCOUNTING

- Accruals
- Encumbrance Accounting
- Generate Uninvoiced Receipt Accruals
- Close a Purchasing Period

Session 16: PROFESSIONAL BUYER WORK CENTER

- Processing requisitions in the Work Center
- Processing orders in the Work Center
- Processing Blanket and Contract Agreements in the Work Center

Session 17: ENCUMBRANCE ACCOUNTING

- Enabling Encumbrance Accounting in General Ledger
- Set up steps in Purchasing
- Transaction processing examples

Session 18: PURCHASING EXERCISES

Session 19: iPROCUREMENT EXERCISES

Session 20: SOURCING EXERCISES

Session 6: PURCHASE REQUISITIONING PROCESSING

- Overview of Requisitioning
- The Requisition Form
- Overview of Approvals
- Create a Requisition
- Create a Requisition Using Preferences
- Create a Foreign Currency Goods Requisition
- Create a Foreign Currency Services Requisition
- Add an Attachment to a Requisition
- Review a Requisition
- Approve/Reject a Requisition
- View Action/Approval History
- Cancel a Requisition
- Requisition Templates
- Supplier Item Catalog
- Standard Receipting
- Returning Ordered Items
- Receipt Corrections
- View Receipts

Session 13: NON-CATALOG REQUESTS

- Requisition Information
- Smart Forms
- Information Templates
- Review Approver List
- Review and Submit

Session 14: PURCHASING SET UP OVERVIEW

- Purchasing Profile Options
- Purchase Order Matching and Tax Tolerances
- Purchasing Document Security,Routing and Approval
- Approval Assignments and Approval Groups
- Purchasing Options
- Receiving Options

Más información:

Para más información o para reservar tu plaza llámanos al (34) 91 425 06 60

info.cursos@globalknowledge.es

www.globalknowledge.com/es-es/

Global Knowledge Network Spain, C/ Retama 7, 6ª planta, 28045 Madrid