



Oracle R12 General Ledger

Duration: 2 Days **Course Code: FGLR12** **Delivery Method: Virtual Learning**

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.

Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

Target Audience:

This Oracle R12 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:

- To 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 Report Manager to publish and interrogate them.
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Prerequisites:

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

Follow-on-Courses:

- Oracle R12 General Ledger Setup & Management (FGLSMR12)
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Content:

Oracle R12 General Ledger Training Course

Course Contents - DAY 1

Course Introduction

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

Session 1: INTRODUCTION

- Oracle General Ledger - Keywords and Concepts
- Transactions
- Balances
- Overview of the General Ledger
- New Features in Release 12
- Chart of Accounts
- Accounts and Periods
- Ledgers and Ledger Sets

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 Review
- High-Level Invoice Information

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 and 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
- Journal Reconciliation

Session 7: WEB ADI

- Use the Journal Wizard to enter and upload a journal
- Use the Budget Wizard to enter and upload budgets
- Use the Currency Rates Manager to enter and upload exchange rate information

Session 8: JOURNAL RECONCILIATION

- Set up Journal Reconciliation
- Reconcile Journals
- Run Reconciliation Reports
- Reversal of Reconciliation process

Session 9: 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 10: 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 - (standard and via Journal Wizard)
- Post Journals
- Enter Journal Batches
- Reverse an Existing Journal
- Post the Reversal

Session 11: OVERVIEW OF REPORTING TOOLS

- Overview
- Oracle General Ledger Standard Reports
- Report Categories
- Financial Statement Generator
- Oracle Financial Analyzer
- Oracle Discoverer
- RXi Reports Administration Tool
- Oracle Reports
- SQL * Plus Reports
- Comparison of Reporting Tools

Session 12: 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 13: THE FINANCIAL STATEMENT GENERATOR

- Introduction to FSG Reporting
- FSG Components
- Plan an 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 an FSG Report
- Run an FSG Report
- Use a Content Set

Session 14: REPORTING WITH REPORT MANAGER

- Overview of Report Manager
- Report Manager structure and access
- Publish a report to Reports Repository
- View a report in Reports Repository
- Publish a report from eBusiness homepage
- Analyse a financial report with Report Manager

Session 15: 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 Recurring Journals
- Generate a Recurring Journal
- Create a Folder Definition
- Run Standard ReportsOracle R12
General Ledger Training Course

Course Contents - DAY 2

- Define a Row Order

Session 16: REPORT MANAGER EXERCISES

- Publish a report from a form function
- Analyse Report Output
- Export Analysis to MS Excel
- View a Report from Repository
Management

Further Information:

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

info@globalknowledge.co.uk

www.globalknowledge.com/en-gb/

Global Knowledge, Mulberry Business Park, Fishponds Road, Wokingham Berkshire RG41 2GY UK