

# University of the Punjab, Lahore, Pakistan

## Two Months Training Course on Oracle Financials R12

Hands-On-Practical in Computer Lab With Industrial Implementation  
8 Weeks Sunday Only Program (Timing 10am to 2pm)

### Contents Details

#### *System Administrator*

---

1. Define Users
2. Define Responsibilities
3. Assign Responsibility to Users
4. Define Menu
5. Assign Menu to Responsibilities
6. Define Request Group
7. Assign Request Group to Responsibility
8. Request Inquiry
9. Setting Profile options
10. Customize Menu
11. Customize Functions

#### *General Ledger (GL)*

---

- 1.1 Defining Chart of Accounts (in Excel)
- 1.2 Define Currency
- 1.3 Defining Calendar
  - a. Define Calendar type
  - b. Define Transaction Calendar
- 1.4 Defining General Ledger Accounting Flex fields
  - a. Defining Segments
  - b. Defining Value sets
  - c. Defining Values in Value sets
- 1.5 Defining Legal Entity
- 1.6 Defining Ledger (Set of Books)
  - a. Assign Accounting Flex field
  - b. Assign calendar
  - c. Assign Currency
  - d. Assign accounting convention (Cash Basis, Accrual Basis)
- 1.7 Completion of Ledger options
  - a. Define and update the journal processing options for your ledger
  - b. Balancing Segment Value Assignments
  - c. Sub-ledger Accounting Options
  - d. Document Sequencing
- 1.8 Set mandatory Profile Options for creating Link with Ledger and Responsibility
- 1.9 Define Journal Source
- 1.10 Define Journal Category
- 1.11 Open/ Close GL Periods
- 1.12 Document Sequencing
  - a. Define Sequence

# University of the Punjab, Lahore, Pakistan

## Two Months Training Course on Oracle Financials R12

Hands-On-Practical in Computer Lab With Industrial Implementation  
8 Weeks Sunday Only Program (Timing 10am to 2pm)

### Contents Details

- b. Assign Sequence
- 1.13 Processing Journals
  - a. Entering Journal
  - b. Posting Journals
  - c. Reversing Journals
  - d. Processing Foreign Currency Journals
  - e. Auto-copying Journals
  - f. Entering Recurring Journals
- 1.14 Account Inquiry
- 1.15 Define Shorthand Aliases
- 1.16 Define Security rules
- 1.17 Define Cross validations
- 1.18 Define Budget
- 1.19 Define Budget Organization
- 1.20 Enter Budget Journals
- 1.21 Variance Analysis of Budget
- 1.22 Trial Balance Report
- 1.23 Line Drill Down (for AP/AR Invoices)
- 1.24 Define Accounts Combination
- 1.25 Disable Accounts Combination
- 1.26 Preparing financial statements (FSG)
- 1.27 Run and View standard Reports

### ***Accounts Payable (AP)***

---

- 2.1 Defining Financial options
- 2.2 Defining Payable options
- 2.3 Defining Payable system setup
- 2.4 Define Payment terms
- 2.5 Managing suppliers;
  - a) Defining Supplier
  - b) Supplier inquiry
- 2.6 Invoice Batch
- 2.7 Define Withholding tax codes and groups
- 2.8 Define Payment Process profile
- 2.9 Define Banks and Branches
- 2.10 Define Bank Accounts
- 2.11 Define Payment Documents (Check Book)
- 2.12 Open/Close Payable Periods
- 2.13 Processing Invoices, Debit Memo, Credit Memo, Prepayments
- 2.14 Define Distribution sets

# University of the Punjab, Lahore, Pakistan

## Two Months Training Course on Oracle Financials R12

**Hands-On-Practical in Computer Lab With Industrial Implementation  
8 Weeks Sunday Only Program (Timing 10am to 2pm)**

### Contents Details

- 2.15 Processing Payments
- 2.16 Application of Standard invoices to Prepayments
- 2.17 Invoice Validation
- 2.18 Create Accounting
- 2.19 Create Employee
- 2.20 Define Control Payables Period
- 2.21 Define Expense Report Template
- 2.22 Expense report Export
- 2.23 Supplier balance Inquiry
- 2.24 Run and view standard reports
- 2.25 Transfer data to GL

# University of the Punjab, Lahore, Pakistan

## Two Months Training Course on Oracle Financials R12

Hands-On-Practical in Computer Lab With Industrial Implementation  
8 Weeks Sunday Only Program (Timing 10am to 2pm)

### Contents Details

#### ***Accounts Receivable (AR)***

---

- 3.1 Define System Options
- 3.2 Define Payment Terms
- 3.3 Define Discount Method
- 3.4 Define Customers
- 3.5 Inquiring customer
- 3.6 Define Transaction Types
- 3.7 Define Transaction Source
- 3.8 Define Memo Line
- 3.9 Define Auto Accounting
- 3.10 Define Banks
- 3.11 Define Receipt Methods
- 3.12 Define Receipt Sources
- 3.13 Processing Transaction (Sales Invoice)
- 3.14 Processing Debit/Credit Memos
- 3.15 Processing Customer Advances
- 3.16 Processing Customers standard Receipts
- 3.17 Processing Miscellaneous Receipts
- 3.18 Create Accounting
- 3.19 Transfer entries to GL
- 3.20 Period Close Process

#### ***Purchasing Management***

---

- 4.1 Create a Location
- 4.2 Create an Inventory Organization
- 4.3 Define Units of Measure
- 4.4 Create a new Employee
- 4.5 Set user as a buyer
- 4.6 Assign user as a buyer
- 4.7 Purchasing options
- 4.8 Define RFQ (Request for Quotation)
- 4.9 Enter a PO (Purchase Order)
- 4.10 Approval the PO
- 4.11 Print the PO

#### ***Fixed Assets Management***

---

- 5.1 Define assets Segmentation
- 5.2 Define assets values
- 5.3 Define Calendar
- 5.4 Making of assets Book

**University of the Punjab, Lahore, Pakistan**

**Two Months Training Course on Oracle Financials R12**

**Hands-On-Practical in Computer Lab With Industrial Implementation  
8 Weeks Sunday Only Program (Timing 10am to 2pm)**

**Contents Details**

- 5.5 Define Depreciation Methods
- 5.6 Define assets Categories
- 5.7 Booking of assets
- 5.8 Run Depreciation
- 5.9 Submit a request

**University of the Punjab, Lahore, Pakistan**

**Two Months Training Course on Oracle Financials R12**

**Hands-On-Practical in Computer Lab With Industrial Implementation  
8 Weeks Sunday Only Program (Timing 10am to 2pm)**

**Contents Details**

***Cash Management***

---

- 6.1 Define Banks and Branches
- 6.2 Define Bank Accounts
- 6.3 Define Payment Documents (Check Book)
- 6.4 Open/Close Payable Periods
- 6.5 Create Bank Statement and Reconciliation