

Oracle E-Business Suite R12.1 Purchasing Essentials



Online Course

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Course Modules

E-BUSINESS ESSENTIALS

1. Navigating in R12 Oracle Applications

- Log in to Oracle Applications
- Navigate from Personal Home Page to Applications
- Choose a responsibility
- Create Favorites and set Preferences
- Use Forms and Menus
- Enter data using Forms
- Search for data using Forms
- Access online Help
- Run and monitor Reports and Programs
- Log out of Oracle Applications

2. Introduction to Oracle Applications R12

- Explain the footprint of R12 E-Business Suite
- Describe the benefits of R12 E-Business Suite
- Describe R12 E-Business Suite architecture



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3.Shared Entities and Integration

- Explain shared entities within R12 E-Business Suite
- Integration points & business flows betwn prdcts in E-Business
- Key Business Flows and products involved in E-Business Suite

4.Fundamentals of Flexfields

- Describe Flexfields and their components
- Identify the steps to implement a Flexfield
- Define value sets and values
- Define Key Flexfields
- Define Descriptive Flexfields

5.Fundamentals of Multi-Org

- Define Multiple Organization (Multi-Org)
- Types of organizations supported in the Multi-Org model
- Explain the entities of Multi-Org
- Explain how Multi-Org secures data
- Identify key implementation considerations for Multi-Org
- Define Multi-Org Access Control
- Explain Multi-Org preferences
- Explain Enhanced Multiple-Organization Reporting
- Explain the concepts of subledger accounting



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6.Fundamentals of Workflow and Alerts

- Explain Workflow concepts
- Describe the benefits of Workflow

PURCHASING

7.Procure to Pay Lifecycle Overview

- Describe the Procure to Pay process flow
- Describe the key areas in the Procure to Pay process
- Procure to Pay process fits into the Oracle E-Business Suite

8.Oracle Purchasing Overview

- The Procurement process fits into the Procure to Pay lifecycle
- Describe the Procurement process flow
- Describe the key areas in the Procurement process
- Identify Purchasing integration points
- Identify Purchasing open interfaces and APIs

9.Enterprise Structure: Locations, Organizations, and Items

- Describe the Oracle Apps Enterprise Structure at a high level
- Process for defining Inventory Organizations and Locations
- Explain Multi-Org Considerations in defining Inventory Orgs



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10. Suppliers

- Define suppliers
- Define supplier sites
- Manage suppliers
- Identify standard reports for suppliers
- Define setup options for suppliers
- Identify and define additional implementation considerations
- Explain Global vs Local suppliers

11. Document Security, Routing and Approval

- Define your document security and access levels
- Define your document approval and routing process
- Identify key reports related to document security and routing
- Setup options for document security, routing and approval
- Identify implementation considerations for document security
- Multi-Org Considerations in defining document approval

12. RFQs and Quotations

- Create RFQs
- Create quotations
- Identify key reports related to RFQs and quotations
- Describe setup options for RFQs and quotations
- Describe implementation considerations for RFQs & quotations



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13. Approved Supplier Lists and Sourcing Rules

- Define supplier statuses
- Set up and use an approved supplier list
- Set up and use sourcing rules
- Describe how sourcing information defaults to requisitions
- Understand Intercompany sourcing rules and processes

14. Requisitions

- Create purchase requisitions
- Create Internal Requisitions
- Describe requisition document interfaces
- Identify standard reports for requisitions
- Define setup options for requisitions
- Identify additional implementation considerations for requisitions

15. Purchase Orders

- Create standard, blanket, contract, & planned purchase doc
- Create purchasing document releases
- Describe purchasing document interfaces
- Maintain purchase orders
- Identify standard reports for purchase orders
- Define setup options for purchase orders
- Identify additional implementation considerations for purchase



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16. Automating Document Creation

- Use the Auto Create window to automate the creation of purchase
- "Create Releases" program to automatically generate blanket purchase
- "PO Create Doc" workflow to automate the creation of purchase

17. Professional Buyer's WorkCenter

- Use the Buyer's Work Center to manage requisitions
- Use the Buyer's Work Center to create & manage standard purchase
- Describe how the Buyer's Work Center is the buyer's desktop

18. Receiving

- Describe the process of receiving goods
- Describe receipt routing
- Describe receipt processing methods
- Create standard, express, and cascade receipts
- Substitute receipts, unordered receipts, returns & corrections
- Describe pay on receipt
- Describe Receiving Open Interface
- Identify key receiving reports
- Describe receiving setup options
- Identify implementation considerations for receiving



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19. Purchasing Accounting

- Describe the period closing process in Purchasing
- Describe key accounts, accounting events & accounting entries
- Create requisitions and purchase orders in foreign currency
- Identify key reports for purchasing accounting
- Describe setup options for purchasing accounting
- Describe implementation considerations for purchasing account

20. Purchasing Administration

- Identify Purchasing administration and maintenance tasks
- Identify key concurrent processes
- Implementation considerations for purchasing administration

21. Appendix A - Setup Steps

- Identify key setup Reports
- Describe setup sequence
- Describe key reports for setup
- Describe setup options and implementation considerations

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