

ORACLE UPK PRE-BUILT CONTENT FOR: E-BUSINESS SUITE R12.2



Oracle's User Productivity Kit (UPK) is a collaborative content development platform that drives end-user and project team productivity throughout all phases of the software ownership lifecycle. UPK pre-built application specific content provides significant additional benefit beyond the UPK Developer for enterprises deploying Oracle E-Business Suite applications.

UPK Application Content: "As Delivered" System Process References

The value of UPK pre-built application content starts from the premise that implementation project teams can save substantial time and labor by leveraging UPK application content as baseline reference system process flows first and then iterating to capture specific business process requirements. The savings can be substantial – project team resources typically dedicated to the preparation of system test data, storyboarding, and process standardization can be greatly reduced.

Mirrors Oracle Application Development Methodology

Key to the value of UPK application specific content is the fact that it is authored in tight collaboration with the actual developers who wrote the code, thus creating content which accurately reflects industry best practices with detailed conceptual information.

Delivering Value Throughout the Software Lifecycle

The value of UPK application content has relevance in many phases common to software implementation projects. For example, early on in the project lifecycle, UPK play back capabilities allow implementation leads to educate themselves on the delivered system process flows (vanilla functionality) of the new application without having to actually configure a "sand-box" environment, mitigating costs associated with labor and hardware and reducing the new functionality "learning curve."

Eliminate Dedicated Instances To Analyze Delivered Functionality

Once the delivered functionality and process flows of the new application are understood, the project team can use the UPK content as an aid to do the fit-gap analysis. For this phase of the project lifecycle, the functional expert visually moves through a UPK simulation – leveraging the application specific content – while noting in the test document the configuration and/or customizations necessary to achieve the desired business outcome.

UPK application specific content created by Oracle is released in English and documents best practices to help organizations achieve faster ROI and manage knowledge more efficiently and effectively.

Customizing Pre-Built Content

Over the course of an implementation or upgrade, the UPK pre-built content can evolve until it mirrors the final deployed application. The existing pre-built content can easily be modified using the UPK Developer to capture the configuration changes or steps in the new process. UPK's re-record feature also enables a guided recapture of screens and steps in the application so your UPK content reflects the final state of your application.

Use the UPK Developer to easily customize the content to match your organization's needs. The UPK Content products contain the following sections:

Assets

Adding Asset Specifying Details (Detail Additions)

Using Asset Maintenance

Retiring Assets

Maintaining Depreciation

Maintaining Group Depreciation

Performing Online Inquiries

Performing Accounting Tasks

Using Tax Accounting

Setting Asset Controls

Running Asset Additions Reports

Bills of Material

Setting Up Oracle Bills of Material

Creating and Using Bills of Material

Creating and Using Routings

Deleting Information

Defining Configure to Order Items

Defining Manufacturing Lead Times

Generating Reports and Running Processes

Compensation Workbench

Setting Up Total Compensation Elements

Setting Up Payroll Elements

Defining an Element's Input Values

Using Salary Administration

Setting Up Compensation Workbench Plans

Configuring Compensation Workbench
Using Compensation Workbench Tasks
Running Reports and Processes in Compensation Workbench
Entering Compensation Surveys
Setting Up Grades and Pay
Using Individual Compensation Distribution (ICD)
Setting Up ICD for Employees and iRecruitment Applicants
Using Total Compensation Statements

Complex Maintenance, Repair, and Overhaul

Working with Product Classifications
Managing Maintenance Documents
Managing Supplier Warranty
Managing Maintenance Requirements
Managing Maintenance Routes
Working with Master Configurations
Working with Unit Configurations
Working with Unit Maintenance Plans
Using Fleet Management
Using Auto Visit Scheduling
Managing Maintenance Visits
Using Supply and Demand Maintenance
Using Outside Processing
Managing Production Execution
Working with Oracle Projects
Generating Reports

Contract Lifecycle Management for Oracle iProcurement

Using the Shop Tab
Using Line Structures
Approving a Requisition
Using and Managing Requisitions
Creating and Using Military Interdepartmental Purchase Requisitions (MIPRs)
Using the Receiving Tab

Contract Lifecycle Management for Oracle iSupplier Portal

- Managing Supplier Profiles
- Navigating and Searching
- Viewing Award Information
- Acknowledging Awards and Modifications
- Viewing Shipping Information
- Viewing Shipping Information

Contract Lifecycle Management for Oracle Procurement Contracts

- Using an Acquisition Plan Summary
- Using the Terms Library
- Working with Contract Expert
- Working with Miscellaneous Contract Types
- Maintaining the Closeout Checklist Templates
- Creating and Managing an SBCR

Contract Lifecycle Management for Oracle Purchasing

- Using the Requisitions Tab
- Using Workload Assignments
- Using Umbrella Programs
- Using the Awards Tab
- Using Post Award Requests (PARs)
- Creating and Using Award Modifications
- Using the IDVs Tab
- Using Receiving
- Using the Suppliers Tab
- Using the Contract Administration Tab
- Managing Contractual Deliverables

Contract Lifecycle Management for Oracle Sourcing

- Using the Requisitions Tab
- Creating Solicitation Components
- Creating Solicitations
- Using Collaboration Scoring

Entering Contract Terms
Creating Solicitation Amendments
Receiving and Evaluating Offers
Integrating with FedBizOpps
Using the Administration Tab

Discrete Manufacturing Quality

Using Collection Elements
Setting Up Specifications
Using Collection Plans
Managing Quality Data Collection
Using the Quality Workbench
Managing Supplier Quality
Managing Discrete Manufacturing Quality
Managing Process Manufacturing Quality
Creating Charts, Views, and Reports

E-Business Suite Fundamentals

Getting Started with Oracle E-Business Suite
Using HTML-based Applications
Using Forms-based Applications
Using Help

Engineering

Setting Up
Engineering Change Orders
Integrating Engineering Prototype Data with Manufacturing Data

Enterprise Asset Management

Setting Up Enterprise Asset Management
Performing Asset Setup Tasks
Using the Activity Workbench
Setting Up Non-Stock Direct Items
Setting Up Preventive Maintenance
Setting Up Work Order Billing

Receiving and Evaluating Offers
Using EAM Work Management
Performing Preventive Maintenance Transactions
Using EAM Planning and Scheduling
Using EAM Cost Management
Enabling Direct Item Procurement for EAM Work Orders
Using EAM with Outside Processing Services
Using EAM Project Manufacturing
Using Self-Service Transactions
Using the Maintenance User Workbench
Performing Maintenance Super User Transactions
Using Stores
Using Linear Asset Management
Using Safety Management
Generating EAM Reports

Financials Centralized Solution Set

Maintaining Bank Accounts
Creating Accounting and Transfer Journal Entries to GL Programs
Using the Accounting Methods Builder
Creating Subledger Journal Entries
Running the Open Account Balances Listing
Processing Inquiries
Managing Tax Profiles and Registrations
Managing Configuration Owners and Service Providers
Setting Up Fiscal Classifications
Managing Transactions

General Ledger

Performing Journal Entry Transactions
Performing Online Inquiries
Defining Budgets
Managing Budget Organizations
Managing Budget Formulas
Entering Budget Amounts

Transferring Budget Amounts
Freezing Budgets
Using Encumbrance Accounting
Processing Average Balances
Using Financial Reporting
Performing General Ledger Maintenance
Using the Global Consolidation System
Managing Multi-Currencies
Managing Journal or Subledger Level Reporting Currencies
Using the Account Hierarchy Manager
Setting Up Oracle General Ledger
Generating Custom General Ledger Reports

Human Resources

Using Organization Structures
Entering Organization Information
Maintaining Job and Positions
Using Person Types and Employment Groups
Using Employment Agreements
Configuring HRMS
Setting Up Work Structures
Hiring Employees
Setting Up Employees
Managing Absences
Performing Global Deployment
Ending Employment
Managing People
Running Workforce Reports
Using People Folders and Assignments
Defining Human Resource Budgets
Setting Up Human Resources Users and Responsibilities

Installed Base

Managing Searches

Managing Item Instances in Oracle Installed Base

Working with Systems

Searching for Transactions

Using the Mass Update Facility

Performing Oracle Installed Base Related Tasks in Other Oracle Applications

Using the Open Interface Program

Purging Transaction History

Setting Up Counters

Managing Counter Instances in Oracle Installed Base

Administering Counters

Internet Expenses

Configuring Expenses

Managing Credit Card Transactions

Using Oracle Audit Management

Inventory

Setting Up Oracle Inventory Management

Defining Item Setup and Control

Defining and Maintaining Item Information

Defining Lot Control

Defining Serial Control

Defining Material Status Control

Defining Transaction Setup

Performing Transactions

Managing On-Hand Quantities and Item Availability

Using Move Orders

Defining Planning and Replenishment

Using Cost Accounting and Control

Performing an ABC Analysis

Performing Cycle Counting

Performing a Physical Inventory

iProcurement

Reviewing User Self-Management

Searching and Browsing
Managing Requisitions
Performing Basic Shopping
Shopping: Requisition Line Editing

iRecruitment

Setting Up iRecruitment Information
Configuring iRecruitment Pages
Managing Assessments
Managing Vacancies
Using iRecruitment as a Registered User
Processing Candidates
Using the Candidate Profile Feature
Managing Communication
Managing Interview Tasks
Working with Applicants
Using Recruitment Summaries
Using the Employee Interface
Managing iRecruitment as Agency Users
Generating Letters and Reports

iSupplier Portal

Registering Users in iSupplier Portal
Navigating in iSupplier Portal
Using Order Information
Viewing Shipping Information
Viewing Planning and Inventory Information
Viewing Invoice and Payment Information
Managing Supplier Profile Management

Learning Management

Setting Up Oracle Learning Management
Managing Learner Groups
Managing Administrator Groups

Using Electronic Records and Electronic Signatures

Using Catalogs

Creating Learning Paths and Certifications

Managing Learner Access

Managing Content Structures

Managing Tests and Evaluations

Importing and Exporting Course Content

Managing Resources

Managing Pricing and Financing

Managing Enrollment

Using Self-Service Interfaces

Running OLM XML Reports

Lease and Finance Management

Setting Up Leases

Authoring Contracts

Invoicing to Receipt

Quoting to Termination

Performing Accounting Transactions

Performing Lease Center Operations

Performing Customer Self Service Operations

Manufacturing Execution System for Process Manufacturing

Configuring the Administrator Role

Using the Operator Workbench

Performing Dispensing Tasks

Performing Production Supervisor Tasks

Order Management

Performing Order to Cash Lifecycle Procedures

Using the Order Management HTML Interface

Performing Order Inquiry

Creating Return Material Authorization (RMA) Types

Creating Sales Agreements

Creating Drop Ship Orders

Defining Back-to-Back Orders
Creating Internal Orders
Performing Actions on Orders
Tracking Changes
Performing ATP, Reservations and Scheduling
Creating Basic Pricing
Performing Order Management Processes
Using Invoicing and Payments
Managing Sales Contracts
Using the Order Information Portal
Defining User Defined Attributes

Payables

Maintaining Suppliers
Managing Invoices
Processing Payments
Entering and Processing Expense Reports
Processing Credit Card Transactions
Managing Payables Accounting
Managing Holds
Managing Foreign Currency
Reviewing Funds Disbursement Setup Options
Using the Funds Disbursement Process Home Page

Payroll

Defining Elements
Confirming Payroll Complete
Processing Payments
Calculating Costing
Processing Credit Card Transactions
Altering Payroll Results by Recalculation
Running Prepayment Actions
Managing Payroll Payment Distribution
Modeling a Paycheck

Viewing Payroll Dashboard

Performance Management

Setting up Performance Management

Setting Up Appraisals

Managing Performance Management Plans

Managing Objectives

Managing Appraisals

Managing Performance Management Plan Administration Tasks

Process Costing

Setting Up

Using Standard Costing

Using Actual Costing

Using Lot Costing

Using the OPM Landed Cost Management Integration

Copying Costs

Setting Up Subledger Accounting

Processing Period-End Costs

Using OPM Cost Management Reports

Process Manufacturing Process Execution

Using Firm Planned Orders

Creating and Maintaining Batches

Holding a Batch

Creating Reservations and Managing Batch Materials

Using the Ingredient Picking Workbench

Producing Batches

Completing Batches

Using Inquiries

Using the Process Execution Workbench

Using the Production Scheduler Workbench

Running Reports and Concurrent Programs

Process Manufacturing Regulatory Management

Setting Up Regulatory Management

Viewing Regulatory Item Information

Process Manufacturing System Administration

Setting Up OPM System Administration Functions

Understanding the Migration Process

Performing Archive and Purge

Setting Up Approval Process Workflow

Project Costing

Setting up Profile Options

Implementing Labor Costing

Using Labor Costing

Implementing Capital Projects

Implementing Capitalized Interest

Implementing Allocations

Implementing AutoAllocation

Implementing Burdening

Implementing Cross Charge - Borrowed and Lent

Implementing Expenditures

Creating Expenditures

Burdening

Using Allocations

Capitalizing Assets

Purchasing

Entering Purchase Orders

Entering Planned Purchase Orders

Entering Requisitions

Entering Purchase Order Agreements

Entering Purchase Order Releases

Performing the Document Approval Process

Using Purchasing Approval, Security, and Control

Viewing Tax Information in Purchasing

Using the Professional Buyer's Work Center

Receiving in Purchasing

Performing Purchasing Inquiries
Using Supply Base Management
Defining Automatic Sourcing
Using the Approved Supplier List
Entering Request for Quotes (RFQs)
Managing Quotations
Using Engineering & Construction Enhancements
Using Pricing Transparency
Using Encumbrance Without Unreserving

Receivables

Performing Accounts Receivable Transactions
Managing Receipts
Managing Bills Receivable
Managing Customers
Managing Collections
Managing Documents
Managing Revenue
Using Accounting for Receivables
Using the Funds Capture Process Home Page

Self-Service Human Resources

Using the Common SSHR Modules
Manager Self-Service: Manager Actions
Manager Self-Service: Terminations
Manager Self-Service: Maintaining Assignments
Manager Self-Service: Hiring
Employee Self-Service: Maintaining Personal Information
Using Competencies and Qualifications
Employee Self-Service: Employee Actions
Transaction Monitor
Organization Chart in Oracle SSHR

Service Contracts

Setting Up Oracle Service Contracts
Setting Up Service Pricing and Billing

Creating Contracts
Entering Defaults for Contracts
Entering Service Lines
Entering Usage Lines
Entering Subscription Lines
Ordering Service in Oracle Order Management
Adjusting Prices
Approving Contracts
Using the Administrator Workbench to Manage Contracts Under Negotiation
Using the Customer Acceptance Portal
Extending and Renewing Contracts
Terminating Contracts
Setting Up Standard Coverage and Subscription Templates

Shipping Execution

Using Shipping Transactions
Searching with Query Manager
Managing Trips
Managing Deliveries
Managing Delivery Lines
Managing Containers
Using Pick Release
Using Ship Confirm
Using Shipping Exceptions
Using Oracle Workflow with Oracle Shipping Execution
Setting up Shipping Execution Steps

Shop Floor Management

Defining Parameters
Setting Up Shop Floor Management Attributes
Managing Network Routing
Launching Shop Floor Modeling
Performing Shop Floor Execution: Supervisor Workbench
Managing Operator Workstation

Executing WIP Lot Transactions
Transacting Material Supply
Viewing Jobs
Executing Lot Transactions
Creating Lot and Serial Controlled Assemblies
Launching the Resource Scheduling Workbench
Viewing Lot Genealogy
Specifying Co-Products
Costing in Shop Floor Management
Closing Lot Based Jobscost

Sourcing

Creating Sourcing Documents using the Demand Workbench
Customizing the Sourcing Pages
Setting up Negotiations
Creating and Managing a Sourcing Event
Creating Negotiations
Managing Line Attributes, Cost Factors and Price Breaks
Applying Contract Terms to a Sourcing Document
Copying a Sourcing Document
Creating Proxy and Power Bids
Defining Service-Based Lines
Using Weighting and Scoring when Defining a Negotiation
Managing Supplier Responses
Creating Awards
Managing RFIs
Using Sourcing Optimization Enhancements
Using Two-Stage RFQs
Using Initiatives

Time and Labor

Configuring Time Cards
Defining Work Patterns
Assigning Preferences
Entering Time Cards

Approving Time Cards

Assigning Timekeeper

Processing Time Cards

Warehouse Management

Using the Oracle Warehouse Management Rules Engine

Performing Material Management

Using Task Management

Managing Inbound Logistics

Performing Crossdocking

Managing Outbound Logistics

Using Wave Planning

Label Printing and Defining Material Handling Equipment

Performing Cartonization, Consolidation, and Packing

Shipping

CONTACT US

For more information on UPK and application specific content for Oracle application product families go to <http://www.oracle.com/us/products/applications/user-productivity-kit/overview/index.html>.

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