Phoenix

Court Finance - Human Resources - Payroll

Phoenix Go-Live Training

Agenda

Objectives:

To provide new users and current users requiring a refresher, with 4 days of hands-on computer training covering all functional modules of the SAP ERP (Enterprise Resource Planning) system for the courts, known as Phoenix.
(Please see the Detailed Objectives Section below for additional clarification.)

Structure:

The structure of the training classes will be computer-aided, hands-on lessons, followed by exercises, covering the processes, functions, and modules available within Phoenix.

Schedule (below):

Day	Time: 9:00 a.m.–12:00 p.m.	Time: 1:00–4:00 p.m.
Monday	General Overview/Navigation	Materials Management (MM): Purchase Requisition
Tuesday	MM: Purchase Orders	Accounts Payable
Wednesday	Accounts Receivable	Projects and Grants/Trust and Treasury
Thursday	General Ledger	Controlling/Funds Management

Detailed Objectives

General Overview and Basic Navigation:

In this section, the user will cover the following areas and become knowledgeable on the following functions:

- Course introduction
- Logon to SAP Portal
- Favorites
    - Introduction to Favorites
    - Create Favorites using Drag and Drop
    - Create Favorites using the Toolbar
    - Rename Favorites
    - Create Web Shortcut Favorites
    - Delete Favorites
    - Create Favorites Folder
    - Move Favorites Up or Down
- SAP Screen and Commonly Used Buttons
- Transactions and Command Field Navigation
- Sessions in SAP
- SAP Help
- Log off SAP and course conclusion

Materials Management (MM):

Purchase Requisition (PR)

Upon completion of this section, you will be able to:

- Identify key components of Accounting Blocks
- Adjust Personal Settings in MM
- Run the Vendor Master Query
- Display a PR
- Create a PR
- Change a PR
- Delete a PR
- Approve a PR
- Track and Monitor PR
- List the Purchase Order Release Process

Purchase Order (PO)

Upon completion of section, you will be able to:

- Print PO
- Process a Goods Receipts
- Create a Purchase Order with an Invoicing Plan
- Track and Monitor PO
- Display a PO
- Create a PO
- Change a PO
- Delete a PO

Accounts Payable (AP):

Introduction to AP

Upon completion of this section, you will be able to:

- Identify key components of the AP module
- List the key components of Accounting Blocks

Vendor Master Overview

Upon completion of this section, you will be able to:

- Run a Vendor Master query
- Display a specific Vendor
- Prepare a New Vendor request form

Processing Invoices for Purchase Orders (PO)

Upon completion of this section, you will be able to:

- Park an Invoice with reference to a PO
- Display Parked PO Related Invoices
- Change Parked PO Related Invoices

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Processing Direct Invoices

Upon completion of this section, you will be able to:

- Complete Direct Invoices using Account Assignment Model and Fast Entry
- Display a Parked Invoice
- Change a Parked Invoice

Posting Invoices

Upon completion of this section, you will be able to:

- Post an Invoice
- Post an Invoice with Reference to a PO
- Block an Invoice for Payment

Processing and Posting Credit Memos

Upon completion of this section, you will be able to:

- Complete a Direct Credit Memo using an Account Assignment model
- Change a Parked Court Service Credit Memo
- Post a Credit Memo

Generate Vendor Reports

Upon completion of this section, you will be able to:

- Display Vendor Balance
- Display Vendor Line Item
- Display Vendor History Report
- Display Vendor Aging Report
- Display Check Register

Accounts Receivable (AR):

Introduction to AR

Upon completion of this section, you will be able to:

- Describe the Phoenix AR process
- Identify key components of the AR module

Maintaining Customer Master Data

Upon completion of this section, you will be able to:

- Display customer master data
- Create customer master data
- Change customer master data

Processing Invoices

Upon completion of this section, you will be able to:

- Create and Park an Invoice
- Change a Parked Invoice
- Post and Delete a Parked Invoice
- Display and Change a Posted Invoice
- Print an Invoice

Processing Credit Memos

Upon completion of this section, you will be able to:

- Create and Park a Credit Memo
- Post and Delete a Parked Credit Memo
- Display and Change a Posted Credit Memo

Processing Payments

Upon completion of this section, you will be able to:

- Post incoming payments
- Clear customer account

Generate Customer Reports

Upon completion of this section, you will be able to:

- Display Customer Balances
- Display/change Customer line items
- Monitor Customer Balances in Local Currency
- Display Transaction Figures and Account Balance
- Monitor Due Date Analysis for open items
- Display Customer Payment History
- Display Customer List
- Display Address List
- Display Changes to Customers

Projects & Grants (P&G):

Introduction to P&G

Upon completion of this section, you will be able to:

- Display a Project/Work Breakdown Structure (WBS)
- Display a Project Budget
- Complete a Project Maintenance Form

Display a Project Activity

Upon completion of this section, you will be able to:

- Display a Project Report

Create a Grants Receivable

Upon completion of this section, you will be able to:

- Create an Accounts Receivable
- Complete an Accounts Receivable Deposit Template (Excel)

Trust and Treasury (T&T):

Introduction to (T&T)

Upon completion of this section, you will be able to:

- Complete a Trust Deposit Template
- Complete a Operations Deposit Template
- Complete a Trust Disbursement Template for:
  - Noninterest bearing—regular vendor
  - Noninterest bearing—one time vendor
  - Interest bearing—regular vendor and one-time vendor
- List Not Sufficient Funds (NSF) procedures
- Complete a wire transfer Template
- Know Bank of America contact and how to order supplies

General Ledger (GL):

Introduction to GL

Upon completion of this section, you will be able to:

- Identify the key components of Accounting Blocks
- Display the Chart of Accounts
- Use the Chart of Accounts numbering convention

Journal Entries

Upon completion of this section, you will be able to:

- Describe the journal entry process
- Complete a journal entry template
- Manually input a journal entry into SAP
- Display posted journal entry documents

General Ledger (GL) Reports

Upon completion of this section, you will be able to:

- Display a Journal Entry Listing
- Display a GL Expenditure Line Item Report
- Display a Revenue and Expense Statement
- Display a Trial Balance
- Display a Balance Sheet Statement

Controlling:

Introduction to Controlling (CO)

Upon completion of this section, you will be able to:

- Identify key components of CO master data
- Display the Standard Hierarchy

Funds management:

Introduction to Funds Management (FM)

Upon completion of this section, you will be able to:

- Detail SAP Processes related to integration between FM and other modules
- Display a List of Funds
- Display FM Reports

Questions? Call Or
Email at