

# ERP SYSTEM IMPLEMENTATION (Enterprise Resource Planning) HR-PAYROLL Training Program



## Course Prerequisites

Before entering the program, candidates are expected to have a basic working knowledge of Windows, Ms. Office software or any other business application. Candidates may have completed the Business/ Accounting/ IT prerequisite by successfully completing the prior studies.

In view of present high demand of ERP skilled resources in market 3D Educators proudly offer a unique course with affiliation of Skills Development Council. The course is specially designed for professional working in private & public sectors to enhance their skills on modern applications like ERP. This course provides you the business and technical knowledge required to implement ERP System in any Organization. Upon completion of the course, you will know about the key areas which are need to be focused during 'ERP System Implementation project' and participants will also learn about using successful ERP implementation methodology.

**Program is offered by: 3D Educators – Trainers & Consultants**

# **Table of Contents**

**Detail**

**Inauguration**

**Structure**

**Topics & Time Allocation**

**Other Learning Activities**

**About the Program Designer & Instructor**

**Syllabus**

## Program Details

### **Inauguration**

The Training Program will be inaugurated by a senior member of 3DEducators

### **Program Structure**

<b>Module#</b>	<b>Module / Course Title</b>
<b>ERP-F01</b>	<b>Foundation Module (Compulsory)</b> - ERP Fundamentals - ERP Application - ERP Navigation For Expert/ Moderate/ Intermediate Users
<b>ERP-F06</b>	<b>Human Resource Management</b> For Expert/ Moderate/ Intermediate Users
<b>ERP-F06</b>	<b>Payroll Management System</b> For Expert/ Moderate/ Intermediate Users

MODULE#	MODULE / COURSE TITLE
ERP-F01	Foundation Module (Compulsory) <ul style="list-style-type: none"> <li>- ERP Fundamentals</li> <li>- ERP Application</li> <li>- ERP Navigation</li> </ul> For Expert/ Moderate/ Intermediate Users
ERP-F06	Human Resource Management For Expert/ Moderate/ Intermediate Users
ERP-F06	Payroll Management System For Expert/ Moderate/ Intermediate Users
Number of classes in a week	One Class Per Week
Duration of each class	Four Hours

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## Training Methodology

You'll learn through a comprehensive 'hands-on-training + case-study' method of instruction that will provide you the theoretical and practical knowledge that you can put to work immediately at your workplace.

### Subject matter will be delivered via:

- Lecture and slide presentations
- Software demonstrations
- Class discussions
- Hands-on labs
- Assignments
  - Assignment Class Work- 2
  - Assignment Class Work- 3
  - Assignment Class Work- 4
  - Final Project
- Final Exam / Assessment

### About the Program Instructor

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The “ERP System Implementation” training program has designed by the **3D-Educators – Trainers and Consultants.**

The “ERP System Implementation” Program has been conducted by Senior certified and qualified ERP Consultants and I.T. professionals, who having the huge experience of teaching and implementation of ERP. They have worked with various large commercial banks, Private, Multinational and public sector companies. The consultants are having the certification of **ORACLE APPS and myERP Applications.**

They trainers are foreign qualified and having the degrees of PhD, M.Phil, MBA, MSc and research background, More they having the experience of local and abroad.

As Consultant & Senior Trainers, the team of trainers ERP implementation, we at **3D Educators – Trainers & Consultants** would not compromise on the faculty quality, that's where we train the professionals and enhanced their skills to the best to be the best.

## Program Syllabus

### FOUNDATION MODULE

Topics
<ul style="list-style-type: none"> <li>Introduction of ERP</li> <li>Characteristics of ERP</li> <li>Suppliers of ERP</li> <li>Benefits of ERP</li> <li>Tangible Benefits</li> <li>Intangible Benefits</li> <li>Short-term Benefits</li> <li>Cost Drivers to consider</li> <li>Pitfalls of ERP Solution</li> <li>Components of ERP</li> <li>Final Analysis, What is an ERP System?</li> <li>Understanding ERP Integration Model</li> </ul>
<ul style="list-style-type: none"> <li>ERP Evolution</li> <li>Return Formulas</li> <li>Calculating Benefits/ Cost Ratio Formula</li> <li>Benefit/Cost Ratio Example</li> <li>Calculating Return on Investments</li> <li>ROI Formula Example</li> <li>Calculating \$ value benefits of ERP</li> <li>How to achieve and sustain ERP advantage</li> <li>Next wave benefits of ERP</li> </ul>
<ul style="list-style-type: none"> <li>ERP Implementation Methodology</li> <li>How to implement ERP System</li> <li>ERP Project</li> <li>Steps for successful implementation</li> <li>Organizing Project</li> <li>Steering Committee</li> <li>Creating Project Teams</li> <li>Defining Project timelines</li> <li>Measuring Project Performance</li> <li>Creating Project KPI (Key Performance Indicators) Matrix</li> <li>Prioritization of Potential Causes Matrix</li> <li>Project Kick-off</li> <li>Existing Data Assessment</li> <li>Hardware planning</li> <li>Project Pilot run</li> <li>Importance of Training for critical mass</li> <li>Go-Live</li> </ul>

ERP Application Navigation  
Overview of ERP Application  
Starting Application and Logging On  
Choosing Application Responsibility  
Use Application Menus  
Getting Application Help  
Exit from Application

### ERP Application Administration Module

ERP Application Administration  
Defining Application Users  
Login Window  
Responsibility Window  
Application Security  
Defining Application User  
Understanding User Window Components

- User Name
- Passwords
- Understanding Person, Customer and Supplier
- Defining Password Expiration Policies
- Assigning Responsibilities

Entering Users Information  
Assigning Responsibilities to Users  
New user validations  
Change Password  
Defining New Responsibilities  
Understanding Responsibility Window Components  
Understanding Request Security Group  
Creating New Responsibility  
Assigning New Responsibility to User

## Human Resource Management

Human Resource Management Module  
(Advance/ Moderate/ Intermediate Users)

### Session- 1 (Theory)

- Understanding HRMS
- Changing Role of Human Resource
- The Human Resource Cycle
- The Payroll Cycle
- Introduction to the HRMS Model
- People
- Work Structures
- Compensations and Benefits
- Assignments

### Session -2 and 3 (Lab Work)

- Maintaining Personal information
- Querying a person using the Find Person Window
- Entering New Person Information
- Defining Grades
- Defining Positions
- Defining Salary Information
- Defining Qualifications (Technical / Educational)
- Saving a Personal Information
- Creating Increments
- Creating Promotions
- Creating Separations (Retirements/ Resignations / Expire etc.)
- Generating Employee Full and Final Settlements



Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D Educators reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.

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## **ONLINE LIVE CLASSES FACILITY AVAILABLE**

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to [info@3deducators.com](mailto:info@3deducators.com) with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it [info@3deducators.com](mailto:info@3deducators.com). Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.
- If you are outside country or city then extra courier charges shall be incurred for Certificate.

## **PRECAUTIONARY MEASURES**

- ✓ During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- ✓ Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- ✓ If you have taken the admission in the course online, ethically it is recommended and suggested that you only avail this facility.
- ✓ Recording of Lectures are not allowed at your end.

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions.

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.

## **DISTANCE NOT MATTER**

You can join in the live classes Sessions of **3D EDUCATORS – TRAINERS & CONSULTANTS** from anywhere of the world.

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**(Get the Admission Form)**

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**MANAGEMENT**

**3D EDUCATORS – TRAINERS & CONSULTANTS**