

# ERP SYSTEM IMPLEMENTATION (Enterprise Resource Planning) 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**

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**3D EDUCATORS**

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**TRAINERS & CONSULTANTS**

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# 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-F02</b>	<b>Implementing ERP Finance ERP GL/FINANCE MODULES</b>
<b>ERP-F03</b>	<b>Implementing ERP Finance ERP ACCOUNTS PAYABLES</b>
<b>ERP-F04</b>	<b>Implementing ERP Finance ERP ACCOUNT RECEIVABLES</b>
<b>ERP-F05</b>	<b>Implementing ERP Finance ERP CASH FLOW MANAGEMENT</b>
<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
<b>ERP-F07</b>	<b>Supply Chain management / Material Management, Purchasing and understanding Supply Chain Management</b> For Expert/ Moderate/ Intermediate Users

<b>MODULE#</b>	<b>MODULE / COURSE TITLE</b>
	Foundation Module (Compulsory)
ERP-F01	- ERP Fundamentals - ERP Application - ERP Navigation
	For Expert/ Moderate/ Intermediate Users
ERP-F02	Implementing ERP Finance ERP GL/FINANCE MODULES
ERP-F03	Implementing ERP Finance ERP ACCOUNTS PAYABLES
ERP-F04	Implementing ERP Finance ERP ACCOUNT RECEIVABLES
ERP-F05	Implementing ERP Finance ERP CASH FLOW MANAGEMENT
ERP-F06	Human Resource Management For Expert/ Moderate/ Intermediate Users
ERP-F06	Payroll Management System For Expert/ Moderate/ Intermediate Users
ERP-F07	Supply Chain management / Material Management, Purchasing and understanding Supply Chain Management For Expert/ Moderate/ Intermediate Users
Number of classes in a week	Two week per class
Duration of each class	Two Hours

## 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 been 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
Introduction of ERP Characteristics of ERP Suppliers of ERP Benefits of ERP Tangible Benefits Intangible Benefits Short-term Benefits Cost Drivers to consider Pitfalls of ERP Solution Components of ERP Final Analysis, What is an ERP System? Understanding ERP Integration Model
ERP Evolution Return Formulas Calculating Benefits/ Cost Ratio Formula Benefit/Cost Ratio Example Calculating Return on Investments ROI Formula Example Calculating \$ value benefits of ERP How to achieve and sustain ERP advantage Next wave benefits of ERP
ERP Implementation Methodology How to implement ERP System ERP Project Steps for successful implementation Organizing Project Steering Committee Creating Project Teams Defining Project timelines Measuring Project Performance Creating Project KPI (Key Performance Indicators) Matrix Prioritization of Potential Causes Matrix Project Kick-off Existing Data Assessment Hardware planning Project Pilot run Importance of Training for critical mass Go-Live

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 News Responsibility  
Assigning New Responsibility to User

## Finance Module

Finance Module (Advance/ Moderate/ Intermediate Users)

- Login Window
- Responsibilities Window
- Journal Entry Information
- Entering New Journal
- Detail Journal Information
- Approving Journal Batch
- Approver Authorization Process
- Notifications
- Posting Journal Entries
- Posting Through Journal Menu
- Overview of Concurrent Program, Process, Reports and Request Set
- Steps Required to submit a request
- Submit a Request
- Defining Parameters
- Defining Submission Schedule
- Viewing Request

## Finance Module

Finance Module (Advanced/ Expert Users)

- Understanding Financial Implementation Core Setups
- Creating Chart of Accounts
- Accounting Flex Field Structure
- Creating Flex Field Security and Cross Validation Rules
  - Defining Security Rules
  - Assigning Rule to an Application
  - Cross Validation Rules
- Value Sets
  - New Company
  - New Cost Centers
  - New Accounts
- Understanding Accounting Flex Field
- Entering and Controlling Accounting Flexfield segments values
- Entering and maintaining accounting flexfield combinations for posting and budgeting
- Creating flexfield security and cross-validation rules
- Accounting Flex Field Segment Values
- Entering and maintaining Accounting Flexfield

combinations  
Creating Set of Books  
Overview of Options tied to Set of Books  
Defining Accounting Calendar

**Supply Chain Management /Material Management, Purchase and Understanding Supply Chain Management  
(For Advanced/ Moderate/ Intermediate Users)**

Finance Module (Advance/ Moderate/ Intermediate Users)

Week- 1

What is Supply Chain Management?  
Supply Chain Drivers  
Drivers of Supply Chain Performance  
What is Inventory?  
Why Hold Inventory  
Inventory Impact  
Little's law  
Types of Inventory Needed  
Cycle Inventory  
Seasonal Inventory  
Safety Inventory  
Pipeline Inventory  
Transportation and Facilities Role  
Transportation  
Facilities  
Facilities Impact  
Facilities Decisions  
Inventory Information  
Information Role  
Information Decision Components  
Push System  
Pull System  
Forecasting and Aggregate Planning  
Major Obstacles to achieving fit  
Major Obstacle / Challenges  
Supply Chain Common Problems  
Traditional Supply Chain vs. e-Supply Chain

Week -2 and Week 3

Understanding Supply chain business process  
Understanding SCM Setups  
Unit of Measure  
Item Master  
Item cataloging  
Entering new Item  
Preparing Item request

Using Inventory locations  
Handing Inventory Requests  
Handling Inventory Issuance  
Outgoing Material Balance Verification  
Purchase Management  
Handling Purchase Request  
Creating Purchase Orders  
Incoming Inventory Management  
Incoming Location Management  
Item receiving  
Incoming Material Balance Verification

## **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