

fred norelli

From: Norelli, Fred
Sent: Monday, January 13, 2020 12:31 PM
To: Norelli, Fred
Cc: Kelly, Christine; Frisinger, Matthew
Subject: Introducing the JD Edwards Lunch and Learn Training Series

The **[JD Edwards Lunch and Learn Training Series](#)** is a **monthly** training opportunity consisting of quick, 30 to 45 minute, **voluntary** training sessions conducted on the last week of each month (after the monthly GL closing). There will be a wide range of topics covering items on general navigation, commonly followed procedures, and basic knowledge of particular application subsystems.




You can add a session to your calendar by clicking the corresponding meeting invitation in the schedule below. Or you can keep an eye on the calendar in our learning management system Cornerstone.








These sessions are open to all Corporate employees that utilize the JD Edwards financial system (not RMC site personnel), and can be attended via my personal Webex meeting room <https://relatedmeetings.webex.com/meet/fnorelli>



Feel free to contact me with any questions about this learning series.

Fred Norelli

Information Systems Training Specialist
The Related Companies
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January 29	Managing the Posting Process - Lifecycle of a Batch <ul style="list-style-type: none">- Ledger types, documents types, batch types- Approving batches- Posting transactions to balances- Resolving batch issues- Running an unposted batch report- Reviewing the accounting closing periods and calendar	 JD Edwards Lunch and Learn Ser...
February 26	What are AAI's, GL offsets, and bill codes? <ul style="list-style-type: none">- AP and AR trade- Intercompany- Allocations- Recurring billing	 JD Edwards Lunch and Learn Ser...
March 25	Personalizing the JDE Experience <ul style="list-style-type: none">- Using <i>Favorites</i> to create a custom menu- Navigate with the bread crumb trail- Open applications in a separate window- Customizing grids- Building custom queries	 JD Edwards Lunch and Learn Ser...

April 29	Cash Considerations – Managing the AZ Ledger <ul style="list-style-type: none"> - Accrual vs Cash ledger - Review your accrual only accounts on COA - Journal entry processing for a specific ledger - Integrity reports - Cash accounting policy review 	 JD Edwards Lunch and Learn Ser...
May 27	Treasury and Bank Reports <ul style="list-style-type: none"> - Retrieving monthly bank statements - Bank balance reports (a.k.a. Activity at a Glance) - Returned ACH and check reports 	 JD Edwards Lunch and Learn Ser...
June 24	What's required to close a bank account? <ul style="list-style-type: none"> - Check for open, unposted transactions - Obtaining the bank statement from the Treasury site - Bank reconciliation - JD Edwards report showing zero balance - Treasury form: close account - Verifying the account was closed in JDE 	 JD Edwards Lunch and Learn Ser...
July 29	Direct Entry and Approval of Payables <ul style="list-style-type: none"> - Security roles - Standard voucher entry - Voucher entry to contract match - Attaching backup documentation - Approval via Speed Status - Treasury and management reports 	 JD Edwards Lunch and Learn Ser...
August 26	Payment Credits and Special Check Handling <ul style="list-style-type: none"> - Reviewing a voucher's paying entity, GL distribution, payment instrument - Reviewing or adding backup documentation - Changing the status of a voucher for payment - Processing credits - Special check handling - Payment and reconciliation verification 	 JD Edwards Lunch and Learn Ser...
September 23	Setting up Monthly Recurring Transactions <ul style="list-style-type: none"> - Setting up recurring journal entries - Using model journal entries - Auto reversing journal entries - Recurring payables (AP) - Recurring billing (AR) 	 JD Edwards Lunch and Learn Ser...
October 28	Reviewing a Vendor's Setup Details <ul style="list-style-type: none"> - Review vendor details including default payment instrument and terms, banking information - Requesting new vendor setups - Special handling of check payments - Is my vendor flagged for use in ProcuRelated? - Wiring instructions (FFC) 	 JD Edwards Lunch and Learn Ser...

<p>November 24</p>	<p>Media Object Management</p> <ul style="list-style-type: none"> - Types of media objects (rich text, embedded url, document file) - Technology constraints - Attaching backup to journal entries and vouchers (2 step process) - Reviewing backup in the account ledger - Tie in with Box application 	 <p>JD Edwards Lunch and Learn Ser...</p>
<p>December 22</p>	<p>Common Inquiries and Reports Native to JDE</p> <ul style="list-style-type: none"> - Running a standard JDE report: data selection, processing options, print options - Balance reports - Transaction reports - Account ledger and trial balance inquires - Quick and dirty open AP report (export data) - Payment details - AR aged delinquency - Extract reports (data dumps to Excel) 	 <p>JD Edwards Lunch and Learn Ser...</p>