

Functional and Technical Education Classes

Quick Reference Guide



SIMPLIFICATION THROUGH INNOVATION®



Functional and Technical Education Classes

Quick Reference Guide

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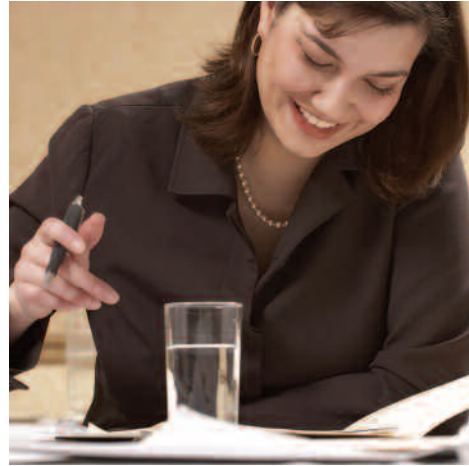
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Cincom Professional Services: Understanding the Power of Knowledge

Cincom Professional Services recognizes the importance of quality functional and technical education for our Cincom Manufacturing Business Solutions customers. Our Education Consultants are experienced with Cincom Manufacturing Business Solutions products and have a thorough understanding of the business issues facing companies like yours in today's competitive environment. To make sure you receive the best education classes in the industry, our Education Consultants are experienced in presentation skills and methodologies, and create an interactive environment where questions can be asked and issues resolved.



*We offer you the opportunity
to develop product and service
expertise and to prepare your
company for success.*

CONTROL:200x

Education for All CONTROL:200x Customers

The following is Cincom's class curriculum for all CONTROL:200x customers. It is presented to cover both the functional and technical areas of CONTROL:200x. Cincom has developed these classes to give each student the knowledge to effectively use CONTROL:200x, while understanding the impact throughout the system.

Technical Education

Class Title/Duration	Who Should Attend	Topics Included
CONTROL:200x Net Changes 3 Days	Database Administrators and System Administrators responsible for either the support or customization of CONTROL from a systems perspective.	System Overview, Basic Installation, System Architecture, Client Architectures, and Web Server Architectures.
CONTROL:200x Concepts 1 Day	Database Administrators, Programmers/Analysts, and Systems Analysts responsible for either the support or customization of CONTROL from a systems perspective.	Overview of CONTROL processes and interfaces. A look at the technical layout of CONTROL for UNIX and the web.
CONTROL:200x Fundamentals 1 Day	Database Administrators, Programmers/Analysts, and Systems Analysts responsible for either the support or customization of CONTROL from a systems perspective.	CONTROL basics for Oracle, UNIX, and the web, with a view of how to utilize these various platforms and their interrelationships.
CONTROL:200x Administration 3 Days	Database Administrators and System Administrators responsible for either the support or customization of CONTROL from a systems perspective.	CONTROL / Oracle or SQL Server Concepts Review, Multiple Data Bases, Database Sizing Space Management Security Issues, Batch Processing, EEF Administration and Change Control.
CONTROL:200x ENVIRON® 5 Days	Database Administrators, Programmers/Analysts, and Systems Analysts responsible for either the support or customization of CONTROL from a systems perspective.	How to use Cincom's Environ architecture for interfaces and Business Process Automation and how it utilizes Microsoft® BizTalk®.
CONTROL:200x ENVIRON® Administration 2 Days	Database Administrators, Systems Analysts responsible for the support of Environ.	How to administrate Cincom's Environ Architecture for interfaces and business process automation and how it utilizes Microsoft Biz Talk.
CONTROL:200x DOM 3 Days	Administrators, Programmers/Analysts, and Systems Analysts responsible for the modification or the creation of printable documents.	How to install Adobe® Central, create and modify forms using Adobe® Design, and modification of the data extracts.
CONTROL:200x Business Intelligence 3 Days	Administrators, Programmers/Analysts, Systems Analysts, and users responsible for the modification or the creation of reports and multi-dimensional cubes.	How to create and modify Cognos Impromptu reports and PowerPlay cubes, plus an overview of Impromptu Administration, system tuning, governors, and problem-solving techniques. How to create or modify MSRS reports. Plus, an overview of MSRS Administration, system tuning, and problem-solving techniques.
CONTROL:200x Financials 2 Days	Administrators and Systems Analysts responsible for the support and administration of the CODA financial application and its integration with CONTROL.	How to set up and administer the CODA financial product, both the web and client version. Included is the integration of CODA and CONTROL.

Functional Education

Class Title/Duration	Who Should Attend	Topics Included
Overviews, Navigation, and Net Change Classes		
Manufacturing Overview 1 Day	Upper and Mid-Level Managers, Project Team Members, and key users from manufacturing disciplines.	High-level functionality related to Business Planning, Product and Process Development, Business Generation, Demand and Supply Management, Procurement, Production Management, and Delivery. <i>Prerequisites:</i> Familiarity with American Production and Inventory Control Society (APICS) concepts and standards.

Functional Education (continued)

Class Title/Duration

Who Should Attend

Topics Included

Overviews, Navigation, and Net Change Classes (continued)

Finance Overview

1 Day

Project Team Members and key users from Cost Accounting, Financial Accounting, Cost Estimating, Program Costing, and Program Planning.

This overview is comprised of two main parts: a Costing Overview and an e-Finance Overview.

The Costing Overview includes a Standard Cost (CMS) Overview, an Average Actual Cost (ACS) Overview, and a Program Cost (PCC) Overview. CMS topics include developing cost standards, collecting actual costs, valuing inventory, posting to the GL, and analyzing variances. Since much of the CMS functionality is required for ACS, the ACS Overview compares the similarities and contrasts the differences between CMS and ACS. Integration of ACS to PCC is also discussed. PCC topics include setting up system parameters, creating programs, developing budgets, collecting program costs, posting to the GL, entering estimates to completion, earned values, and analyzing program variances.

The e-Finance Overview covers topics including Chart of Account definition, transaction input, posting to the books or in tray, and reviewing results and balances. The overview also discusses Customer Account Maintenance, Cash Receipts and Matching as well as Supplier Account Maintenance, Vouchering Invoices, Pay Proposals, and Check Writing. Tools for Account Management such as Ledger Aging reports, Statistical Setup, Account Summary, and Diary are also reviewed. A Fixed Asset Overview covers Creation and Maintenance of Asset Records and Depreciation Runs.

Manufacturing Navigation

0.25 Day

Project Team Members and all Engineering, Manufacturing, Purchasing, and other Operations Personnel who will be using CONTROL:200x.

Logging on and off of CONTROL:200x, the Web Browser Environment, Menu/Screen Layout and Usage, Combined Functions (Add, Change, Display, Delete, Open, etc. on a single screen), Show/Hide, Prompts and Hyperlinks, Messages, and Help.

Finance Navigation

0.25 Day

Project Team Members and all Finance Personnel who will be using CONTROL:Finance™ web-based v9.001.

Logging on and off of CONTROL:Finance, the Web Browser Environment, e-Framework Environment, and Help.

Net Change from 1.x - MFG

1 Day

Project Team Members and key users from Engineering, Materials Management, and Production Management.

Additions and changes to CONTROL functionality from 1.x to CONTROL:200x. Significant new functionality related to Part/Revision, Part Templates, and Work Center Templates, "combined" functions, Part Revision Use-Up and Part Substitutability, Order Explosion, Dynamic Safety Stock, List and Master Pages, and specific module enhancements.

Prerequisites: Customer must already be an experienced user of CONTROL:1.x. Students should be knowledgeable in the management of Parts, Bills of Material, Routings, Material Control, and MRP.

Functional Education (continued)

Class Title/Duration	Who Should Attend	Topics Included
Overviews, Navigation, and Net Change Classes (continued)		
Net Change from 1.x - OMS 1 Day	Project Team Members and key users from Customer Order Entry, Materials Management, Shipping, and Invoicing.	Additions and changes to CONTROL functionality from 1.x to CONTROL:200x. Significant new functionality related to new screens that streamline Sales Order Management, Product Kitting, Part/Revision Impact on OMS, Online Available-to-Promise, User Extensions, Commissions, OAS Integration, EDI Additions, and Reporting. <i>Prerequisites:</i> Customer must already be an experienced user of CONTROL:1.x. Students should be knowledgeable in the management of Products, Customers, Contracts, Sales Orders, and Invoicing.
Net Change from 1.x - PUR 1 Day	Project Team Members and key users from Purchasing, Materials Management, and Receiving. Optionally, key users from Accounts Payable.	Additions and changes to CONTROL functionality from 1.x to CONTROL:200x. Significant new functionality related to Standardization and General Enhancements, Internationalization, Ease of Use, Business Objects, Buyers Action List, Sourcing, Buyers Workbench, Purchase Orders, Receiving, Purchasing, and Invoicing. <i>Prerequisites:</i> Customer must already be an experienced user of CONTROL:1.x. Students should be knowledgeable in the setup and maintenance of Purchasing Data, the creation and management of Vendors, Vendor Information, and Purchase Orders. Students should also have an understanding of the integration of Purchasing, Receiving, and Purchasing Invoice Authorization.
Net Change from 1.x - COST 0.5 Day	Project Team Members and key users from Cost Accounting, Financial Accounting, Cost Estimating, Program Costing, and Program Planning.	Web interface basics, replacement of Cobol reporting with use of Business Intelligence tools, additions to and changes in online functionality for Cost Management (CMS), Average Actual Costing (ACS), and Program Costing (PCC). Major changes for CMS and ACS include costing for Configuration Management, Cost Copy capabilities, online Cost Rollovers, Subcontract Cost enhancement, and Cost of Sales posting. Major changes for PCC include consolidation of functions and increased Rate precision. The following will be covered based on the version of CONTROL: Burden on Burden functionality (C:2003 and beyond), and online Program Cost Rollups (C:2003 and beyond). <i>Prerequisites:</i> Customer must already be an experienced user of CONTROL:1.x. Students should be knowledgeable in the basics of CMS or ACS and PCC (if used by customer).

Functional Education (continued)

Class Title/Duration	Who Should Attend	Topics Included
Overviews, Navigation, and Net Change Classes (continued)		
Net Change from 1.x - FIN (CONTROL:Finance v7.1 to web-based v9.001) 1.5 Days	Project Team Members and key users from Financial Accounting.	Finance Navigation in a web browser environment, New Integration Features, E-Framework Structure and Security, Input Templates associated with Documents, Input and Matching, Undo Matching Master, Element Templates for Assisted Elements, Exchange Rate Table, and Browse Hierarchies for Browse Balance Reports. <i>Prerequisites:</i> Customer must already be an experienced user of CONTROL:Finance v7.1. Students should be knowledgeable in the setup and maintenance of CODA.
Detailed Classes		
Business Planning 1 Day	Project Team Members, Business Planners, Forecasting Personnel, and Resource Planners.	Defining Product Families, Developing Planning Bills, Resource Profiles, Developing Aggregate Forecasts, and Performing Resource Planning.
Product Development 3 Days	Project Team Members, Product Data Maintenance Personnel, Product Configuration Control Personnel, Design Engineers, and Bill of Material Engineering Change Control Personnel.	Use of Part Templates, Creation of Parts and Part Parameters, Creation and Maintenance of Bills of Material, Creation of Saleable Products and Assignment of Prices, Creation of Engineering Changes and Revisions, Assignment of Substitute Parts, and Product Phaseout.
Process Development 1 Day	Project Team Members, Product Data Maintenance Personnel, Manufacturing Engineers, Process/Routing Maintenance Personnel, and Process Engineering Change Control Personnel.	Use of Work Center Templates, Creation of Work Centers, Creation and Modification of Production Routings.
Business Generation .5 Day	Project Team Members, Contract Administrators, and Order Processing Personnel.	Managing Customers, Contracts, and Sales Order Management.
Demand Management 1 Day	Project Team Members, Contract Administrators, Order Processing Personnel, Forecasting Personnel, and Material Planners.	Entering/Updating Forecasts, Entering Customer Orders, and Entering Internal Demand.
Supply Management 3 Days	Project Team Members, Master Schedulers, Material Planners, and Capacity Planners.	Analyzing the Master Schedule, Managing the Material Plan, Analyzing Work Center Capacity vs. Load, Receiving, Storing, and Issuing Materials.
Procurement 4 Days	Project Team Members, Buyers, Inspection Personnel, and Receiving Personnel.	Developing Purchase Part Parameters, Establishing Vendors, Identifying Relationships between Vendors and Parts, Creating and Managing Requisitions, Creating RFQs, Purchase Orders, Establishing and Controlling Blanket Orders, Establishing Vendor Schedules, Receiving and Inspecting Items.
Production Management 3 Days	Project Team Members, Production Planners, Production Personnel, and Materials Management Personnel.	Material Availability, Picking and Issuing Materials, Scheduling Orders, Reporting Shop Activity, Scrapping Materials, and Completing Production.

Functional Education (continued)

Class Title/Duration	Who Should Attend	Topics Included
Overviews, Navigation, and Net Change Classes (continued)		
Delivery 2 Days	Project Team Members, Shipping Personnel, and Invoicing Personnel.	Delivery Preparation, Shipment Creation and Execution, Invoice Creation and Processing, and Memos.
Standard Cost Management 1.5 Days	Project Team Members, Cost Accountants, Financial Accountants, and Cost Estimators.	Rolling Up Standard Costs, Collecting Actual Costs, Establishing General Ledger Distribution Tables, and Analyzing Costs and Variances. The following will be covered based on version of CONTROL: Online Rollovers (C:2003 and beyond) and Multi-Site Costing (C:2004 and beyond).
Actual Cost Management 1.5 Days	Project Team Members, Cost Accountants, Financial Accountants, and Cost Estimators.	Computing Actual Costs, Collecting Actual Costs, Establishing General Ledger Distribution Tables, and Actual Costing with Program Cost Control. The following will be covered based on version of CONTROL: Multi-Site Costing (C:2004 and beyond).
Supplier Invoice Management 1.5 Days	Project Team Members and key users from Accounts Payable. It is recommended that Purchasing Personnel also attend.	Supplier Account Maintenance, Voucher Processing, Payment Processing, and Queries.
General Ledger 2 Days	Project Team Members and key users from General Ledger Accounting. Other Accounting Personnel who will either enter journal entries or query financial data should also attend.	Chart of Accounts, Setup of Accounting Structure and Environment, Journal Entries, Month-End Close, Queries (Details, Balances, Hierarchies), and Basic Administration and Security.
Account Management 1.5 Days	Project Team Members and key users from Accounts Receivable, Accounts Payable, and Credit/Collections. Other Accounting Personnel who require efficient displays of data for aging of accounts, performance analysis, inquiries, reconciliation purposes, and documentation of events and contacts (diary).	Account Ledger Maintenance, Aging Displays, User-Defined Statistics (Performance Indicators), Diary Documentation for Accounts, and User-Defined Account Displays.
Customer Invoice Management 1 Day	Project Team Members and key users from Accounts Receivable.	Customer Account Maintenance, Cash Receipts and Application, Input and Matching, Account Adjustments, and Queries.
Fixed Asset Management 1 Day	Project Team Members and key users from Fixed Asset Accounting, and General Ledger Accounting.	Fixed Asset Maintenance, Depreciation Processing, Queries, and Displays.

Advanced or Environment-Specific Classes

Project Manufacturing Control 3 Days	Project Team Members, Operating Managers, Production Planners, Material Controllers, and Program Managers.	<p>This is an environment-specific class that addresses the control of manufacturing by contract or program. The class covers Part Number Setup, Creation of Bills of Material, Single and Multi-Level Bills, Entering Contract Demand, MRP versus PMC, Grouping, Breakpoint Pegging, and Balancing the Material Plan.</p> <p><i>Prerequisites:</i> Attendees should have a basic knowledge of creation of Parts, Bills of Material, Material Planning, and MRP. We suggest that students have attended Product Development, Demand Management, and Supply Management classes.</p>
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Functional Education (continued)

Class Title/Duration	Who Should Attend	Topics Included
Advanced or Environment-Specific Classes (continued)		
Program Management/ Program Cost Control 3 Days	Project Team Members, Cost Accounting Personnel, and Program Planners.	<p>This is an environment-specific class that addresses the collection and control of costs for a program. The class covers Cost Element Definition, Rate Table Definition, Creating Programs and Structures, Development of Program Budgets, Cost Collection, Development of Estimates to Complete, Earned Value Calculations, Program Performance Analysis, and System Integration.</p> <p><i>Prerequisites:</i> Attendees should have a basic knowledge of Costing and Program Cost Management. We suggest that students have attended either a Standard Cost Management or Actual Cost Management class.</p>
Repetitive Manufacturing 2 Days	Project Team Members, Production Management Personnel, and Operations Management Personnel.	<p>This is an environment-specific class that addresses the needs of Repetitive Manufacturing Control (RMC). The class covers the setup of Base Data for RMC, Scheduling Features of RMC, Schedule Maintenance, Material Pull, Activity Reporting, and Backflushing.</p> <p><i>Prerequisites:</i> Attendees should have a basic knowledge of Parts, Bill of Material Maintenance, Routing Maintenance, Material Control, and Shop Scheduling. We suggest that students have attended Product Development, Process Development, Supply Management, and Production Management classes.</p>
Revision Control, Use-Up, Substitutability 2 Days	Project Team Members and key users from Engineering and Material Planning.	<p>This is an alternative course to the Product Development class and covers the setup for Part Revision Control, definition of Revision Use-Up on the System, Part and Bill of Material records, definition and use of substitute Parts, and definition and use of Multi-Level Revision Control.</p> <p><i>Prerequisites:</i> It is expected that this class would be most useful for a customer who is already an experienced user of CONTROL:1.x and is upgrading to CONTROL:200x. Attendees should have a basic knowledge of Parts and Bill of Material Maintenance and should have attended the Net Change from 1.x – MFG class.</p>
Engineering Change Control 1 Day	Project Team Members, Product Data Maintenance Personnel, Product Configuration Control Personnel, Design Engineers, and Bill of Material Engineering Change Control Personnel.	<p>This is an advanced class that addresses some of the more complex Engineering Change Control features. It covers Change Control Code options, creation and use of Release Status in the Product Life Cycle and Configuration Control, ECN Control, and Engineering Change with Revision Control.</p> <p><i>Prerequisites:</i> Basic knowledge of Parts, Bill of Material Maintenance, Routing Maintenance, Engineering Change Control, and Revision Control. We suggest that students have attended Product Development and Process Development classes.</p>

Functional Education (continued)

Class Title/Duration

Who Should Attend

Topics Included

Advanced or Environment-Specific Classes (continued)

Lot Serial Trace Management 2 Days

Project Team Members and key users from Materials Management and Production Management.

This is an environment-specific class that addresses the needs of Manufacturing and Purchasing with traceability. The class covers the System and Part setup for traceability by either Lot ID or Serial Number, the processing of Traced Parts, and display of Trace and Quality information. It also covers the replacement of Cobol reporting with the use of Business Intelligence tools.

Prerequisites: Basic knowledge of Part Maintenance, Material Control, Purchasing Receipt, and Material Inspection. We suggest that students have attended Product Development, Demand Management, Supply Management, and Production Management classes. Installation of COGNOS Impromptu and basic knowledge of the use of this report writer is also required.

Multi-Site Overview and Materials Management (C:2004 and beyond)

1 Day

Project Team Members, Materials Planners, Demand Managers, Cost Accountants, Financial Accountants, and IT Support Personnel.

This is an environment-specific class that addresses the needs of manufacturing in a multi-plant and/or warehouse environment. It provides an overview of Multi-Site and covers the setup of Transfer Parts, Inter-site Transfer Demand and Supply orders, Inter-site Shipping and Receiving, In-Transit Inventory Accounting, Transfer Pricing, Costing, and General Ledger entries. NOTE: The Cost and Finance aspects of Multi-Site will be incorporated as add-on sections with the Cost and Finance courses.

Prerequisites: Basic knowledge of Part Maintenance, Material Control, Purchasing, and Costing. We suggest that students have attended the Product Development and Demand Management classes.

Demand Manager 2 Days

Project Team Members, Master Schedulers, Line Planners, and Line Schedulers.

This is an environment-specific class that addresses the needs of a demand-driven manufacturing strategy. It provides an overview of Demand Manager and covers Modeling of Production Environment, Maintaining a Production Calendar, Manual Sequencing, and Automatic Sequencing.

Prerequisites: Attendees should be experienced with the Lean/Flow Manufacturing Philosophy. Customer must already be an experienced user of CONTROL, CONTROL:1.4, 1.5, or 2003.

Kanban Management System 2 Days

Project Team Members, Material Planners, Shop Planners, Buyers, and Plant Operations Management.

This is an environment-specific class that addresses the needs of a "Pull" material replenishment environment using a Single Card Kanban. Provides an overview of Kanban and covers Defining Base Data, Kanban Sizing, Kanban Management, Kanban Execution, Kanban Analysis, and Kanban Control. Kanban Signals may be implemented as Cards, Electronic, or both. In addition to supporting the Single Card Kanban, Non-replenishment and In-Process Component Kanban Types will be covered.

Prerequisites: Strong foundation in Lean or Flow Manufacturing Philosophy as well as experience in Kanban Operations. Customer must already be an experienced user of CONTROL:2003™ or CONTROL:2004™.

Cincom ECQM

Class Title/Duration	Who Should Attend	Topics Included
ECQM - Supplier Focus 3 Days	Quality Assurance, Engineering, Production, Purchasing, Receiving, and Information Services Personnel.	Master File Setup, Creating and Processing Receipts, Creating and Processing Inspections, Processing Non-conformances and Corrective/Preventive Actions, Supplier Ratings and Part Certification, Analysis, and Reports.
ECQM - Internal Focus 3 Days	Quality Assurance, Engineering, Production, Purchasing, Shipping, and Information Services Personnel.	Master File Setup, Bills of Quality, Creating and Processing Inspections, Processing Non-conformances and Corrective/Preventive Actions, Processing Shipments, Analysis, and Reports.
ECQM - Document Control 2 Days	ISO/QS/TQM Coordinator, Document Control Coordinator, Quality Assurance Manager, Engineering Manager, Manufacturing Manager, Administration Manager, and Information Services Personnel.	Master File Setup, Setting Up Document Types, Creating Documents, New Document Workflow, Change Requests, Document Revisions, and Document/System Security.
ECQM - SmartAudit 5 Days	Quality Auditors, Supplier Quality Engineers, Compliance Coordinators, Purchasing Managers, Lead Auditors, Audit Team Members, and Information Services Personnel.	General Setup, Audit Implementation Process, Audit Configuration Process, Audit Process Mapping, General Audit Setup, Audit Criteria Types, Criteria Review Setup, Audit Criteria Policies, Create and Manage Audit Programs, Audit Exceptions, and Audit Action Plans.
ECQM - SmartCAPA 5 Days	Quality Assurance, Engineering, Purchasing, and Information Services Personnel.	General Setup, SmartCAPA Implementation and Configuration Process, SmartCAPA Exception Policies, SmartCAPA Exception Auto-Rules, Processing Exceptions, SmartCAPA Issue Task and Reviews, Processing Issues Integration Overview.
ECQM - SmartDoc 5 Days	Database Administrators and ISO/QS/AS/TQM and Compliance Coordinators, Document Control Coordinators, Quality Assurance Managers, Manufacturing Managers, Document Administration Managers, and Information Services Personnel.	General Setup, Document Type Setup, Document Review Setup Document Type Policy, Document Change Management Process, Change order Policy, Document Reviewing and Viewing, and Document Security.
ECQM - SmartTrain 5 Days	Training Coordinators, Human Resources Administrators, Functional Managers, and Information Services Personnel.	General Setup, SmartTrain Implementation and Configuration Process, Course Master Setup, Managing Course Requirements, Manage Documents Requirements, SmartTrain General Setup, Creating Training Sessions and Training Roster Management.
Technical Installation 4 Days	Technical Maintenance Team, Installation Team, Server Administrator, and Coordinator.	How to install SmartSolve and SmartComm, Server Implementation, and System Architecture Requirements.
Tailoring Tools 4 Days	Module Managers and Coordinators, Project Team Members, and Information System Managers.	Overview of SmartSolve Systems, Forms Manager, File Structure and Work Flow Management, Customization using Translation Editor, and List Management.
Data Mapping and Reporting 4 Days	Module Managers and Coordinators, Project Team Members, and Information System Managers.	Use of Crystal Reports for generation of custom reports, SmartSolve data structure, Data Definition Files (DDF), Entity Relationship Diagrams (ERD), SmartSolve User Interface, and SmartSolve Layers.

CONTROL Oracle

Education for All Oracle Customers

The following is Cincom's class curriculum for all CONTROL:200x customers. It is presented to cover both the functional and technical areas of CONTROL:200x. Cincom has developed these classes to give each student the knowledge to effectively use CONTROL:200x, while understanding the impact throughout the system.

Technical Education

Class Title/Duration	Who Should Attend	Topics Included
CONTROL Oracle Concepts 3 Days	Database Administrators, Programmers/Analysts, and Systems Analysts responsible for either the support or customization of CONTROL from a systems perspective.	UNIX Fundamentals, Oracle Fundamentals, System Overview, Basic Installation, Server Architecture, Client Architectures, CONTROL Database Overview, and Online Security.
CONTROL Oracle Administration 3 Days	Database Administrators and System Administrators responsible for either the support or customization of CONTROL from a systems perspective.	CONTROL/Oracle Concepts Review, Multiple Oracle Databases, Oracle Database Sizing, Oracle Space Management, and Security issues.
CONTROL Oracle Client 3 Days	System Administrators, LAN Administrators, Programmers/System Analysts, and anyone responsible for the implementation and administration of the client products surrounding the CONTROL application.	Architecture Overview, PowerUser Installation, PowerUser Internals, PowerUser Security, PowerUser Extensions, Toolkit Installation, Toolkit Internals, Toolkit Security, Toolkit Extensions, and COMS.
CONTROL:Financial™ Technical 2 Days	Any IS Professional responsible for the support of the technical environment in which the CONTROL:Financial accounting application operates.	System Overview, Core Product Components, Client, Server, Client/Server Connectivity, ODBC, and Debugging Client/Server.

Functional Education

Class Title/Duration	Who Should Attend	Topics Included
Manufacturing Overview 2-3 Days	Project Team Members.	Overview of CONTROL:Manufacturing™, Bills of Material, Material Control, Lot/Serial Traceability, Material Requirements Planning (MRP), Master Production Scheduling (MPS), Purchasing, Shop Floor Control, and Repetitive Manufacturing Control.
Financial Overview 2 Days	Project Team Members.	Order Entry and Processing, Shipping and Billing, Item/Memo Receipt Entry, Management and Credit Analysis, Chart of Accounts, Journal Voucher Processing, Cost Roll-Up and Roll-Over, Accounting, and Production Accounting Costing.
Master Production Scheduling (MPS) 2 Days	Project Team Members and key users who plan, schedule, and maintain orders and products.	Overview, Base Data and Control Parameters, Structuring the Planning Bill of Material, Forecast Entry and MPS Creation, Resource Requirements Planning, and MPS Orders and Forecast Control.
Shop Floor Control (SFC) 3 Days	Project Team Members and key users from production and operations management.	Overview of Shop Floor Control, Fundamentals of Scheduling, Fundamentals of Capacity Requirements Planning and Dispatching, Shop Floor Reporting, Managing Capacity and Load, Managing Work in Progress, and other shop floor considerations.
Repetitive Manufacturing Control (RMC) 2 Days	Project Team Members and key users from production and operations management.	Overview of Repetitive Manufacturing Control, Base Data for RM, Scheduling for RMC, Schedule Maintenance and Material Pull, and Activity Reporting and Backflushing.
Order Management System 3 Days	Project Team Members and key users who plan, schedule, and maintain orders and products.	Overview of Order Management, System Control, Organization Policy Definition, Product Definition, Customer Definition, Order Entry and Processing, Online Inventory Promising, and Shipping.

Functional Education (continued)

Class Title/Duration	Who Should Attend	Topics Included
Purchasing 5 Days	Project Team Members and key users who perform purchasing and product planning.	Overview of Purchasing and Defining Purchased Parts, Vendor Definition and Sourcing, Requisition Control, Purchase Order Preparation, Quotations, Blanket Orders, Purchase Order Control, Receiving Control, Performance Analysis, and Implementation Considerations.
Purchase Invoice Authorization 1.5 Days	Project Team Members and key users who perform accounting and costing responsibilities.	System Control, Organization Definition, Vendor Definition, Invoice/Voucher Processing, Special Situations, Matching, Voucher Authorization, and Reports and Displays.
CONTROL:Financial Introduction 3 Days	Project Team Members and key users who perform accounting and costing responsibilities.	Creation of Chart of Accounts, Creation of Masters, Document Processing, Browsing, Balances and Browse Balances, Matching and Payments, Special Document Processing, and Company/Org. Maintenance.
Advanced or Environment-Specific Classes		
Quality Management - Supplier Focus 3 Days	Quality Assurance, Engineering, Production, Purchasing, Receiving, and Information Services Personnel.	Master File Setup, Creating and Processing Receipts, Creating and Processing Inspections, Processing Non-conformances and Corrective/Preventive Actions, Supplier Ratings, and Part Certification, Analysis, and Reports.
Quality Management - Internal Focus 3 Days	Quality Assurance, Engineering, Production, Purchasing, Shipping, and Information Services Personnel.	Master File Setup, Bills of Quality, Creating and Processing Inspections, Processing Non-conformances and Corrective/Preventive Actions, Processing Shipments, Analysis, and Reports.
Quality Management - Document Control 2 Days	ISO/QS/TQM Coordinator, Document Control Coordinator, Quality Assurance Manager, Engineering Manager, Manufacturing Manager, Administration Manager, and Information Services Personnel.	Master File Setup, Setting up Document Types, Creating Documents, New Document Workflow, Change Requests, Document Revisions, and Document/System Security.
LifeCycle Navigator - Overview 1 Day	Project Team Members and key users in the Aftermarket Management (Maintenance, Repair, and Overhaul) area.	<p>This is an environment-specific class that addresses the needs of the Aftermarket Management environment. Provides an overview of LifeCycle Navigator features, including major functional capabilities of Setup, Returned Material Authorization/Material Induction, Disassembly and Evaluation, Work Authorization, Asset Management, and Warranty.</p> <p><i>Prerequisites:</i> Attendees should have a basic knowledge of Parts Creation, Bills of Material, Routings, Material Planning, and MRP. We suggest that students have attended Business Planning, Product Development, Process Development, Business Generation, Demand Management, Supply Management, Production Management, and Delivery classes. Procurement, Costing, and Financial classes are not specific prerequisites for this class, but will be necessary for operation in the Aftermarket environment.</p>

Functional Education (continued)

Class Title/Duration

Who Should Attend

Topics Included

Advanced or Environment-Specific Classes (continued)

**LifeCycle Navigator -
Detailed Class**
4 Days

Project Team Members and key users in the Aftermarket Management (Maintenance, Repair, and Overhaul) area.

This is an environment-specific class that addresses the needs of the Aftermarket Management environment. It covers the details of LifeCycle Navigator features, including setup and support of the processes for Returned Material Authorization/Material Induction, Disassembly and Evaluation, Work Authorization, Asset Management, and Warranty.

Prerequisites: Attendees should have a basic knowledge of Parts Creation, Bills of Material, Routings, Material Planning, and MRP. We suggest that students have attended Business Planning, Product Development, Process Development, Business Generation, Demand Management, Supply Management, Production Management, and Delivery classes. Procurement, Costing, and Financial classes are not specific prerequisites for this class, but will be necessary for operation in the Aftermarket environment.

CONTROL Oracle

■ Education Specifically for Commercial Customers

In addition to the education for all Oracle Customers, Cincom offers the following classes that cater to the needs of your Commercial business environment.

■ Education Specifically for Project Manufacturing Customers

In addition to the education for all Oracle Customers, Cincom offers the following classes that cater to the needs of your Project Manufacturing business environment.

Class Title/Duration	Who Should Attend	Topics Included
Material Control with Traceability 1 Day	Project Team Members and key users within materials management.	Knowledge and understanding of what is necessary to support the use of Material Control. Includes an overview, Parts and Bills of Material, Inventory Control, Trace Management, and Implementation Considerations.
Material Requirements Planning (MRP) 2 Days	Project Team Members and key users who develop and plan orders and products.	Use of Bills of Material and Material Requirements Planning (MRP), creating Bills of Material, Controlling Engineering Change, Creating the Material Plan, and Controlling the Material Plan.
Cost Management System 3 Days	Project Team Members and key users who perform costing and accounting.	Overview of Cost Management, Survey of Manufacturing Cost Management, Elements of Cost, and Roll-Up and Audit of Standard Costs.
Contract Configuration Management 3 Days	Project Team Members, Design and Manufacturing Engineers, Production Planners, Material Controllers, Store Managers, and Product Configuration Managers. Should follow Contract Overview and Task Definition Class.	Basic Part Number Entry, Part Search and Part Catalogs, Creating Bills of Material, Controlling Engineering Change, Serial Effectivity, and Contract Material Control.
Contract Material Planning and Control 3 Days	Operations and Production Managers, Manufacturing and Material Planners, hardware-oriented Contract and Program Managers, and Contract and Project Administrators.	Overview of Contract Material Planning, Contract Part Identification, Entering Contract Demand, MRP vs. PMC, Grouping and Breakpoint Pegging, and Order and Requirements Aging.
Contract Overview and Task Definition 2 Days	Contract, Program, and Implementation Managers.	Overview of CONTROL Project Management, including integration with the Accounts Payable, Shop Floor Control, Material Control, Cost Management, Project Manufacturing Control, and General Ledger modules of CONTROL.
Contract Cost and Performance Monitoring 3 Days	Estimators, Budgeters, Project Accountants, Program/Implementation Managers, and Cost Account Managers.	Review of Contract Overview and Task Definition class, Policy and Table Definition, Project Inventory Costing and Cost Authorization, and Project Accounting Period Close.
Actual Costing System 4 Days	Project Team Members and key users who perform accounting and costing responsibilities.	Overview of Actual Cost System, System integration with CONTROL:Financial and CONTROL:Manufacturing, Development of Part "Target" Cost, Roll-Up and Audit of Target Costs, and Inventory Transaction Accounting.
Contract Order Management System 1 Day	Project Team Members and Financial and Project accountants.	Overview of Contract Order Management, Progress Billing, and Revenue Recognition.

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World Headquarters • Cincinnati, OH USA • US 1-800-2CINCOM
Fax 1-513-612-2000 • International 1-513-612-2769
E-mail info@cincom.com • <http://www.cincom.com>

