

ECP Start – Controlling Start

Requirements none

Participants

All future ECP users coming from the area of Controlling, Reporting, system maintenance and EDP. Project participants (key users), managers and end-users will get a first comprehensive overview of the PORTOLAN system.

Objectives

- Acquisition of knowledge about basic functions and system navigation
- Administration of master data
- Representation of quantity and value flows
- Analysis of reports from cost center management down to voucher level

The experience gained in ECP Start forms the basis for a successful participation in advanced courses.

Topics

- General System Information
- Modular structure of PORTOLAN
- System navigation/Menu technique
- Function keys
- Question mark technique
- Handling of the graphical user interface
- Application control
- Menu-/screen generator
- Documentation
- System functions
- Online Help
- Master Data Management
- Bases
- General Ledger Accounts
- Cost Centers
- Cost Objects
- Turnover Units
- Action Menu
- Table Maintenance
- Record Type Organization / Voucher Structure
- Report Generator

Overview and introduction to:

- CCM Cost Center Management
- COM Cost Object Management
- PRM Profitability Management
- ARA Advanced Report Analysis (PVA)

Duration 2 days

Price on request