

Lawson Learning S3 Optimize Track

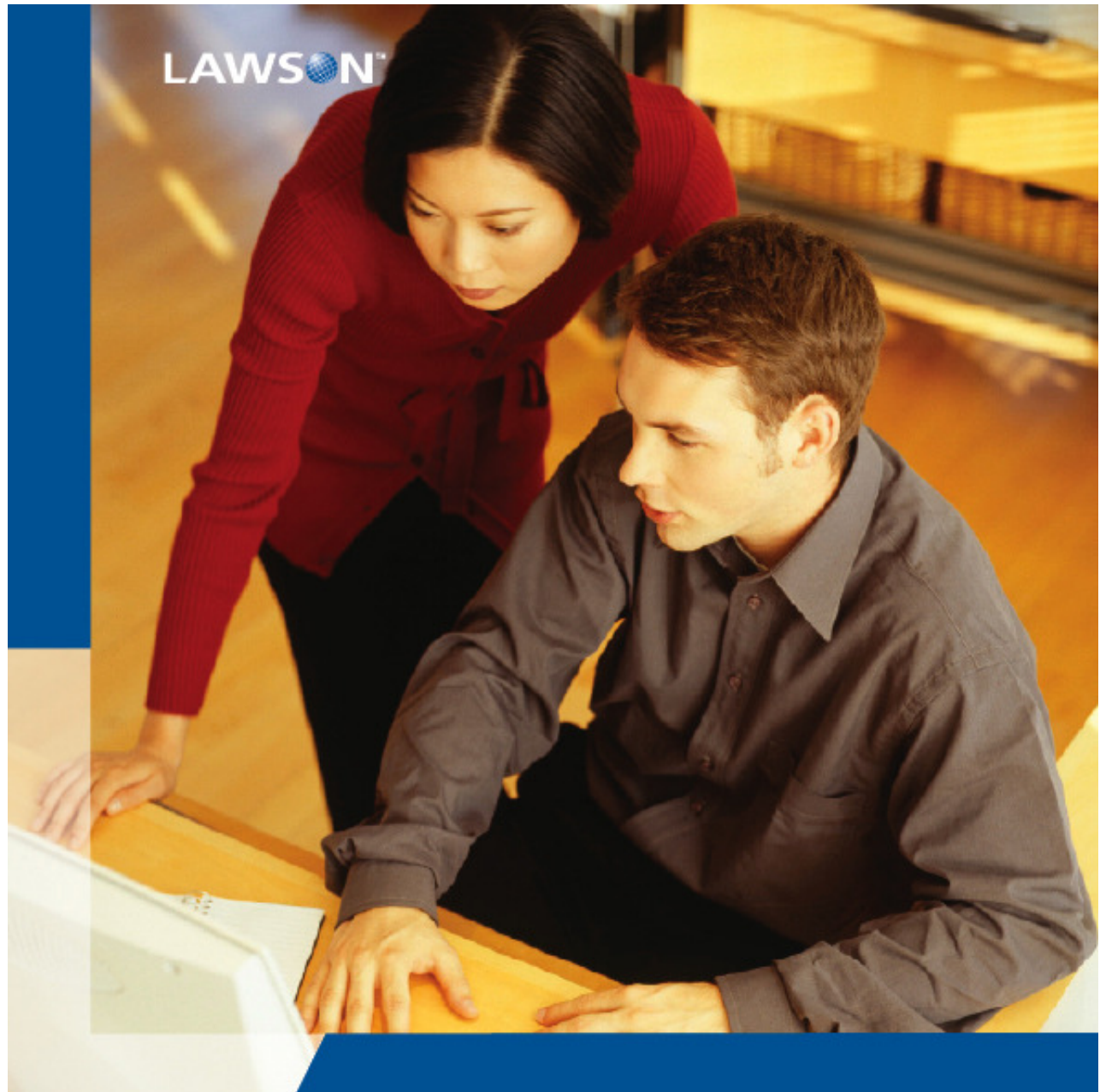


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Post-implementation offers your organization the time to optimize your Lawson system. Optimization might include the on-boarding of additional branches or departments or additional end-user training. Our Learning Consultants also see post-implementation as a great time to refresh skills and knowledge gained during implementation project training. Many customers also see the value of post-implementation training – we see evidence of this in our public classes where we have participants coming from organizations that are already live on a Lawson system. In some cases, these participants are end users who were not part of the original implementation team, either because they are a new employee or have made a move within the organization. We also get project team members who come to the class to review core concepts and skills as a way to tune their current configuration. These class participants often reward our Learning Consultants (instructors) with ‘light-bulb’ moments because they are thrilled to learn new skills, options, or techniques that they missed during the stress of initial implementation, configuration, and design decision making.

With attention to the ongoing learning needs of your Lawson users, your organization is ensured of continued Lawson skill and knowledge and can even build on that knowledge for greater productivity. Based on this premise, Lawson Learning creates Learning Tracks for the optimization phase of your Lawson implementation. These tracks contain the courses that help to ensure your employees retain their Lawson skill and knowledge, and courses that provide new knowledge and skills.

The learning tracks for optimization are divided into tracks for the Lawson Application Suites and tracks for the Lawson Technology Suites. Within these sections, the tracks are grouped by Lawson products that tend to be associated with typical business functional areas or technology disciplines.

Learning tracks are tables with the following columns:

- Level – Lawson Learning groups courses into three levels: prerequisite, core, and advanced. Explanations of these levels are in the next section
- Title – The course title as found in our Learning Management System
- Description – Brief explanation of the purpose and scope of the course
- Sequence – Prescribed order for the courses
- Mode – Lawson Learning offers courses in four learning modes: traditional classroom, online classroom, online presentations, and online self-study; explanations of these modes are in a subsequent section of this introduction
- Length – In hours or days
- Code – The course code as found in our Learning Management System
- Enroll – A blank column provided to assist you in your planning

Course Levels

Each Lawson course falls into one of three levels:

- **Prerequisite** courses provide a basic understanding of the Lawson solution including its terminology and navigation.
 - **Essential** – Essential prerequisites include information, concepts, and terms that prepare you for core courses and are useful as refreshers.
 - **Recommended** – Recommended prerequisites contain overview and summaries useful to you prior to taking core courses.
- **Core** courses provide detailed instruction about the features and functions of the Lawson solution with an emphasis on setup and configuration, basic processing features, and related reporting functions.
 - **Essential** – Essential courses provide an understanding of application setup that sets the context for effective use of the application and/or information needed to evaluate current configuration.
 - **Ancillary** – Some Lawson modules and feature sets are not implemented by all organizations, in these cases we identify Ancillary courses that provide an understanding of application setup needed to effectively use and/or revise the configuration of the associated modules and feature sets. This helps customers refine a track to match their system configuration.
- **Advanced** courses provide concepts and skills essential to using Lawson products, but that requires previous knowledge and experience.
 - **Essential** – Essential courses extend knowledge and skills to allow your organization to take advantage of a broader set of features, options, and/or settings.
 - **Ancillary** – Some Lawson modules and feature sets are not implemented by all organizations; in these cases we identify Ancillary courses that extend knowledge and skills to allow your organization to take advantage of a broader set of features, options, and/or settings. This helps customers refine a track to match their project scope.

Course Modes

Lawson Learning Tracks include courses from multiple learning modes. A blended learning solution helps to ensure that time spent in live, traditional courses are limited to topics that require hands-on interaction and learner/instructor interaction. We use the following designations:

- Learning Lab – Application or technology focused instructor-led course
- Virtual Learning Lab (vLab) – Remote, instructor-led course
- Interactive Webcast – Remote, instructor-led presentation
- OnDemand – Self-study course delivered online

Learning Lab

Learning Labs are available as public sessions at the Lawson Learning Centers and/or can be delivered onsite at your location, cost effective when you need to train more than 5 application users or 4 technology users. Learning Labs are application-specific, hands-on courses that introduce Lawson applications, technologies, terminology, workflows, and interfaces. Labs foster healthy dialogue among participants as they explore the consequences of key design decisions. These courses focus on critical applications and business processes and leaves optional processes and application features for remote, self-study, and custom options.

Virtual Learning Lab (vLab)

Lawson Virtual Learning Labs (vLabs) provide the same quality instructor-led experience as Learning Labs, but through distance learning. vLabs are packaged into 2- to 4-hour segments and allow our best instructors to support many audiences. Other than access to the internet, no additional PC setup is required for these classes. When it is time for hands-on exercises, each learner will access a desktop in the Lawson Learning Center and use the Lawson Training Server and Data. Because vLabs are entirely browser based, you start class by opening your web browser and signing into the class. vLab benefits include: no hardware or software to install, no need to travel, hands-on instruction in real time with instant feedback, shared activities during breakout sessions, online quizzes, and live chat sessions. Lawson leverages this learning mode for topics that tend to have fewer participants per customer, can be taught in 2 to 4 hour segments, and/or requires scarce training or product expertise.

Interactive Webcast

Interactive Webcasts are training sessions led by Lawson Learning instructors and are specifically designed to provide your team with timely topical information. These online sessions are especially valuable when you need to lead your staff through a specific procedure, function, or feature and for topics about which you need Q&A time with an expert. These sessions are also very useful for new employees learning to use Lawson applications and tools. These sessions are delivered via Webex and include presentations and demonstrations about a focused topic. The Lawson expert shares their knowledge and tips for using Lawson products and provides the class with time for Q&A. These sessions are usually 1 hour in length.

OnDemand Course

OnDemand courses help your Lawson team members enhance their skills conveniently and cost-effectively at their own pace and at any time of day they wish. For example, you can complete a portion of the course and then go back and complete the remainder of the course at a later, more convenient time. An additional benefit of online courses is that all learners experience the same consistent and thorough material without the cost of travel or lost productivity. These courses are interactive, multimedia training that may include audio, animated graphics, demonstrations and practice exercises about a comprehensive or targeted topic.

The Lawson S3 Application Suites include the following:

- Enterprise Financial Management (EFM)
- Human Capital Management (HCM)
- Supply Chain Management (SCM)

This section provides the tracks associated with these Application Suites.

Enterprise Financial Management (EFM)

Lawson Learning identifies the following learning tracks for employees being trained after the implementation of the Enterprise Financial Management Suite.

- **Financials:** If you are a functional lead for all finance modules and are accountable for financial processes and system maintenance, this track will provide you with the information to setup and maintain your Lawson Financials system.
- **General Ledger:** If you are a functional lead for general ledger or an end user in this functional area, this track will provide you with the information to maintain your Lawson General Ledger.
- **Accounts Payable:** If you are a functional lead for accounts payable or an end user in this functional area, this track will provide you with the information to maintain your Lawson Accounts Payable application.
- **Accounts Receivable/Billing:** If you are a functional lead for accounts receivable and/or billing or an end user in these functional areas, this track will provide you with the information to maintain your Lawson Accounts Receivable/Billing application.
- **Project & Activity Accounting:** If you are a functional lead for project and activity accounting or an end user in this functional area, this track will provide you with the knowledge to maintain your Project & Activity Accounting application.
- **Asset Management:** If you are a functional lead for asset management or an end user in this functional area, this track will provide you with the information to setup and maintain your Asset Management application.
- **Grant Management:** If you are a functional lead for grant management or an end user for this area, this track will provide you with the information to maintain your Grant Management system.
- **Financial Report Writer:** If you are a functional lead for all financial reporting, or are a report writer in this functional area, this track will provide you with the knowledge to setup and maintain your Financial Report Writing application.

Financials Learning Track

If you are a functional lead for all finance modules and are accountable for financial processes and system maintenance, this track will provide you with the information to setup and maintain your Lawson Financials system.

Application/Module: Financials

Function(s): Financials

Business Phase: Optimize

Objectives:

- Identify key structures for financial functions
- Recognize data and work flows for financial functions
- Enter and maintain data
- Process transactions
- Use reports

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Essential	Financials Suite Overview, 8x	A first step and overview for all users new to the Lawson Financials Suite.	1	OnDemand	4 hours	WFINOV	
Prerequisite: Essential	Getting Started with Lawson Portal, 9.0	Introduction to Lawson Portal 9.0, including definition of portal components and explanation of how to use the Lawson Portal to run applications.	2	OnDemand	1 hour	WGSLP90	
Prerequisite: Recommended	Lawson Security 9.0: An Overview	Outlines the new role-based, rule-based security system in the 9.0 Lawson System Foundation release. Designed to introduce you to this new security system.	3	OnDemand	1 hour	WLAWSEC90OVW	
Core: Essential	General Ledger 8.1/9.0 (4 day)	Instruction on the key set-up and planning components, processing, and steps necessary to successfully implement Lawson General Ledger. <i>Prerequisite:</i> Knowledge of your organization's processes.	4	Learning Lab	4 days	GL9081	
Core: Essential	MS Add-ins for Financials	Discussions of how to upload information into Lawson, create reports and charts, and use mail merge by using MS Add-ins for Financials. <i>Prerequisite:</i> Knowledge of Lawson Financials.	5	OnDemand	1 hour	WPMSADDFIN	
Core: Essential	General Ledger Allocation Fundamentals	Basic setup and processing General Ledger Allocations, resulting in streamlined balance transfer and journal entry processes. <i>Prerequisite:</i> Lawson General Ledger knowledge.	6	OnDemand Interactive Webcast	1 hour 1 hour	WPGLALLFUND GLALLFUND8190	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Core: Essential	Report Writer for General Ledger 8.1/9.0	Information on how to setup and build complex reports using the Report Writer application and Lawson General Ledger data. <i>Prerequisite:</i> Lawson General Ledger knowledge.	7	Learning Lab	2 days	GLRW90	
Core: Essential	Introduction to Query Wizard	Introductory course for the Query Wizard section of Lawson Add-ins for Microsoft® Office.	8	vLab	3 hours	VLINTROQWIZ	
Core: Essential	Introduction to Upload Wizard	Introductory course for the Upload Wizard section of Lawson Add-ins for Microsoft® Office.	9	vLab	2 hours	VLINTROUWIZ	
Core: Ancillary	Accounts Payable, 8.1/9.0	Presents Lawson Accounts Payable global capabilities, including setup, processing, maintenance, and reporting, with an opportunity for “hands-on” practice. <i>Prerequisite:</i> Knowledge of your organization’s processes.	10	Learning Lab	3 days	AP90	
Core: Ancillary	Cash Ledger Basics	Explores cash ledger functionality from voiding checks to balancing your bank statement. <i>Prerequisite:</i> Accounts Payable knowledge.	11	OnDemand	40 minutes	WPCLBASIC	
Core: Ancillary	Invoice Matching, 8.1/9.0	Focus on Invoice Matching setup and processing, including invoice entry procedures, online and auto-match processes, and reconciliation and invoice messaging. <i>Prerequisite:</i> Accounts Payable knowledge.	12	Learning Lab	2 days	MA90	
Core: Ancillary	Project Accounting, 8.1/9.0	Presents all aspects necessary to successfully understand, implement, and use Lawson Project Accounting, including Project and Activity Accounting structure, the budgeting process, processing allocations, interface with other Lawson applications, and project reporting/analytics. Includes hands-on opportunities to use this application. <i>Prerequisite:</i> Your organization’s General Ledger structure and Project Accounting requirements.	13	Learning Lab	5 days	AC90	
Core: Ancillary	Accounts Receivable, 8.1/9.0	Presents of all aspects necessary to successfully understand, implement, and use Accounts Receivable, including customer and company setup, credit management, payment processing, and cash management.	14	Learning Lab	3 days	AR90	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Core: Ancillary	Implement Lawson Budgeting and Planning, 9.X	Basic knowledge and practice for implementing Lawson Budgeting and Planning, including implementation planning, setup, configuration, processing, and data import/export considerations. <i>Prerequisite:</i> Three years experience with General Ledger, budgeting, and planning. Recent General Ledger Training may be substituted for General Ledger experience.	15	Learning Lab	4 days	IMPLBP9	
Core: Ancillary	Asset Management, 8.1/9.0	Presents all aspects necessary to successfully understand, implement and use Asset Management, including system setup, asset additions, adjustments, transfers, disposals, depreciation, and additional features.	16	Learning Lab	3 days	AM90	
Core: Ancillary	ProcessFlow Basics, 9.0	Overview of the ProcessFlow basic features including business interactions and ProcessFlow trigger mechanisms.	17	OnDemand	1 hour	WPRCFLBAS90	
Advanced: Ancillary	Currency Processing with General Ledger	Explores currency setup and processing within General Ledger. Includes discussion of currency concepts, terminology, transaction processing and logic, currency translation and reevaluation, and reporting. <i>Prerequisite:</i> Knowledge of General Ledger.	18	OnDemand	1 hour	WPCURRGL	
Advanced: Ancillary	Encumbrance Accounting 8.1	Presents the use of commitments, encumbrance accounting, and budget editing within the Lawson General Ledger and General Ledger budgeting applications. <i>Prerequisite:</i> Knowledge of General Ledger.	19	OnDemand	1 hour	WENCACCT81	
Advanced: Ancillary	Integration of General Ledger with the Human Resource Suite	Discusses integration between Lawson General Ledger and the applications in the Lawson Human Resources Suite. <i>Prerequisite:</i> Knowledge of General Ledger and HR.	20	OnDemand	1 hour	WPINGLHR	
Advanced: Ancillary	Match GL, Project and Activity Accounting, and Strategic Ledger with Your Reporting Needs	Compares the basic reporting needs/capabilities of General Ledger, Project and Activity Accounting, and Strategic Ledger and presents a business scenario detailing how each application might be used for reporting purposes. <i>Prerequisite:</i> General knowledge of one or all – General	21	OnDemand	1 hour	WPLACSLRPT	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
		Ledger, Project and Activity Accounting, Strategic Ledger.					
Advanced: Ancillary	Accounts Payable Year End Considerations 200x	Review of 1099 setup and processing considerations in Accounts Payable. <i>Prerequisite:</i> Knowledge of Accounts Payable.	22	OnDemand Interactive Webcast (Nov- Jan only)	1 hour	WAPYE200x APYE200x	

General Ledger Learning Track

If you are a functional lead for general ledger or an end user in this functional area, this track will provide you with the information to maintain your Lawson General Ledger.

Application/Module: General Ledger

Function(s): General Ledger

Business Phase: Optimize

Objectives:

- Identify key structures for general ledger functions
- Recognize data and work flows for general ledger functions
- Enter and maintain data
- Process transactions
- Use reports

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Essential	Financials Suite Overview, 8x	A first step and overview for all users new to the Lawson Financials Suite.	1	OnDemand	4 hours	WFINOV	
Prerequisite: Essential	Getting Started with Lawson Portal, 9.0	Introduction to Lawson Portal 9.0, including definition of portal components and explanation of how to use the Lawson Portal to run applications.	2	OnDemand	1 hour	WGSLP90	
Prerequisite: Recommended	Lawson Security 9.0: An Overview	Outlines the new role-based, rule-based security system in the 9.0 Lawson System Foundation release. Designed to introduce you to this new security system.	3	OnDemand	1 hour	WLAWSEC90OVW	
Core: Essential	General Ledger 8.1/9.0 (4 day)	Instruction on the key set-up and planning components, processing, and steps necessary to successfully implement Lawson General Ledger. <i>Prerequisite:</i> Knowledge of your organization's processes.	4	Learning Lab	4 days	GL9081	
Core: Essential	MS Add-ins for Financials	Discussions of how to upload information into Lawson, create reports and charts, and use mail merge by using MS Add-ins for Financials. <i>Prerequisite:</i> Knowledge of Lawson Financials.	5	OnDemand	1 hour	WPMSADDFIN	
Core: Essential	General Ledger Allocation Fundamentals	Basic setup and processing General Ledger Allocations, resulting in streamlined balance transfer and journal entry processes. <i>Prerequisite:</i> Lawson General Ledger knowledge.	6	OnDemand Interactive Webcast	1 hour 1 hour	WGLALLFUND GLALLFUND8190	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Core: Essential	Report Writer for General Ledger 8.1/9.0	Information on how to setup and build complex reports using the Report Writer application and Lawson General Ledger data. <i>Prerequisite:</i> Lawson General Ledger knowledge.	7	Learning Lab	2 days	GLRW90	
Core: Essential	Introduction to Query Wizard	Introductory course for the Query Wizard section of Lawson Add-ins for Microsoft® Office.	8	vLab	3 hours	VLINTROQWIZ	
Core: Essential	Introduction to Upload Wizard	Introductory course for the Upload Wizard section of Lawson Add-ins for Microsoft® Office.	9	vLab	2 hours	VLINTROUWIZ	
Core: Ancillary	ProcessFlow Basics, 9.0	Overview of the ProcessFlow basic features including business interactions and ProcessFlow trigger mechanisms.	10	OnDemand	1 hour	WPRCFLBAS90	
Core: Ancillary	Implement Lawson Budgeting and Planning 9.X	Basic knowledge and practice for implementing Lawson Budgeting and Planning, including implementation planning, setup, configuration, processing, and data import/export considerations. <i>Prerequisite:</i> Three years experience with General Ledger, budgeting, and planning. Recent General Ledger Training may be substituted for General Ledger experience.	11	Learning Lab	4 days	IMPLBP9	
Advanced: Essential	General Ledger Report Writer Advanced Topics	Designed to help you improve the efficiency of your General Ledger Reports by giving you techniques to decrease the amount of time spent creating and maintaining reports. Includes demonstration of advanced reporting features and how to troubleshoot your General Ledger Reports. <i>Prerequisite:</i> Report Writer experience and General Ledger data knowledge.	12	OnDemand	2 hours	WPGLRWADV	
Advanced: Ancillary	Currency Processing with General Ledger	Explores currency setup and processing within General Ledger. Includes discussion of currency concepts, terminology, transaction processing and logic, currency translation and reevaluation, and reporting. <i>Prerequisite:</i> Knowledge of General Ledger.	13	OnDemand	1 hour	WPCURRGL	
Advanced: Ancillary	Encumbrance Accounting, 8.1	Presents the use of commitments, encumbrance accounting, and budget editing within the Lawson General Ledger and General Ledger budgeting applications. <i>Prerequisite:</i> Knowledge of General Ledger.	14	OnDemand	1 hour	WENCACCT81	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Advanced: Ancillary	Integration of General Ledger with the Human Resource Suite	Discusses integration between Lawson General Ledger and the applications in the Lawson Human Resources Suite. <i>Prerequisite:</i> Knowledge of General Ledger and HR.	15	OnDemand	1 hour	WPINGLHR	
Advanced: Ancillary	Match GL, Project and Activity Accounting, and Strategic Ledger with Your Reporting Needs	Compares the basic reporting needs/capabilities of General Ledger, Project and Activity Accounting, and Strategic Ledger, and presents a business scenario detailing how each application might be used for reporting purposes. <i>Prerequisite:</i> General knowledge of one or all – General Ledger, Project and Activity Accounting, Strategic Ledger.	16	OnDemand	1 hour	WPGLACSLRPT	

Accounts Payable Learning Track

If you are a functional lead for accounts payable or an end user in this functional area, this track will provide you with the information to maintain your Lawson Accounts Payable application.

Application/Module: Accounts Payable

Function(s): Accounts Payable

Business Phase: Optimize

Objectives:

- Identify key structures for accounts payable functions
- Recognize data and work flows for accounts payable functions
- Enter and maintain data
- Process transactions
- Use reports

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Essential	Financials Suite Overview, 8x	A first step and overview for all users new to the Lawson Financials Suite.	1	OnDemand	4 hours	WFINOV	
Prerequisite: Essential	Getting Started with Lawson Portal, 9.0	Introduction to Lawson Portal 9.0, including definition of portal components and explanation of how to use the Lawson Portal to run applications.	2	OnDemand	1 hour	WGSLP90	
Prerequisite: Recommended	Lawson Security 9.0: An Overview	Outlines the new role-based, rule-based security system in the 9.0 Lawson System Foundation release. Designed to introduce you to this new security system.	3	OnDemand	1 hour	WLAWSEC90OVW	
Core: Essential	Accounts Payable, 8.1/9.0	Presents Lawson Accounts Payable global capabilities, including setup, processing, maintenance, and reporting, with an opportunity for "hands-on" practice. <i>Prerequisite:</i> Knowledge of your organization's processes.	4	Learning Lab	3 days	AP90	
Core: Essential	Accounts Payable Year End Considerations 200x	Review of 1099 setup and processing considerations in Accounts Payable. <i>Prerequisite:</i> Knowledge of Accounts Payable.	5	OnDemand Interactive Webcast	1 hour	APYE200x WAPYE200x	
Core: Essential	Accounts Payable Manual Payments	Demonstrates the process for entering manual payments for both released and unreleased invoices and discusses how to generate a payment and reserve manual payment forms. <i>Prerequisite:</i> Accounts Payable knowledge.	6	OnDemand	.5 hour	WAPMANPYMT	
Core: Essential for leads and super users	General Ledger ,8.1/9.0 (4 day)	Instruction on the key set-up and planning components, processing, and steps necessary to successfully implement Lawson General Ledger.	7	Learning Lab	4 days	GL9081	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
		<i>Prerequisite:</i> Knowledge of your organization's processes.					
Core: Essential	MS Add-ins for Financials	Discussions of how to upload information into Lawson, create reports and charts, and use mail merge by using MS Add-ins for Financials. <i>Prerequisite:</i> Knowledge of Lawson Financials.	8	OnDemand	1 hour	WPMSADDFIN	
Core: Ancillary	Tax Overview for Accounts Payable, 8.1	Defines tax terminology, demonstrates the setup of the tax application, and explains how to process taxable invoices for both matching and expense invoices. <i>Prerequisite:</i> Knowledge of Accounts Payable.	9	OnDemand	1 hour	WTXOVAP81	
Core: Ancillary	Procurement Card Overview, 9.0	Procurement Card Overview, 9.0 provides an overview of the new P-card application, describes setup considerations, explains processing of charges, and outlines report options. <i>Prerequisite:</i> Knowledge of Lawson Procurement.	10	OnDemand	1 hour	PROCARDI90	
Core: Ancillary	Invoice Matching, 8.1/9.0	Focus on Invoice Matching setup and processing including invoice entry procedures, online and auto-match processes, and reconciliation and invoice messaging. <i>Prerequisite:</i> Accounts Payable knowledge.	11	Learning Lab	2 days	MA90	
Core: Ancillary	Smart Reconciliation for Invoice Matching	Presents the key components required to reconcile invoices in the Smart Reconciliation product. Provides information, examples, and hands-on exercises for reconciling invoices.	12	OnDemand	1 hour	SMRTREC80381	
Core: Ancillary	Introduction to Query Wizard	Introductory course for the Query Wizard section of Lawson Add-ins for Microsoft® Office.	13	vLab	3 hours	VLINTROQWIZ	
Core: Ancillary	Introduction to Upload Wizard	Introductory course for the Upload Wizard section of Lawson Add-ins for Microsoft® Office.	14	vLab	2 hours	VLINTROUWIZ	
Core: Ancillary	ProcessFlow Basics, 9.0	Overview of ProcessFlow basic features including business interactions and ProcessFlow trigger mechanisms.	15	Interactive Webcast	1 hour	WPRCFLBAS90	
Core: Ancillary	Smart Notification for Invoice Matching	High-level overview of the notifications available in the Solution Pack including how to subscribe and process notifications. <i>Prerequisite:</i> Knowledge of invoice matching.	16	OnDemand	1 hour	SMRTNOTMA	
Advanced: Ancillary	Match & Reconcile at a Detail Level, 8.1/9.0	An interactive virtual lab designed to extend your basic knowledge of invoice matching to assist you with the matching and reconciliation process.	17	vLab	3 hours	ADVMADET8190	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
		<i>Prerequisite:</i> Matching experience.					
Advanced: Ancillary	Match & Reconcile at an Invoice Level, 8.1/9.0	An interactive virtual lab designed to extend your knowledge of matching. This vLab identifies the effects, updates, and reconciliation options when matching at the invoice level. <i>Prerequisite:</i> Matching experience.	18	vLab	3 hours	ADVMAINV8190	
Advanced: Ancillary	Match Tolerances, Match Types, Mixing Match Level, Closing PO Lines, 8.1/9.0	An interactive virtual lab explaining how match tolerances, match type, and mixing match levels can affect the matching process. <i>Prerequisite:</i> Matching experience.	19	vLab	3 hours	ADVMAPROC8190	
Advanced: Ancillary	Monitor & Maintain the Match Process, 8.1/9.0	An interactive virtual lab identifying reports, inquiries, and archival processes to help you in monitoring and maintaining match processes. <i>Prerequisite:</i> Matching experience.	20	vLab	3 hours	MNTMTCHPROC8190	
Advanced: Ancillary	Process Invoices with Services, 8.1/9.0	An interactive virtual lab explaining how to process invoices containing services and service messages, and identify how the purchase order line closes for services. <i>Prerequisite:</i> Matching experience.	21	vLab	3 hours	PRCINVSER8190	
Advanced: Ancillary	Understand Invoice Messaging, 8.1/9.0	An interactive virtual lab identifying available invoice messages and how specific actions to resolve the messages can affect match processes. <i>Prerequisite:</i> Matching experience.	22	vLab	3 hours	INVMESSG8190	

Accounts Receivable/Billing Learning Track

If you are a functional lead for accounts receivable and/or billing or an end user in these functional areas, this track will provide you with the information to maintain your Lawson Accounts Receivable/Billing application.

Application/Module: Accounts Receivable/Billing

Function(s): Accounts Receivable/Billing

Business Phase: Optimize

Objectives:

- Identify key structures for accounts receivable and billing functions
- Recognize data and work flows for accounts receivable and billing functions
- Enter and maintain data
- Process transactions
- Use reports

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Essential	Financials Suite Overview, 8x	A first step and overview for all users new to the Lawson Financials Suite.	1	OnDemand	4 hours	WFINOV	
Prerequisite: Essential	Getting Started with Lawson Portal, 9.0	Introduction to Lawson Portal 9.0, including definition of portal components and explanation of how to use the Lawson Portal to run applications.	2	OnDemand	1 hour	WGSLP90	
Prerequisite: Recommended	Lawson Security 9.0: An Overview	Outlines the new role-based, rule-based security system in the 9.0 Lawson System Foundation release. Designed to introduce you to this new security system.	3	OnDemand	1 hour	WLAWSEC90OVW	
Core: Essential	Accounts Receivable, 8.1/9.0	Presents all aspects necessary to successfully understand, implement, and use Accounts Receivable, including customer and company setup, credit management, payment processing, and cash management.	4	Learning Lab	3 days	AR90	
Core: Ancillary	Billing, 8.1/9.0	Focuses on the part of the invoice life cycle beginning with invoice inception (entry or interface) and ending with the transfer of the invoice to the accounts receivable system for payment.	5	Learning Lab	2 days	BILL90	
Core: Essential	General Ledger 8.1/9.0 (4 day)	Instruction on the key set-up and planning components, processing, and steps necessary to successfully implement Lawson General Ledger. <i>Prerequisite:</i> Knowledge of your organization's processes.	6	Learning Lab	4 days	GL9081	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Core: Essential	MS Add-ins for Financials	Discussions of how to upload information into Lawson, create reports and charts, and use mail merge by using MS Add-ins for Financials. <i>Prerequisite:</i> Knowledge of Lawson Financials.	7	OnDemand	1 hour	WPMSADDFIN	
Core: Essential	Using Attributes in AR, 9.0	Describes the use of attributes (from the Attribute Matrix application) within the Accounts Receivable application.	8	OnDemand	1 hour	WARATTRIB8190	
Core: Ancillary	Introduction to Query Wizard	Introductory course for the Query Wizard section of Lawson Add-ins for Microsoft® Office.	9	vLab	3 hours	VLINTROQWIZ	
Core: Ancillary	Introduction to Upload Wizard	Introductory course for the Upload Wizard section of Lawson Add-ins for Microsoft® Office.	10	vLab	2 hours	VLINTROUWIZ	
Core: Ancillary	ProcessFlow Basics, 9.0	Overview of ProcessFlow basic features including business interactions and ProcessFlow trigger mechanisms.	11	OnDemand	1 hour	WPRCFLBAS90	
Core: Ancillary	Project Accounting, 8.1/9.0	Presents all aspects necessary to successfully understand, implement, and use Lawson Project Accounting, including Project and Activity Accounting structure, the budgeting process, processing allocations, interface with other Lawson applications, and project reporting/analytics. Includes hands-on opportunities to use this application. <i>Prerequisite:</i> Your organization's General Ledger structure and Project Accounting requirements.	12	Learning Lab	5 days	AC90	
Core: Ancillary	Billing and Revenue Management, 8.1/9.0	Lets you bill customers and recognize revenue directly from your Lawson Project and Activity Accounting application. <i>Prerequisite:</i> Accounts Receivable knowledge and an understanding of your organizations billing and revenue recognition methods is suggested.	13	Learning Lab	5 days	BR90	

Project & Activity Accounting Learning Track

If you are a functional lead for project and activity accounting, or an end user in this functional area, this track will provide you with the knowledge to maintain your Project & Activity Accounting application.

Application/Module: Project & Activity Accounting

Function(s): Project & Activity Accounting

Business Phase: Optimize

Objectives:

- Identify key structures for project and activity accounting functions
- Recognize data and work flows for project and activity functions
- Enter and maintain data
- Process transactions
- Use reports

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Essential	Financials Suite Overview, 8x	A first step and overview for all users new to the Lawson Financials Suite.	1	OnDemand	4 hours	WFINOV	
Prerequisite: Essential	Getting Started with Lawson Portal, 9.0	Introduction to Lawson Portal 9.0, including definition of portal components and explanation of how to use the Lawson Portal to run applications.	2	OnDemand	1 hour	WGSLP90	
Prerequisite: Recommended	Lawson Security 9.0: An Overview	Outlines the new role-based, rule-based security system in the 9.0 Lawson System Foundation release. Designed to introduce you to this new security system.	3	OnDemand	1 hour	WLAWSEC90OVW	
Core: Essential	General Ledger, 8.1/9.0 (4 day)	Instruction on the key set-up and planning components, processing, and steps necessary to successfully implement Lawson General Ledger. <i>Prerequisite:</i> Knowledge of your organization's processes.	4	Learning Lab	4 days	GL9081	
Core: Essential	Project Accounting, 8.1/9.0	Presents all aspects necessary to successfully understand, implement, and use Lawson Project Accounting, including Project and Activity Accounting structure, the budgeting process, processing allocations, interface with other Lawson applications, and project reporting/analytics. Includes hands-on opportunities to use this application. <i>Prerequisite:</i> Your organization's General Ledger structure and project accounting requirements.	5	Learning Lab	5 days	AC90	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Core: Essential	MS Add-ins for Financials	Discussions of how to upload information into Lawson, create reports and charts, and use mail merge by using MS Add-ins for Financials. <i>Prerequisite:</i> Knowledge of Lawson Financials.	6	OnDemand	1 hour	WPMSADDFIN	
Core: Essential	Using Attribute Matrix with Project and Activity Accounting, 8.1	Explains how Attribute Matrix is used with Project and Activity Accounting activities and transactions to increase system reporting and inquiry capabilities. <i>Prerequisite:</i> Project and Activity Accounting knowledge.	7	OnDemand	1 hour	WPATPRAA81	
Core: Ancillary	Billing and Revenue Management, 8.1/9.0	Lets you bill customers and recognize revenue directly from your Lawson Project and Activity Accounting application. <i>Prerequisite:</i> Accounts Receivable knowledge and an understanding of your organizations billing and revenue recognition methods is suggested.	8	Learning Lab	5 days	BR90	
Core: Ancillary	ProcessFlow Basics, 9.0	Overview of the ProcessFlow basic features including business interactions and ProcessFlow trigger mechanisms.	9	OnDemand	1 hour	WPRCFLBAS90	
Core: Ancillary	Introduction to Query Wizard	Introductory course for the Query Wizard section of Lawson Add-ins for Microsoft® Office.	10	vLab	3 hours	VLINTROQWIZ	
Core: Ancillary	Introduction to Upload Wizard	Introductory course for the Upload Wizard section of Lawson Add-ins for Microsoft® Office.	11	vLab	2 hours	VLINTROUWIZ	
Core: Ancillary	Grant Management Overview, 8.1	Introduces the grant industry, its data administration requirements, and the Lawson solution for grant administration.	12	vLab	3 hours	GM810VW	

Asset Management Learning Track

If you are a functional lead for asset management or an end user in this functional area, this track will provide you with the information to setup and maintain your Asset Management application.

Application/Module: Asset Management

Function(s): Asset Management

Business Phase: Optimize

Objectives:

- Identify key structures for asset management functions
- Recognize data and work flows for asset management functions
- Enter and maintain data
- Process transactions
- Use reports

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Essential	Financials Suite Overview, 8x	A first step and overview for all users new to the Lawson Financials Suite.	1	OnDemand	4 hours	WFINOV	
Prerequisite: Essential	Getting Started with Lawson Portal, 9.0	Introduction to Lawson Portal 9.0, including definition of portal components and explanation of how to use the Lawson Portal to run applications.	2	OnDemand	1 hour	WGSLP90	
Prerequisite: Recommended	Lawson Security 9.0: An Overview	Outlines the new role-based, rule-based security system in the 9.0 Lawson System Foundation release. Designed to introduce you to this new security system.	3	OnDemand	1 hour	WLAWSEC90OVW	
Core: Essential	General Ledger, 8.1/9.0 (4 day)	Instruction on the key set-up and planning components, processing, and steps necessary to successfully implement Lawson General Ledger. <i>Prerequisite:</i> Knowledge of your organization's processes.	4	Learning Lab	4 days	GL9081	
Core: Essential	Asset Management, 8.1/9.0	Presents all aspects necessary to successfully understand, implement, and use Asset Management, including system setup, asset additions, adjustments, transfers, disposals, depreciation, and additional features.	5	Learning Lab	3 days	AM90	
Core: Essential	MS Add-ins for Financials	Discussions of how to upload information into Lawson, create reports and charts, and use mail merge by using MS Add-ins for Financials. <i>Prerequisite:</i> Knowledge of Lawson Financials.	6	OnDemand	1 hour	WPMSADDFIN	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Core: Ancillary	Capitalizing Assets Using Project and Activity Accounting	Provides an understanding of how project and activity accounting integrates with other Lawson applications to automate the capitalization process. <i>Prerequisite:</i> General Knowledge of the accounting applications is beneficial.	7	OnDemand	1 hour	WPCAPACT	
Core: Ancillary	ProcessFlow Basics, 9.0	Overview of ProcessFlow basic features including business interactions and ProcessFlow trigger mechanisms.	8	OnDemand	1 hour	WPRCFLBAS90	
Core: Ancillary	Introduction to Query Wizard	Introductory course for the Query Wizard section of Lawson Add-ins for Microsoft® Office.	9	vLab	3 hours	VLINTROQWIZ	
Core: Ancillary	Introduction to Upload Wizard	Introductory course for the Upload Wizard section of Lawson Add-ins for Microsoft® Office.	10	vLab	2 hours	VLINTROUWIZ	

Grant Management Learning Track

If you are a functional lead for grant management or an end user for this area, this track will provide you with the information to maintain your Grant Management system.

Application/Module: Grant Management

Function(s): Grant Management

Business Phase: Optimize

Objectives:

- Identify key structures for grant management functions
- Recognize data and work flows for grant management functions
- Enter and maintain data
- Process transactions
- Use reports

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Essential	Financials Suite Overview, 8x	A first step and overview for all users new to the Lawson Financials Suite.	1	OnDemand	4 hours	WFINOV	
Prerequisite: Essential	Getting Started with Lawson Portal, 9.0	Introduction to Lawson Portal 9.0, including definition of portal components and explanation of how to use the Lawson Portal to run applications.	2	OnDemand	1 hour	WGSLP90	
Prerequisite: Recommended	Lawson Security 9.0: An Overview	Outlines the new role-based, rule-based security system in the 9.0 Lawson System Foundation release. Designed to introduce you to this new security system.	3	OnDemand	1 hour	WLAWSEC90OVW	
Prerequisite: Recommended	Grant Management Overview, 8.1	Introduces the grant industry, its data administration requirements, and the Lawson solution for grant administration.	4	vLab	3 hours	GM810VW	
Core: Essential	General Ledger, 8.1/9.0 (4 day)	Instruction on the key set-up and planning components, processing, and steps necessary to successfully implement Lawson General Ledger. <i>Prerequisite:</i> Knowledge of your organization's processes.	5	Learning Lab	4 days	GL9081	
Core: Essential	Project Accounting, 8.1/9.0	Presents all aspects necessary to successfully understand, implement, and use Lawson Project Accounting, including Project and Activity Accounting structure, the budgeting process, processing allocations, interface with other Lawson applications, and project reporting/analytics. Includes hands-on opportunities to use this application. <i>Prerequisite:</i> Your organization's General Ledger structure and Project Accounting requirements.	6	Learning Lab	5 days	AC90	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Core: Essential	Billing and Revenue Management, 8.1/9.0	Lets you bill customers and recognize revenue directly from your Lawson Project and Activity Accounting application. <i>Prerequisite:</i> Accounts Receivable knowledge and an understanding of your organization's billing and revenue recognition methods is suggested.	7	Learning Lab	5 days	BR90	
Core: Essential	Implement Grant Management, 8.1/9.0	Presents the complete Lawson solution for Grant Administrators including setup, processing, and reporting.	8	Learning Lab	5 days	IMPLGM90	
Core: Essential	Grant Management Basics for Procurement	Presents the aspects of grant administration that are specific to requisition and purchase order setup and processing. <i>Prerequisite:</i> Lawson Procurement Suite knowledge.	9	OnDemand	.5 hour	WGMBASPRO	
Core: Essential	MS Add-ins for Financials	Discussions of how to upload information into Lawson, create reports and charts, and use mail merge by using MS Add-ins for Financials. <i>Prerequisite:</i> Knowledge of Lawson Financials.	10	OnDemand	1 hour	WPMSADDFIN	
Core: Ancillary	Accounts Receivable, 8.1/9.0	Presents of all aspects necessary to successfully understand, implement, and use Accounts Receivable, including customer and company setup, credit management, payment processing, and cash management.	11	Learning Lab	3 days	AR90	
Core: Ancillary	Introduction to Query Wizard	Introductory course for the Query Wizard section of Lawson Add-ins for Microsoft® Office.	12	vLab	2 hours	VLINTROQWIZ	
Core: Ancillary	Introduction to Upload Wizard	Introductory course for the Upload Wizard section of Lawson Add-ins for Microsoft® Office.	13	vLab	2 hours	VLINTROUWIZ	
Core: Ancillary	ProcessFlow Basics, 9.0	Overview of the ProcessFlow basic features including business interactions and ProcessFlow trigger mechanisms.	14	OnDemand	1 hour	WPRCFLBAS90	

Financial Report Writer Learning Track

If you are a functional lead for all financial reporting or are a report writer in this functional area, this track will provide you with the knowledge to setup and maintain your Financial Report Writing application.

Application/Module: Financial Report Writer
Function(s): Financial Report Writing
Business Phase: Optimize

Objectives:

- Identify key structures for financial reporting functions
- Recognize data and work flows for financial reporting functions
- Enter and maintain data
- Process transactions
- Use reports

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Essential	Financials Suite Overview, 8x	A first step and overview for all users new to the Lawson Financials Suite.	1	OnDemand	4 hours	WFINOV	
Prerequisite: Essential	Getting Started with Lawson Portal, 9.0	Introduction to Lawson Portal 9.0, including definition of portal components and explanation of how to use the Lawson Portal to run applications.	2	OnDemand	1 hour	WGSLP90	
Prerequisite: Recommended	Lawson Security 9.0: An Overview	Outlines the new role-based, rule-based security system in the 9.0 Lawson System Foundation release. Designed to introduce you to this new security system.	3	OnDemand	1 hour	WLAWSEC90OVW	
Core: Essential	General Ledger, 8.1/9.0 (4 day)	Instruction on the key set-up and planning components, processing, and steps necessary to successfully implement Lawson General Ledger. <i>Prerequisite:</i> Knowledge of your organization's processes.	4	Learning Lab	4 days	GL9081	
Core: Essential	Data Structure for Programmers & Report/Query Specialists	Introduction of tools available to access Lawson data, including presentation of data structure, data files, and data relationships, and connections available to successfully access data.	5	OnDemand	1 hour	WPDATASTR	
Core: Essential	Report Writer for General Ledger 8.1/9.0	Information on how to setup and build complex reports using the Report Writer application and Lawson General Ledger data. <i>Prerequisite:</i> Lawson General Ledger knowledge.	6	Learning Lab	2 days	GLRW90	
Core: Essential	Introduction to Query Wizard	Introductory course for the Query Wizard section of Lawson Add-ins for Microsoft® Office.	7	vLab	3 hours	VLINTROQWIZ	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Core: Ancillary	Crystal Reports, XI	Basic introduction of the Crystal Reports product for report writers. Learn how to design and build Crystal Reports in a lab environment, gaining hands-on experience. Includes security overview. <i>Prerequisites:</i> Lawson data base structure and terminology; knowledge of your organization's data access strategy (OLEDB and ODBC)	8	Learning Lab	5 days	CRYRPTXI	
Core: Ancillary	Use a Report Writer Report to Create a Crystal Report	Discusses how to use a General Ledger Report Writer Report as a data source for a Crystal Report. <i>Prerequisite:</i> Knowledge of Report Writer and Crystal Reports.	9	OnDemand	1 hour	WGLRWCRYS	
Advanced: Essential	General Ledger Report Writer Advanced Topics	Designed to help you improve the efficiency of your General Ledger Reports, give you techniques to decrease the amount of time spent creating and maintaining reports, and demonstrate advanced reporting features and how to troubleshoot your General Ledger Reports. <i>Prerequisite:</i> Report Writer experience and General Ledger data knowledge.	10	OnDemand	2 hours	WPGLRWADV	
Advanced: Ancillary	Currency Processing with General Ledger	Explores currency setup and processing within General Ledger. Currency concepts, terminology, transaction processing and logic, currency translation and reevaluation, and reporting are discussed. <i>Prerequisite:</i> Knowledge of General Ledger.	11	OnDemand	1 hour	WPCURRGL	
Advanced: Ancillary	Match GL, Project and Activity Account, and Strategic Ledger with Your Reporting needs	Compares the basic reporting needs/capabilities of General Ledger, Project and Activity Accounting, and Strategic Ledger, and presents a business scenario detailing how each application might be used for reporting purposes. <i>Prerequisite:</i> General knowledge of one or all – General Ledger, Project and Activity Accounting, Strategic Ledger.	12	OnDemand	1 hour	WPGLACSLRPT	
Advanced: Ancillary	Cross Tabs for Crystal Reports, XI	Description and demonstration of Cross Tabs for Crystal Reports XI functions.	13	OnDemand	1 hour	CRYXICRSTAB	
Advanced: Ancillary	Implement Lawson Budgeting and Planning, 9.X	Basic knowledge and practice for implementing Lawson Budgeting and Planning, including implementation planning, setup, configuration, processing, and data import/export considerations. <i>Prerequisite:</i> Three years experience with General Ledger, budgeting, and planning. Recent General Ledger Training may be substituted for General Ledger experience.	14	Learning Lab	4 days	IMPLBP9	

Human Capital Management (HCM)

Lawson Learning identifies the following learning tracks for employees being trained after the implementation of the Human Capital Management Suite.

- **Human Resources and Personnel Administration:** If you are a functional lead or a specialist (end user) in the human resources or personnel areas, this track will provide you with the information you need to maintain your data structure and to enter, maintain, and purge employee records.
- **Payroll:** If you are a functional lead or a specialist (end user) in your payroll area, this track will provide you with the information you need to maintain and process your payroll in the Lawson Payroll system.
- **Human Resources and Benefits Administration:** If you are a functional lead for benefits administration or an end user in this area, this track will provide you with the information you need maintain your Lawson Benefits system.
- **Human Resources Report Writer:** If you are a report writer who supports your human resource/personnel area, this track will provide you with the information you need to set up, maintain, and run reports using the Lawson Human Resources Report Writer.
- **eRecruiting:** If you are a functional lead or a specialist (end user) in your recruiting area, this track will provide you with the information you need to maintain and process applicants in your Lawson e-Recruiting system.

Human Resources and Personnel Administration Learning Track

If you are a functional lead or a specialist (end user) in the human resources or personnel areas, this track will provide you with the information you need to maintain your data structure and to enter, maintain, and purge employee records.

Application/Module: Human Resources and Personnel Administration

Function(s): Human Resources and Personnel Administration

Business Phase: Optimize

Objectives:

- Identify key structures for human resources and personnel administration functions
- Recognize data and work flows for human resources and personnel administration functions
- Enter and maintain data
- Process transactions
- Use reports

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Essential	Human Resources Suite Overview, 8.1	Tours the applications that make up the Lawson Human Resources Suite.	1	OnDemand	2 – 6 hours	WHROV81	
Prerequisite: Essential	Getting Started with Lawson Portal, 9.0	Introduction to Lawson Portal 9.0, including definition of portal components and explanation of how to use the Lawson Portal to run applications.	2	OnDemand	1 hour	WGSLP90	
Prerequisite: Recommended	Lawson Security 9.0: An Overview	Outlines the new role-based, rule-based security system in the 9.0 Lawson System Foundation release. Designed to introduce you to this new security system.	3	OnDemand	1 hour	WLAWSEC90OVW	
Core: Essential	Human Resources Security Overview	Provides the basics of security parameters in the environment, Human Resources application, and IOS.	4	OnDemand	.5 hour	WPHRSOVR	
Core: Essential	Personnel Administration, 8.1/9.0	Provides knowledge on how to setup and process employee records using Lawson Personnel Administration. <i>Prerequisites:</i> An understanding of your organization's personnel requirements.	5	Learning Lab	3 days	PA90	
Core: Essential	Integration of GL with the Human Resources Suite	Trains attendees on the key integration points between Lawson General Ledger and Human Resources Application Suites. NOTE: This course is essential if you did not take Human Resources Structure 8.1/9.0 (HRST90) before taking Optimizing Employee Groups (WPOPTMPGRP).	6	OnDemand	1 hour	WPINGLHR	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Core: Essential	Optimizing Employee Groups	Reviews naming conventions and setup for employee groups used in the Human Resources Suite. NOTE: This course is essential if you did not take Human Resources Structure 8.1/9.0 (HRST90).	7	OnDemand	.5 hour	WPOPTMPGRP	
Core: Essential	Excel Upload Wizard: Overview and HR Uses	Introduction to the Excel™ Query Wizard – an overview of the product, data extraction, and reporting capabilities as they relate to the Human Resources Suite. <i>Prerequisites:</i> Microsoft® Excel knowledge.	8	OnDemand	.5 hour	WPEXWZRD	
Core: Essential	Uploading Personnel Actions	Overview of the Excel™ Upload Wizard and the step-by-step process of uploading personnel actions when using the Wizard. NOTE: Hands on learning provided in the Introduction to Upload Wizard vLab (VLINTROUWIZ) <i>Prerequisites:</i> Knowledge of personnel actions and the Excel Upload Wizard.	9	OnDemand	.5 hour	WPUPLOADPA	
Core: Essential	Introduction to Upload Wizard	Introductory course for the Upload Wizard section of Lawson Add-ins for Microsoft® Office.	10	vLab	2 hours	VLINTROUWIZ	
Core: Essential	Introduction to Query Wizard	Introductory course for the Query Wizard section of Lawson Add-ins for Microsoft® Office.	11	vLab	3 hours	VLINTROQWIZ	
Core: Ancillary	ProcessFlow: Overview and HR Uses	Discusses Lawson ProcessFlow capabilities using Human Resources Application examples.	12	OnDemand	1 hour	WPHRPRCS	
Core: Ancillary	Implementing Employee & Manager Self-Service, 9.0	Teaches key Employee & Manager Self-Service 9.0 concepts and implementation skills. <i>Prerequisites:</i> Understanding of the Human Resources application suite.	13	Learning Lab	3 day	SLFSRV90	
Core: Ancillary	Implementing Training Administration	Covers the setup of training options and curriculum, along with the key processing steps in the Training Administration application.	14	OnDemand	.5 hour	WPTRNADM	
Core: Ancillary	Implementing the Compensation Data Mart	Provides a product overview and discusses key implementation issues.	15	OnDemand	.5 hour	WPICMPDM	
Advanced: Ancillary	Purging HR Suite Data	Training on key purging programs delivered by Lawson.	16	OnDemand	.5 hour	WPPURGHR	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Advanced: Ancillary	Overview of HR History Corrections, 8.0 and 9.0	Describes the Employee History file structure and data. Processing scenarios that result in incorrect employee records are explored and correction solutions suggested. <i>Prerequisites:</i> Knowledge of employee maintenance and personnel actions.	17	Interactive Webcast	1 hour	HRCOROV8090	
Advanced: Ancillary	Automated History Correction	This course explores the ability to use personnel actions or manual-entry methods to correct errors in employee history.	18	OnDemand	.5 hour	WPAHXCR	
Advanced: Ancillary	Human Resources Suite Troubleshooting	Offers a guide to the methodology and tools available for identifying and resolving errors encountered when using the applications in the Human Resources Suite. <i>Prerequisites:</i> Basic understanding of the Lawson Human Resources Suite.	19	OnDemand	.5 hour	WPHRTRBL	

Payroll Learning Track

If you are a functional lead or a specialist (end user) in your payroll area, this track will provide you with the information you need to maintain and process your payroll in the Lawson Payroll system.

Application/Module: Payroll
Function(s): Payroll
Business Phase: Optimize

Objectives:

- Identify key structures for payroll functions
- Recognize data and work flows for payroll functions
- Enter and maintain data
- Process transactions
- Use reports

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Essential	Human Resources Suite Overview, 8.1	Tours the applications that make up the Lawson Human Resources Suite.	1	OnDemand	2 - 6 hours	WHROV81	
Prerequisite: Essential	Getting Started with Lawson Portal, 9.0	Introduction to Lawson Portal 9.0, including definition of portal components and explanation of how to use the Lawson Portal to run applications.	2	OnDemand	1 hour	WGSLP90	
Prerequisite: Recommended	Lawson Security 9.0: An Overview	Outlines the new role-based, rule-based security system in the 9.0 Lawson System Foundation release. Designed to introduce you to this new security system.	3	OnDemand	1 hour	WLAWSEC90OVW	
Core: Essential	Payroll Processing (U.S.), 8.1/9.0	Reviews the structure and processing of Lawson Payroll Processing. This course prepares you to process US payrolls including troubleshooting payroll cycle issues and regulatory reporting. NOTE: If you process both US and Canada payrolls, consider adding an additional consulting day to combine both courses. <i>Prerequisites:</i> Knowledge of your organization's payroll needs.	4	Learning Lab	3 days	PR90	
Core: Essential	Canada Payroll Processing (Canada), 9.0	Reviews the structure and processing of Lawson Payroll Processing. This course prepares you to process payrolls in Canada including troubleshooting payroll cycle issues and regulatory reporting. NOTE: If you process both US and Canada payrolls, consider adding an additional consulting day to combine both courses. <i>Prerequisites:</i> Knowledge of your organization's payroll needs.	5	Learning Lab	3 days	PRCN90	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Core: Essential	Human Resources Security Overview	Provides the basics of security parameters in the environment, Human Resources application, and IOS.	6	OnDemand	.5 hour	WPHRSOVR	
Core: Essential	Integration of GL with the Human Resources Suite	Trains attendees on the key integration points between Lawson General Ledger and Human Resources Application Suites. NOTE: This course is essential if you did not take Human Resources Structure, 8.1/9.0 (HRST90) before taking Optimizing Employee Groups (WPOPTMPGRP).	7	OnDemand	1 hour	WPINGLHR	
Core: Essential	Optimizing Employee Groups	Reviews naming conventions and setup for employee groups that are used in the Human Resources Suite. NOTE: This course is essential if you did not take Human Resources Structure 8.1/9.0 (HRST90).	8	OnDemand	.5 hour	WPOPTMPGRP	
Core: Essential	Payroll Year End 200x	Demonstrates how to perform payroll year end processing in Lawson, including procedures for balancing payroll totals and performing adjustments as needed to ensure the final totals are accurate.	9	Learning Lab	1 day	PYRE200x	
Core: Essential	Introduction to BSI TaxFactory: U.S.	Covers the key functionality in BSI TaxFactory which is required software for Lawson Human Resource customers version 8.x (or later).	10	OnDemand	.5 hour	WPBSIWEB	
Core: Essential	BSI TaxLocator Scenarios	Reviews procedures for understanding the taxation process utilizing the BSI Tax Locator modeling feature. <i>Prerequisites:</i> Experience with the Lawson Payroll Application.	11	OnDemand	.5 hour	BSITXLOSCEN	
Core: Essential	Excel Upload Wizard: Overview and HR Uses	Introduction to the Excel™ Query Wizard – an overview of the product, data extraction, and reporting capabilities as they relate to the Human Resources Suite. <i>Prerequisites:</i> @ Excel knowledge.	12	OnDemand	.5 hour	WPEXWZRD	
Core: Essential	Introduction to Query Wizard	Introductory course for the Query Wizard section of Lawson Add-ins for Microsoft® Office.	13	vLab	3 hours	VLINTROQWIZ	
Core: Essential	Introduction to Upload Wizard	Introductory course for the Upload Wizard section of Lawson Add-ins for Microsoft® Office.	14	vLab	2 hours	VLINTROUWIZ	
Core: Ancillary	ProcessFlow: Overview and HR Uses	Discusses Lawson ProcessFlow capabilities using Human Resources Application examples.	15	OnDemand	1 hour	WPHRPRCS	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Core: Ancillary	Absence Management, 8.1/9.0	Provides instruction on the key set-up components and processing steps necessary to successfully implement Lawson Benefits Administration. <i>Prerequisites:</i> Knowledge of your organization's processes.	16	Learning Lab	4 days	ABMGMT90	
Core: Ancillary	Tips Administration	Describes the concepts and procedures of Lawson's Tips Administration application – company setup, employee setup and payroll setup. <i>Prerequisites:</i> Understanding of Lawson's Payroll structure and processing.	17	OnDemand	.5 hour	WPTIPADM	
Advanced: Essential	Advanced BSI TaxFactory: US	Designed for experienced BSI implementers and users who already understand the core setup pieces of BSI TaxFactory and its integration with Lawson. This training explores the advanced BSI tools and features. <i>Prerequisites:</i> BSI TaxFactory experience.	18	OnDemand	1 hour	WPADVBSIUS	

Human Resources and Benefits Administration Learning Track

If you are a functional lead for benefits administration or an end user in this area, this track will provide you with the information you need maintain your Lawson Benefits system.

Application/Module: Human Resources Benefits Administration

Function(s): Benefits Administration

Business Phase: Optimize

Objectives:

- Identify key structures for benefits administration functions
- Recognize data and work flows for benefits administration functions
- Enter and maintain data
- Process transactions
- Use reports

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Essential	Human Resources Suite Overview, 8.1	Tours the applications that make up the Lawson Human Resources Suite.	1	OnDemand	2-6 hours	WHROV81	
Prerequisite: Essential	Getting Started with Lawson Portal, 9.0	Introduction to Lawson Portal 9.0, including definition of portal components and explanation of how to use the Lawson Portal to run applications.	2	OnDemand	1 hour	WGSLP90	
Prerequisite: Recommended	Lawson Security 9.0: An Overview	Outlines the new role-based, rule-based security system in the 9.0 Lawson System Foundation release. Designed to introduce you to this new security system.	3	OnDemand	1 hour	WLAWSEC90OVW	
Core: Essential	Human Resources Security Overview	Provides the basics of security parameters in the environment, Human Resources application, and IOS.	4	OnDemand	.5 hour	WPHRSOVR	
Core: Essential	Excel Upload Wizard: Overview and HR Uses	Introduction to the Excel™ Query Wizard – an overview of the product, data extraction, and reporting capabilities as they relate to the Human Resources Suite. <i>Prerequisites:</i> Microsoft® Excel knowledge.	5	OnDemand	.5 hour	WPEXWZRD	
Core: Essential	Benefits Processing, 8.1/9.0	Provides instruction on the key set-up components and processing steps necessary to successfully implement Lawson Benefits Administration. <i>Prerequisites:</i> Knowledge of your organization's processes.	6	Learning Lab	3 days	BN90	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Core: Essential	Integration of GL with the Human Resources Suite	Trains attendees on the key integration points between Lawson General Ledger and Human Resources Application Suites. NOTE: This course is essential if you did not take Human Resources Structure, 8.1/9.0 (HRST90) before taking Optimizing Employee Groups (WPOTEMPGRP).	7	OnDemand	1 hour	WPINGLHR	
Core: Essential	Optimizing Employee Groups	Reviews naming conventions and setup for employee groups used in the Human Resources Suite. NOTE: This course is essential if you did not take Human Resources Structure, 8.1/9.0 (HRST90).	8	OnDemand	.5 hour	WPOTEMPGRP	
Core: Essential	Introduction to Query Wizard	Introductory course for the Query Wizard section of Lawson Add-ins for Microsoft® Office.	9	vLab	3 hours	VLINTROQWIZ	
Core: Essential	Introduction to Upload Wizard	Introductory course for the Upload Wizard section of Lawson Add-ins for Microsoft® Office.	10	vLab	2 hours	VLINTROUWIZ	
Core: Ancillary	HIPAA 820 and 834 Transactions Sets	Discusses HIPAA requirements for the 820 and 834 Transaction Sets and the Lawson Functionality delivered to accommodate these requirements. <i>Prerequisites:</i> Basic understanding of benefit setup and processing.	11	OnDemand	.5 hour	WPHIPAA	
Core: Ancillary	Absence Management Overview, 8.1	A high-level overview of the Lawson Absence Management functionality.	12	OnDemand	.5 hour	WABMGMT81OV	
Core: Ancillary	Absence Management ,8.1/9.0	Reviews set-up and processing necessary to effectively track time-off policies such as vacation, sick, and other common examples. <i>Prerequisite:</i> Lawson application skills.	13	Learning Lab	4 days	ABMGMT90	
Core: Ancillary	HR Suite Custom Calculations (User Exits)	Discusses the availability of custom calculations or "user exits" in the Payroll and Benefits Administration applications. You are guided step-by-step on how to implement Custom Calculation Formulas.	14	OnDemand	.5 hour	WPHRSCUC	

Human Resources Report Writer Learning Track

If you are a report writer who supports your human resource/personnel area, this track will provide you with the information you need to set up, maintain, and run reports using the Lawson Human Resources Report Writer.

Application/Module: Human Resources Report Writer

Function(s): Human Resources Report Writing and/or Information Technology

Business Phase: Implement, Optimize, and Extend

Objectives:

- Identify key data structures for the human resources /personnel functions
- Recognize data and work flows for human resources /personnel functions
- Design, create, and run reports

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Essential	Human Resources Suite Overview, 8.1	Tours the applications that make up the Lawson Human Resources Suite.	1	OnDemand	2 – 6 hours	WHROV81	
Prerequisite: Essential	Getting Started with Lawson Portal, 9.0	Introduction to Lawson Portal 9.0, including definition of portal components and explanation of how to use the Lawson Portal to run applications.	2	OnDemand	1 hour	WGSLP90	
Prerequisite: Recommended	Lawson Security 9.0: An Overview	Outlines the new role-based, rule-based security system in the 9.0 Lawson System Foundation release. Designed to introduce you to this new security system.	3	OnDemand	1 hour	WLAWSEC90OVW	
Prerequisite: Essential	Human Resources Security Overview	Provides the basics of security parameters in the environment, Human Resources application, and IOS.	4	OnDemand	.5 hour	WPHRSOVR	
Core: Essential	Data Structure for Programmers & Report Query	Provides information on how to develop effective reports and queries using Lawson business data.	5	OnDemand	1 hour	WPDATASTR	
Core: Essential	Excel Upload Wizard: Overview and HR Uses	Introduction to the Excel Query Wizard – an overview of the product, data extraction and reporting capabilities as they relate to the Human Resources Suite. <i>Prerequisites:</i> Microsoft® Excel knowledge.	6	OnDemand	.5 hour	WPExWZRD	
Core: Essential	Basic HR Writer	Explores the basics of building and generating a report with HR Writer.	7	OnDemand	.5 hour	WPBASHRR	
Core: Essential	Advanced HR Writer	Focuses on creating advanced reports using the Human Resources Writer Tool. <i>Prerequisites:</i> HR Writer Tool Knowledge.	8	OnDemand	1 hour	WPADVHRR	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Core: Essential	Integration of GL with the Human Resources Suite	Trains attendees on the key integration points between Lawson General Ledger and Human Resources Application Suites. NOTE: This course is essential if you did not take Human Resources Structure, 8.1/9.0 (HRST90) before taking Optimizing Employee Groups (WPOTEMPGRP).	9	OnDemand	1 hour	WPINGLHR	
Core: Essential	Optimizing Employee Groups	Reviews naming conventions and setup for employee groups used in the Human Resources Suite. NOTE: This course is essential if you did not take Human Resources Structure 8.1/9.0 (HRST90).	10	OnDemand	.5 hour	WPOTEMPGRP	
Core: Essential	Introduction to Query Wizard	Introductory course for the Query Wizard section of Lawson Add-ins for Microsoft® Office.	11	vLab	3 hours	VLINTROQWIZ	
Core: Ancillary	Introduction to Upload Wizard	Introductory course for the Upload Wizard section of Lawson Add-ins for Microsoft® Office.	12	vLab	2 hours	VLINTROUWIZ	
Core: Ancillary	OLEDB and ODBC Differences	Describes both protocols, identifies the differences between the two protocols, and emphasizes the appropriate use of each. <i>Prerequisites:</i> Knowledge of Lawson data structures and access.	13	Interactive Webcast	1 hour	OLEDB-ODBCDIFF	
Core: Ancillary	Crystal Reports, XI	Basic introduction of the Crystal Reports product for report writers. Learn how to design and build Crystal Reports in a lab environment, gaining hands-on experience. Includes security overview. <i>Prerequisites:</i> Lawson database structure and terminology; knowledge of your organization's data access strategy (OLEDB and ODBC).	14	Learning Lab	5 days	CRYRPTXI	
Core: Ancillary	Cross Tabs for Crystal Reports, XI	Description and demonstration of Cross Tabs for Crystal Reports XI functions.	15	OnDemand	1 hour	CRYXICRSTAB	
Core: Ancillary	Implementing the Compensation Data Mart	Provides a product overview and discusses key implementation issues.	16	OnDemand	.5 hour	WPICMPDM	
Core: Ancillary	Implementing the Headcount/Turnover Data Mart	Addresses the components and procedures necessary to implement the Headcount/Turnover Data Mart.	17	OnDemand	.5 hour	WPIHCTOD	

eRecruiting Learning Track

If you are a functional lead or a specialist (end user) in your recruiting area, this track will provide you with the information you need to maintain and process applicants in your Lawson e-Recruiting system.

Application/Module: e-Recruiting

Function(s): Recruiting

Business Phase: Optimize

Objectives:

- Identify key structures for e-Recruiting functions
- Recognize data and work flows for e-Recruiting functions
- Enter and maintain data
- Process transactions
- Use reports

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Essential	Human Resources Suite Overview, 8.1	Tours the applications that make up the Lawson Human Resources Suite.	1	OnDemand	2 - 6 hours	WHROV81	
Prerequisite: Recommended	Getting Started with Lawson Portal, 9.0	Introduction to Lawson Portal 9.0, including definition of portal components and explanation of how to use the Lawson Portal to run applications.	2	OnDemand	1 hour	WGSLP90	
Prerequisite: Recommended	Lawson Security 9.0: An Overview	Outlines the new role-based, rule-based security system in the 9.0 Lawson System Foundation release. Designed to introduce you to this new security system.	3	OnDemand	1 hour	WLAWSEC90OVW	
Core: Essential	e-Recruiting, 5.8	Presents the key functional concepts and procedures for implementing the e-Recruiting Product. NOTE: This course is functional rather than technical.	4	Learning Workshop	2 day	Customize onsite, based on ERECRT58	
Core: Essential	e-Recruiting Interviews	Discusses how to create and modify e-Recruiting interviews. <i>Prerequisites:</i> e-Recruiting Knowledge.	5	OnDemand	.5 hour	WPERINTER	

Supply Chain Management (SCM)

Lawson Learning identifies the following learning tracks for employees being trained after the implementation of the Supply Chain Management Suite.

- **Inventory Control:** If you manage materials or your organization's warehouse or are an end user in one of these functional areas, this track will provide you with the information to maintain your Lawson Inventory Control system.
- **Requisitions:** If you manage employee requisition privileges or are an end user supporting this function, this track will provide you with the information to maintain your Lawson Requisitions system.
- **Purchase Order:** If you are a buyer, purchasing manager, or an end user in this area, this track will provide you with the information to maintain your Lawson Purchasing system.

Inventory Control Learning Track

If you manage materials or your organization's warehouse or an end user in one of these functional areas, this track will provide you with the information to maintain your Lawson Inventory Control system.

Application/Module: Inventory Control

Function(s): Materials and Warehouse Management

Business Phase: Optimize

Objectives:

- Identify key structures for inventory control
- Recognize data and work flows for inventory functions
- Enter and maintain data
- Process transactions
- Use reports

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Recommended	Getting Started with the Lawson Portal, 9.0	Introduction to Lawson Portal 9.0, including definition of portal components and explanation of how to use the Lawson Portal to run applications.	1	OnDemand	1 hour	WGSLP90	
Prerequisite: Recommended	Lawson Security 9.0: An Overview	Outlines the new role-based, rule-based security system in the 9.0 Lawson System Foundation release, designed to introduce you to this new security system.	2	OnDemand	1 hour	WLAWSEC90OVW	
Core: Essential	Inventory Control, 8.1/9.0	Provides instruction on the key inventory control setup and processing components.	3	Learning Lab	2 days	IC90	
Core: Essential	Procurement Attributes, 8.1/9.0	Identifies the available procurement attributes in application release 8.1 and 9.0.	4	vLab	1.5 hours	VLPROCATTR8190	
Core: Ancillary	Tax Overview for Procurement	Defines tax terminology, walks you through tax application setup, and explains how to process taxable purchase orders and invoices.	5	OnDemand	.5 hour	WPTAXOVPROC	
Core: Ancillary	Self-Service, 8.1 & 9.0	Introduces requisition self-services features such as the basic shopping experience process, navigation, and describes setup needed.	6	Interactive Webcast Webcast and OnDemand	1 hour	RQSS8190 WRQSS8190	
Core: Ancillary	Par and Cycle Counting, 9.0	Details setting up, loading, and using the Mobile Par and Cycle Counting products with wireless handheld devices.	7	Learning Workshop	1 day	Custom Onsite Workshop based on MPC9	
Core: Ancillary	Receiving and Delivery, 9.0	Details setting up, loading, and using the Receiving and Delivery products with wireless handheld devices.	8	Learning Workshop	2 days	Custom Onsite Workshop based on RAD9	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Core: Ancillary	Introduction to Query Wizard	Introductory course for the Query Wizard section of Lawson Add-ins for Microsoft® Office.	9	vLab	3 hours	VLINTROQWIZ	
Core: Ancillary	Introduction to Upload Wizard	Introductory course for the Upload Wizard section of Lawson Add-ins for Microsoft® Office.	10	vLab	2 hours	VLINTROUWIZ	
Core: Ancillary	Vendor Agreement Import, 8.x	Explains the Vendor Agreement Import (PO536) which automatically loads vendor pricing information and creates item master and purchase order vendor item records. NOTE: This course is applicable if you are not using Upload Wizard.	11	OnDemand	.5 hours	WPVENAGRIM	
Advanced: Recommended	Balance Inventory Control to the General Ledger	Discusses reports and online programs that balance month-end amounts posted from Inventory Control to General Ledger.	12	OnDemand	.5 hour	WBALICGL	

Requisitions Learning Track

If you manage employee requisition privileges or an end user supporting this function, this track will provide you with the information to maintain your Lawson Requisitions system.

Application/Module: Requisitions
Function(s): Requisition Management
Business Phase: Optimize

- Objectives:**
- Identify key structures for requisitions
 - Recognize data and work flows for requisition functions
 - Enter and maintain data
 - Process transactions
 - Use reports

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Recommended	Getting Started with the Lawson Portal, 9.0	Introduction to Lawson Portal 9.0 including definition of portal components and explanation of how to use the Lawson Portal to run applications.	1	OnDemand	1 hour	WGSLP90	
Prerequisite: Recommended	Lawson Security 9.0: An Overview	Outlines the new role-based, rule-based security system in the 9.0 Lawson System Foundation release, designed to introduce you to this new security system.	2	OnDemand	1 hour	WLAWSEC90OVW	
Core: Essential	Requisitions, 8.1/9.0	Presents all phases of the Requisitions system, including requisition creation, approval processing, and management.	3	Learning Lab	1 day	RQ90	
Core: Ancillary	ProcessFlow for Procurement, 8.x	Presents available procurement, delivered ProcessFlows for Procurement, and available triggers used to create ProcessFlows.	4	Interactive Webcast	1 hour	PRCFLPRO8x	
Core: Ancillary	Requisition Self-Service, 8.1/9.0	Introduces requisition self-services features such as the basic shopping experience process, navigation, and describes setup needed.	5	Interactive Webcast Webcast and OnDemand	1 hour	RQSS8190 WRQSS8190	
Core: Ancillary	Introduction to Query Wizard	Introductory course for the Query Wizard section of Lawson Add-ins for Microsoft® Office.	6	vLab	3 hours	VLINTROQWIZ	
Core: Ancillary	Introduction to Upload Wizard	Introductory course for the Upload Wizard section of Lawson Add-ins for Microsoft® Office.	7	vLab	2 hours	VLINTROUWIZ	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Core: Ancillary	Vendor Agreement Import, 8.x	Explains the Vendor Agreement Import (PO536) which automatically loads vendor pricing information and creates item master and purchase order vendor item records. NOTE: This course is applicable if you are not using Upload Wizard.	8	OnDemand	.5 hours	WPVENAGRIM	

Purchase Order Learning Track

If you are a buyer, purchasing manager, or an end user in this area, this track will provide you with the information to maintain your Lawson Purchasing system.

Application/Module: Purchase Order

Function(s): Purchasing

Business Phase: Optimize

Objectives:

- Identify key structures for purchasing
- Recognize data and work flows for purchasing and invoice matching functions
- Enter and maintain data
- Process transactions
- Use reports

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Essential	Getting Started with the Lawson Portal, 9.0	Introduction to Lawson Portal 9.0, including definition of portal components and explanation of how to use the Lawson Portal to run applications.	1	OnDemand	1 hour	WGSLP90	
Prerequisite: Recommended	Lawson Security 9.0: An Overview	Outlines the new role-based, rule-based security system in the 9.0 Lawson System Foundation release, designed to introduce you to this new security system.	2	OnDemand	1 hour	WLAWSEC90OVW	
Core: Essential	Purchase Order, 8.1/9.0	Addresses purchasing setup and processing.	3	Learning Lab	3 days	PO90	
Core: Essential	Invoice Matching, 8.1/9.0	Focuses on Invoice Matching setup and processing, including invoice entry procedures, online and auto-match processes, and reconciliation and invoice messaging. <i>Prerequisite:</i> Accounts Payable knowledge.	4	Learning Lab	2 days	MA90	
Core: Ancillary	Introduction to Upload Wizard	Introduction to Upload Wizard: Introductory course for the Upload Wizard section of Lawson Add-ins for Microsoft® Office.	5	vLab	2 hours	VLINTROUWIZ	
Core: Ancillary	Vendor Agreement Import, 8.x	Explains the Vendor Agreement Import (PO536) which automatically loads vendor pricing information and creates item master and purchase order vendor item records. NOTE: This course is applicable if you are not using Upload Wizard.	6	OnDemand	.5 hours	WPVENAGRIM	
Core: Ancillary	Introduction to Query Wizard	Introductory course for the Query Wizard section of Lawson Add-ins for Microsoft® Office.	7	vLab	3 hours	VLINTROQWIZ	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Core: Ancillary	FAX Integrator, 8.03/8.1/9.0	Explores prerequisites, installation, and setup of Lawson's new Fax Integrator product.	8	OnDemand	1 hour	SFAXINT803-90	
Core: Ancillary	Tax Overview for Procurement	Defines tax terminology, walks you through tax application setup, and explains how to process taxable purchase orders and invoices.	9	OnDemand	.5 hour	WPTAXOVPROC	
Core: Ancillary	Procurement Card Overview, 9.0	Overview of the new P-card application, including description of setup considerations, explanation of processing of charges, and outline of report options.	10	OnDemand Interactive Webcast	.5 hour	WPROCARD90 PROCARD90	
Core: Ancillary	Strategic Sourcing, 9.0	Provides a working knowledge of the core functionality of the Strategic Sourcing application.	11	Learning Lab	3 days	STRSOUR90	
Core: Ancillary	Matching on Add On Charge/ Allowance (AOC)	Provides setup and processing, information, examples, and hands-on exercises for matching charge on added (AOC) functionality.	12	OnDemand	3 hours	MTCH81AOC	
Core: Ancillary	Receiving and Delivery, 9.0	Details setting up, loading, and using the Receiving and Delivery products with wireless handheld devices.	13	Learning Workshop	2 days	Custom Onsite Workshop based on RAD9	
Advanced: Essential	Match & Reconcile at a Detail Level, 8.1/9.0	Identifies the effects, updates, and reconciliation options when matching at a Detail Match (DM) level.	14	vLab	3 hours	ADVMADET8190	
Advanced: Essential	Match & Reconcile at an Invoice Match Level, 8.1/9.0	Identifies the effects, updates, and reconciliation options when matching at an Invoice Match (IM) level.	15	vLab	3 hours	ADVMAINV8190	
Advanced: Essential	Match Tolerances, Match Types, Mixing Match Level, Closing PO Lines, 8.1/9.0	Identifies how match tolerances, match types, and mixing match levels can affect the matching process.	16	vLab	3 hours	ADVMAPROC8190	
Advanced: Essential	Monitor & Maintain the Match Process, 8.1/9.0	Identifies reports, inquiries, and archival processes to assist you with monitoring and maintaining match processes.	17	vLab	3 hours	MNTMTCHPROC8190	
Advanced: Essential	Process Invoices with Services, 8.1/9.0	Identifies how to process invoices containing services and services messages, and identifies how the purchase order line closes for services.	18	vLab	3 hours	PRCINVSER8190	
Advanced: Essential	Understand Invoice Messaging, 8.1/9.0	Extends your basic knowledge of Invoice Messaging to assist you when processing invoices containing invoice messages and invoice message reconciliation.	19	vLab	3 hours	INVMESSG8190	

The Lawson S3 Technology Suites include the following:

- System Foundation (SF) includes core technology on which all applications run
- Lawson Security (LS) includes technology and tools for developing the security solution
- Business Process Management (BPM) includes the program development tools, Design Studio, and Application Development Workbench
- Enterprise Process Management (EPM) includes Lawson Business Intelligence (LBI) and ProcessFlow Integrator

This section provides the tracks associated with these Suites of technology products.

System Foundation (SF), 9

Lawson Learning created one learning track for the implementation of the Lawson System Foundation.

- **System Foundation:** If you are a System Administrator, this track will provide you with the information you need to set up and maintain your Lawson environment. If you have security responsibilities as well, review the Lawson Security Learning Track for additional courses.

System Foundation Learning Track for Information Technology

If you are a System Administrator, this track will provide you with the information you need to set up and maintain your Lawson environment. If you have security responsibilities as well, review the Lawson Security Learning Track for additional courses.

Application/Module: System Foundation

Function(s): Information Technology

Business Phase: Optimize

Objectives:

- Describe Lawson architecture and components
- Configure Lawson environment and applications
- Recognize Lawson data structures
- Access Lawson data

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Essential	Getting Started with the Lawson Portal, 9.0	Introduction to Lawson Portal 9.0, including definition of portal components and explanation of how to use the Lawson Portal to run applications.	1	OnDemand	1 hour	WGSPLP90	
Core: Essential	Lawson System Foundation & Administration for System i, 9	All of these are designed for new Lawson System Administrators. Addresses LSF 9.0 application architecture, administration tasks, directory structure, and components. <i>Prerequisite:</i> Platform specific technical skills.	2	Learning Lab	5 days	LSF9TFASASi	
	-or-	“	2	Learning Lab	5 days	LSF9TFSAWIN	
	Lawson System Foundation & Administration for Windows, 9		2	Learning Lab	5 days	LSF9TFSAU	
	-or-	“					
	Lawson System Foundation & Administration for Unix, 9						

Lawson Security (LS), 9

Lawson Learning identifies two learning tracks for the implementation of the Lawson Security, one for information technology team members and the other for functional business leads. Lawson recommends that team members for your security project attend courses together.

- **Information Technology:** If you are a Lawson Security Administrator, this track will provide you with the information you need to work with your organization's business functional leads to setup, configure, and maintain your Lawson Security solution. If you are the only security provider for your organization, take all courses that apply to your Lawson solution. If you are also your Lawson System Administrator, review the System Foundation tracks.
- **Functional Business Leads:** If you are a functional lead (process owner) in your business area, this track will provide you with the information you need to work with your Lawson Security Administrator to configure your Lawson Security solution. Consider attending courses with the other security team members from your organization.

Lawson Security Learning Track for Information Technology

If you are a Lawson Security Administrator, this track will provide you with the information you need to work with your organization's functional lead to setup, configure, and maintain your Lawson Security solution. If you are the only security provider for your organization, take all courses that apply to your Lawson solution. If you are also your Lawson System Administrator, review the System Foundation tracks.

Application/Module: Lawson Security

Function(s): Information Technology

Business Phase: Optimize

Objectives:

- Describe role-based, rule-based security
- Design and create security role and rules
- Maintain security system

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Essential	Getting Started with the Lawson Portal, 9.0	Introduction to the Lawson Portal 9.0, including defining portal components, and explaining how to use the Lawson Portal to run applications.	1	OnDemand	1 hour	WGSLP90	
Core: Essential	Lawson Security Administration, 9.0	Teaches you how to use the Lawson Security 9.0 System, a role-based, rule-based object oriented system that provides significant enhancements.	2	Learning Lab	4 days	SECURADM90	
Advanced: Ancillary	Lawson Security Administrator – 9.0 for HCM	Explores how to use the Lawson 9.0 security system with the HCM Suite of Applications. Consider attending this course if your organization does not have a functional lead for security. <i>Prerequisite:</i> Knowledge of HCM and Lawson Security.	3	vLab	3 hours	VLSEC90HCM	
Advanced: Ancillary	Lawson Security Administrator – 9.0 for EFM	Explore how to use the Lawson 9.0 security system with the EFM Suite of Applications. Consider attending this course if your organization does not have a functional lead for security. <i>Prerequisite:</i> Knowledge of EFM and Lawson Security.	3	vLab	3 hours	VLSEC90 EFM	
Advanced: Ancillary	Lawson Security Administrator – 9.0 for SCM	Explore how to use the Lawson 9.0 security system with the SCM Suite of Applications. Consider attending this course if your organization does not have a functional lead for security. <i>Prerequisite:</i> Knowledge of SCM and Lawson Security.	3	vLab	3 hours	VLSEC90SCM	

Lawson Security Learning Track for Functional Business Lead

If you are a functional lead (process owner) in your business area, this track will provide you with the information you need to work with your Security Administrator to configure your Lawson Security solution. Consider attending courses with the other security team members from your organization.

Application/Module: Lawson Security

Function(s): All business functions that run Lawson applications

Business Phase: Optimize

Objectives:

- Describe role-based, rule-based security
- Design and create security role and rules
- Understand system architecture and components
- Document security requirements

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Core: Essential	Lawson Security Administration, 9.0	Teaches you how to use the Lawson Security 9.0 System, a role-based, rule-based object oriented system that provides significant enhancements.	1	Learning Lab	4 days	SECURADM90	
Advanced: Ancillary	Lawson Security Administrator – 9.0 for HCM	Explore how to use the Lawson 9.0 security system with the HCM Suite of Applications. <i>Prerequisite:</i> Knowledge of HCM and Lawson Security.	2	vLab	3 hours	VLSEC90HCM	
Advanced: Ancillary	Lawson Security Administrator – 9.0 for EFM	Explore how to use the Lawson 9.0 security system with the EFM Suite of Applications. <i>Prerequisite:</i> Knowledge of EFM and Lawson Security.	2	vLab	3 hours	VLSEC90EFM	
Advanced: Ancillary	Lawson Security Administrator – 9.0 for SCM	Explore how to use the Lawson 9.0 security system with the SCM Suite of Applications. <i>Prerequisite:</i> Knowledge of SCM and Lawson Security.	2	vLab	3 hours	VLSEC90SCM	

Business Process Management (BPM)

Lawson Learning created one learning track for the use of Lawson development tools.

- **Design Studio and Application Development Workbench:** If you are a developer, this track will provide you with the information you need to use Lawson tools to effectively develop reports and queries. For more information on security, see the Lawson Security tracks.

Design Studio and Application Development Workbench Learning Track

If you are a developer, this track will provide you with the information you need to use Lawson tools to effectively develop reports and queries. For more information on security, see the Lawson Security tracks.

Application/Module: Design Studio and Application Development Workbench

Function(s): Information Technology

Business Phase: Implement, Optimize, and Extend

Objectives:

- Recognize Lawson data structures
- Access Lawson data
- Create and modify Lawson programs

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Essential	Getting Started with the Lawson Portal, 9.0	Introduction to the Lawson Portal 9.0 including defining portal components, and explaining how to use the Lawson Portal to run applications.	1	OnDemand	1 hour	WGSLP90	
Prerequisite: Essential	Lawson Security 9.0: An Overview	Outlines the new role-based, rule-based security system in the 9.0 Lawson System Foundation release. Designed to introduce you to this new security system.	2	OnDemand	1 hour	WLAWSEC90OVW	
Core: Essential	Data Structure for Programmers & Report/Query Specialist	Introduction of tools available to access Lawson data, including presentation of data structure, data files, data relationships, and connections available to successfully access data.	3	OnDemand	1 hour	WPDATASTR	
Core: Ancillary	Using Lawson Design Studio, 9.0	Learn how to use the components of the Lawson Design Studio, 9.0 Wizard Designer and UI Designer. Complete exercises using the components.	4	Learning Lab	2 days	LDS90	
Core: Ancillary	JavaScript Functions for Design Studio, 9.0	Explore the use of JavaScript programming to extend the functionality of components built with the Lawson Design Studio 9.0. NOTE: This course does not teach JavaScript. <i>Prerequisite:</i> Using Lawson Design Studio, 9.0 (LDS90), basic programming, and JavaScript knowledge and skills.	5	Learning Lab	1 day	LDSSCRIP90	
Core: Ancillary	UNIX and Window Application Development Workbench – CASE	Designed for professional developers who need to build custom tables to update the Lawson database and/or build a custom database with custom programs that read and update the database.	6	Learning Lab	5 days	UXWINCASE	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Advanced: Ancillary	UNIX and Windows Application Development Workbench Tools, Level 1	Developed for programmers who need to modify the 4GL source code generated by the Lawson Application Development Workbench – CASE tool. <i>Prerequisites:</i> Platform knowledge (UNIX/Windows) and Application Development Workbench – CASE (UXWINCASE)	7	Learning Lab	5 days	UXWINTOOL1	
Core: Ancillary	i-Series Application Development Workbench, Level 1	This course explains the Lawson 4GL and RPG language constructs used to develop Lawson applications. Focuses on how to make program modifications and create new application programs based on Lawson standards. <i>Prerequisite:</i> Knowledge of i-Series and RPG.	8	Learning Lab	3 days	ISERADWB1	
Advanced: Ancillary	i-Series Application Development Workbench, Level 2	Provides advanced standards and concepts used in developing Lawson programs. <i>Prerequisite:</i> Application Development Workbench, Level 1.	9	Learning Lab	3 days	ISERADWB2	

Enterprise Performance Management (EPM)

Lawson Learning identifies the following learning tracks for the implementation and use of the products in the Enterprise Performance Management Suite.

- **Lawson Business Intelligence:** If you are a reports, alerts, and/or analytic data developer, this track will provide you with information to use the tools to effectively develop reports, alerts, queries, and dashboards. For more information on security, see the Lawson Security tracks.
- **ProcessFlow Integrator:** If you are an integrator developer, this track will provide you with the information to effectively use Lawson tools to create triggers and process flows. For more information on security, see the Lawson Security tracks.

Lawson Business Intelligence Learning Track

If you are a reports, alerts, and/or analytic data developer, this track will provide you with information to use the tools to effectively develop reports, alerts, queries, and dashboards. For more information on security, see the Lawson Security tracks.

Application/Module: Lawson Business Intelligence
Function(s): Reporting/Information Technology
Business Phase: Implement, Optimize, and Extend

- Objectives:**
- Recognize Lawson data structures
 - Access Lawson data
 - Create and modify Crystal Reports XI
 - Develop intelligence solutions using the Lawson Business Intelligence Products: Reporting Services, Smart Notifications, Enterprise Framework
 - Apply Scorecard functionality

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Recommended	Getting Started with the Lawson Portal, 9.0	Introduction to Lawson Portal 9.0, including definition of portal components and explanation of how to use the Lawson Portal to run applications.	1	OnDemand	1 hour	WGSLP90	
Prerequisite: Essential	Data Structure for Programmers & Report Query Specialists	Introduction of tools available to access Lawson data, including presentation of data structure, data files, data relationships, and connections available to successfully access data.	2	OnDemand	1 hour	WPDATASTR	
Core: Essential	Crystal Reports XI	Basic introduction of the Crystal Reports product for report writers. Learn how to design and build Crystal Reports in a lab environment, gaining hands-on experience. Includes security overview. <i>Prerequisites:</i> Lawson database structure and terminology; knowledge of your organization's data access strategy (OLEDB and ODBC)	3	Learning Lab	5 days	CRYRPTXI	
Core: Essential	Lawson Business Intelligence Foundations, 9.0	A focus on Reporting Services, Smart Notification, and Enterprise Framework Services, giving learner the knowledge to develop solutions to operational business intelligence needs. Includes security overview.	4	Learning Lab	4 days	LBIFOUND90	
Core: Ancillary	Scorecard Basics, 9.0	Introduction to the purpose and benefits of the Lawson Scorecard component of the Lawson LBI Product.	5	OnDemand	2 hours	SCRCRDBAS	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Core: Ancillary	Cross Tabs for Crystal Reports XI	Description and demonstration of Cross Tabs for Crystal Reports XI functions.	6	Interactive Webcast	1 hour	CRYXICRSTAB	

ProcessFlow Learning Track

If you are an integrator developer, this track will provide you with the information to effectively use Lawson tools to create triggers and process flows. For more information on security, see the Lawson Security tracks.

Application/Module: ProcessFlow

Function(s): Information Technology

Business Phase: Implementation, Optimize, and Extend

Objectives:

- Recognize Lawson data structures
- Access Lawson Data
- Understand ProcessFlow – Basics, Architecture, Inbasket, and Activity Nodes
- Hands-on experience building ProcessFlow

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Prerequisite: Recommended	Getting Started with the Lawson Portal, 9.0	Introduction to Lawson Portal 9.0, including definition of portal components and explanation of how to use the Lawson Portal to run applications.	1	OnDemand	1 hour	WGSLP90	
Prerequisite: Essential	Data Structure for Programmers & Report Query Specialists	Introduction to tools available to access Lawson data, including presentation of data structure, data files, data relationships, and connections available to successfully access data.	2	OnDemand	1 hour	WPDATASTR	
Core: Essential	ProcessFlow Basics, 9.0	Overview of ProcessFlow product features including components, functionality, and benefits.	3	OnDemand	1 hour	WPRCFLBAS90	
Core: Essential	ProcessFlow Implementation Considerations, 9.0	Provides planning information to implementation team including implementation team roles and how to document business processes and integration. <i>Prerequisites:</i> Knowledge of your business processes and the Lawson Implementation Methodology.	4	OnDemand	1 hour	WPRCFLIMPSONS90	
Core: Essential	ProcessFlow Architecture, 9.0	Overview of Lawson ProcessFlow Architecture; components, integration points, who uses this information, and how the information and users work together.	5	OnDemand	.5 hour	WPRCFLARCH90	
Core: Essential	Take one of the following: ProcessFlow Portal Inbasket, 9.0 -or- ProcessFlow Web Inbasket, 9.0	An overview of the components, features, and functionality of the ProcessFlow portal Inbasket and explanation of how to access and display work in the Portal Inbasket. An overview of the features and functionality of the ProcessFlow Web Inbasket, identifying setup considerations and describing the work routing process chain.	6	OnDemand OnDemand	1 hour 1 hour	WPRCFLPORIN90 WPRCFLWEBIN90	

Level	Course	Description	Sequence	Mode	Length	Code	Enroll
Core: Essential	Take one of the following: ProcessFlow Activity Nodes: Standard, 9.0 - or - ProcessFlow Activity Nodes: Professional, 9.0 - or - ProcessFlow Activity Nodes: BCI, 9.0	An overview of the features and functionality of the Standard 9.0 ProcessFlow Activity Nodes including Designer features, variables, and post flow development tasks.	7	OnDemand	1 hour	WPRCFLANSTND90	
		An overview of the features and functionality of the Professional 9.0 ProcessFlow Activity Notes including Designer features, variables, and post flow development tasks.		OnDemand	1 hour	WPRCFLANPRO90	
		An overview of the features and functionality of the Professional 9.0 ProcessFlow Activity Notes including node properties and how to access those properties for each integration node delivered in ProcessFlow.		OnDemand	1 hour	WPRCFLANBC190	
Core: Essential	Build ProcessFlow Custom Solutions, 9.0	A hands-on experience building process flows with the ProcessFlow Integrated Designer Tool.	8	Learning Lab	4 days	BLDPRCFLCSTSOL90	