

Course 1 (STARB1): Basic STARS Training

Audience – Any user who would like learn how to create their own analysis. This course can also be attended as a refresher course for users who may have attended STARS training during initial rollout.

Prerequisites – None

Course Time - 4 Hours

Course Description – This STARS training is an Introduction to basic features and functions of STARS which is Oracle Business Intelligence Enterprise Edition (OBIEE). You'll begin by building basic analyses to include in dashboards, with more complexity as the course progresses.

Agenda:

- ***Introduction to STARS (1 hour)***
 - Sign into OBI - STARS
 - Understand OBI- STARS Homepage
 - Quick Navigation (Search/Icons/Shortcuts)
 - Subject Area Dashboard High level
 - Data Dictionary
 - Analysis Lookup
- ***Understanding Analysis and Filter (1 hour)***
 - Understand the Analysis Editor Criteria tab
 - Understand Filter Editor
 - Understand the Analysis Results tab
 - Understand Analysis Views Editor
- ***Create and Save Analysis using BI Sample (1.5 hour)***
 - Create a New Analysis
 - Save Filters from Analysis
 - Apply Saved Filters
 - Move or Delete Analysis
 - Search for an Analysis
 - Print Results to PDF
 - Export Results to Excel
 - Using advanced formatting
 - Move, Add, Exclude, Hide & Delete Column
 - Sort a Column
 - Add Grand Totals & Sub Totals
 - Edit Column Format
 - Edit Value Format
 - Edit Data Format
 - Apply Conditional Format
- ***User Activity (30 min)***
 - User create their own analysis using STARS subject area of their choice.

Course 2 (STARB2): Advanced STARS Training

Audience – Users and Super Users who would like to gain more insight of in-depth feature and functions within STARS.

Prerequisites – Basic STARS Training or have had STARS training in initial phase and is comfortable with creating STARS Analysis and Filters.

Course Time - 4 Hours

Course Description – This STARS training is to dive into more Advanced featured of STARS which is Oracle Business Intelligence Enterprise Edition (OBIEE). You will go over various Views, Graphs, Dashboard and setting up agents.

Agenda:

- ***Customize Analysis View using BI Sample (1.5 hour)***
 - Type of Views
 - Table Properties
 - Add a Pivot Table
 - Add a Graph
 - Format Graph
 - Edit Graph Properties
 - Add Pivot Table Graph
 - Add a View Selector
 - Add Column Selector
 - Delete Views
- ***Drill down Functionality (30 min)***
 - Copy an Existing Analysis
 - Create Action Link
 - Test Action Link
- ***Working with Dashboards and Prompts (1.5 hour)***
 - Understand a Dashboard Prompt
 - Create Dashboard Prompt
 - Understanding & Navigating My Dashboard
 - Build My Dashboard
 - Edit My Dashboard
 - Save a Dashboard Customization
 - Set Preference
 - Export the Dashboard to Excel Spreadsheet/PDF
- ***Agents (30 min)***
 - Understand Agents
 - Create Agents
 - Verify the Mail Client for the Agent/Alert

Course 3 (STARW1): STARS Financials Workshop (General Ledger/ Commitment Control/ Account Receivable/ Asset/ Project Costing)

Audience – Developers and Super Users who would like to work directly with STARS developers and functional support to get answers to any specific question or business requirement.

Prerequisites – Basic STARS Training and Advanced STARS Training

Course Time – 2-4 Hours

Course Description – This is an open floor classroom workshop. The focus will be on financial subject areas like General Ledger, Commitment Control, Accounts Payable, Accounts Receivable, Assets, Procurement and Project Costing.

Agenda:

- Introduction (meet and greet) with STARS Developers and Functional team.
- Open Floor for anyone to share their experiences and achievements.
- Work on agency specific issues, build analysis and reports as per agency requirements.

Course 4 (STARW2): STARS Procurement Workshop (Accounts Payable and Procurement and Spend)

Audience – Developers and Super Users who would like to work directly with STARS developers and functional support to get answers to any specific question or business requirement.

Prerequisites – Basic STARS Training and Advanced STARS Training

Course Time – 2-4 Hours

Course Description – This is an open floor classroom workshop. The focus will be on financial subject areas like General Ledger, Commitment Control, Accounts Payable, Accounts Receivable, Assets, Procurement and Project Costing.

Agenda:

- Introduction (meet and greet) with STARS Developers and Functional team.
- Open Floor for anyone to share their experiences and achievements.
- Work on agency specific issues, build analysis and reports as per agency requirements.

Course 5 (STARW3): STARS HR Workshop (Workforce/Payroll and Time & Labor)

Audience – Developers and Super Users who would like to work directly with STARS developers and functional support to get answers to any specific question or business requirement.

Prerequisites – Basic STARS Training and Advanced STARS Training

Course Time – 2-4 Hours

Course Description – This is an open floor classroom workshop. The focus will be on HR subject areas like Workforce Deployment, Payroll, Time and Labor, Compensation etc.

Agenda:

- Introduction (meet and greet) with STARS Developers and Functional team.
- Open Floor for anyone to share their experiences and achievements.
- Work on agency specific issues, build analysis and reports as per agency requirements.

Course 6 (STARF1): STARS Dashboard Walk-Thru for General Ledger, Commitment Control and Accounts Receivable

Audience – Functional user, Supervisors, Managers and User/Super User.

Prerequisites – None.

Course Time – 2.5 Hours

Course Description – This session will be dedicated to go over all the STARS dashboard and reports that are pre-built.

Agenda:

- **Introduction to STARS (15 min)**
 - Sign into OBI - STARS
 - Understand OBI- STARS Homepage
 - Quick Navigation (Search/Icons/Shortcuts)
- **General Ledger Dashboard**
 - Overview
 - Cashflow
 - GL Balances
 - Trial Balances
 - Fringe Journal Transactions
 - Payroll Journal Transactions
- **Commitment Control Budget – Budget Reports**
 - Trial Balance of Appropriation
 - Expenditure Report by Object
 - Expenditure Trend Analysis
 - Budget Vs Expenditure Trend
 - Revenue Detail Analysis
 - MPSR (Monthly Position Status Report)
- **Accounts Receivable**
 - Overview
 - Aging Summary
 - Aging Details
 - AR Statistics
 - Total Payments
 - Customer Report
 - Open Item Details

Course 7 (STARF2): STARS Dashboard Walk-Thru for Accounts Payable, Procurement and Spend and Asset

Audience – Functional user, Supervisors, Managers and User/Super User.

Prerequisites – None.

Course Time – 2.5 Hours

Course Description – This session will be dedicated to go over all the STARS dashboard and reports that are pre-built.

Agenda:

- **Introduction to STARS (15 min)**
 - Sign into OBI - STARS
 - Understand OBI- STARS Homepage
 - Quick Navigation (Search/Icons/Shortcuts)
- Accounts Payable
 - Voucher Overview
 - Voucher Accounting
 - Voucher Details
 - Payment Voucher Cross Reference
 - Holds and Discounts
 - PO – Voucher Accounting
 - Voucher Payment Details
- Accounts Payable – Supplier Payment
 - Supplier Payments
- Procurement – Purchase Receipt
 - Overview
 - Receipt Details
- Procurement – Purchasing
 - Purchasing Overview
 - Purchase Orders
 - PO Distribution
 - Funds Available
 - Spending
- Procurement Requisition
 - Requisition Overview
 - ePro Requisition
 - ePro Requisition Distributions
 - Core-10 Type
- Fixed Assets
 - Overview
 - Acquisition
 - Depreciation
 - Retirement
 - Asset Details

Course 8 (STARF3): STARS Dashboard Walk-Thru for Human Capital Management

Audience – Functional user, Supervisors, Managers and User/Super User.

Prerequisites – None.

Course Time – 2.5 Hours

Course Description – This session will be dedicated to go over all the STARS dashboard and reports that are pre-built.

Agenda:

- **Introduction to STARS (15 min)**
 - Sign into OBI - STARS
 - Understand OBI- STARS Homepage
 - Quick Navigation (Search/Icons/Shortcuts)

- Human Capital Management – Workforce Deployment
 - Overview
 - Staffing
 - Demographics
 - Trends
 - OE Combo Code Research
 - Turnover

- Human Capital Management – Compensation
 - Overview
 - Salary Compression

Course 9 (STARF4): STARS Dashboard Walk-Thru for Payroll and Time and Labor

Audience – Functional user, Supervisors, Managers and User/Super User.

Prerequisites – None.

Course Time – 2.5 Hours

Course Description – This session will be dedicated to go over all the STARS dashboard and reports that are pre-built.

Agenda:

- **Introduction to STARS (15 min)**
 - Sign into OBI - STARS
 - Understand OBI- STARS Homepage
 - Quick Navigation (Search/Icons/Shortcuts)

- Payroll

- Overview
 - Payroll Trend
 - Overtime Summary
 - Payroll Hours
 - CT Payroll Summary
- Time and Labor – Overtime
 - Overtime Trend
 - Overtime Comparison
- Time and Labor
 - Overtime
 - Timecard Monitoring
 - Processed Time
 - Reported Time
 - Time Trend
 - Estimated Labor Cost
- Time and Labor – Time Reporting
 - Time Reporting
 - Employee Processed Time by TRC Category