

Oracle HR & FN Systems Certificate Programs

There are several certificate programs available for users of the Oracle HR & FN System. Listed below are the certificate programs being offered and the classes required for completion.

It is easy to begin taking classes towards these Oracle certificate programs. Most classes are scheduled once a month and other classes are scheduled every other month. Class registration is available via [the UAB Learning System \(LMS\)](#). Upon completion of required classes email the instructeam@uab.edu indicating which certificate program you have completed. Once your transcript has been verified, a certificate will be emailed to your uab.edu email account.

Oracle HR Certificate Program

Note: the classes are arranged in order of recommended attendance.

Oracle HR Certificate

Group 1	Introduction to Oracle Administrative Systems: Access & Navigation HR and the Oracle Administrative System (Online) Tracking Payroll and Costing Actions with the Oracle Administrative Systems
Group 2	Using ACT Form (Online) ACT Document Reasons: When, Why & Which to Use Retroactive: What You Need to Know about Payroll and Costing
Group 3	HR Data Reporting: Retrieving, Viewing and Exporting HR Data HR Reporting: Salary, LD and Payroll Data

Oracle Finance Certificate Programs

The Oracle Finance Certificate program offers three tracks. The **Procurement Track** covers the information needed for users to create financial documents or view data associated with payment requests, purchase order requisitions. The **Grants Management Track** covers the resources available in the system to help managers who have financial responsibility for their organization's sponsored funding. The **General Ledger Management Track** covers the resources available in the system to help managers who have financial responsibility for their organization's fiscal year accounting (i.e. state, hospital, and gift funding, etc.). Listed below are the classes offered for each of the **Oracle Finance Certificate tracks**.

Note: For the Procurement track, the classes are arranged in groups so that the classes within a group can be taken in any order, but one group should be completed before going to the next group. Classes in the Grants Management and General Ledger Management tracks should be taken in the order listed.

Oracle Finance Certificate - Procurement Track

Group 1	Introduction to Oracle Administrative Systems: Access & Navigation Overview of the Oracle Finance System
Group 2	Essentials for Creating & Submitting Payment Requests Essentials for Creating & Submitting Requisitions Requisitions & Payment Requests: Tracking & Follow Up

Oracle Finance Certificate - Grant Management Track

Group 1 Introduction to Oracle Administrative Systems: Access & Navigation

Group 2 Overview of the Oracle Finance System
Understanding Oracle Grants Accounting

Group 3 GA Inquiry and Reporting
Effort Reporting: From New to Certified
Managing Accounts with Oracle

Oracle Finance Certificate - General Ledger Management Track

Group 1 Introduction to Oracle Administrative Systems: Access & Navigation

Group 2 Overview of the Oracle Finance System
Understanding the General Ledger
GL Inquiry and Reporting

Group 3 GL Journal Entries
Managing Accounts with Oracle

If you have any questions about these certificate programs, please send an email to instructeam@uab.edu.

To register for class, click [here](#).