Virtual Class Agenda

Accounting & Spreadsheet Server
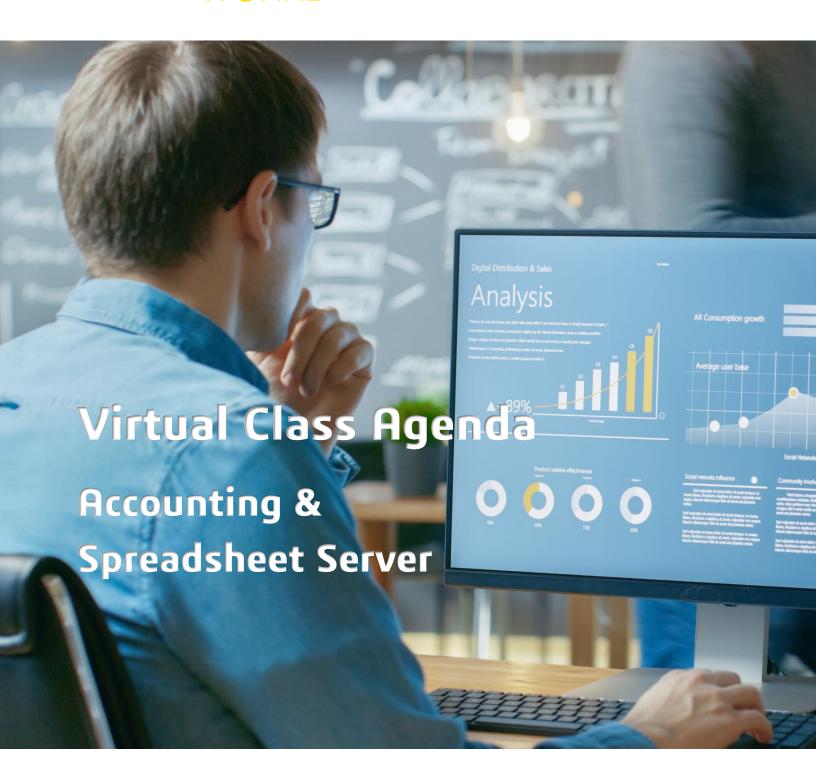
Overview

This five-day virtual course provides users with beginning to intermediate level topics to learn how to utilize the accounting functionality within the DELMIAWorks ERP system. The first two days focus on reviewing the customer and vendor billing cycles while the third day focuses on finance related topics such as general ledger maintenance and accounting configurations. The fourth day is dedicated to a basic review of inventory valuation options and system setup for tracking inventory costs. The fifth and final day teaches users how to leverage the Spreadsheet Server Excel add-in for generating financial reports.

Target Learners
- Key employees involved with accounting, finance or costing in your company
- Attendees may choose to attend only the first four days of general Accounting content or only the fifth day of Spreadsheet Server content.

Class Prerequisites
- Basic DELMIAWorks software experience and knowledge
- Basic working knowledge with Microsoft Excel (Spreadsheet Server)

Learning Objectives
- Review and update customer billing cycles (including maintaining master customer records, invoicing, receiving payments, and paying sales commissions)
- Review and update vendor billing cycles (including maintaining master vendor records, invoicing, and issuing payments)
- Review basic system setup for inventory valuation, transactional processing for perpetual costing systems, and comparing standard to actual inventory costs
- Discuss and configure financial accounting items, maintain General Journal entries, view account activity and print financial reports
- Learn how to leverage the Microsoft Excel add-in called Spreadsheet Server for generating financial reports

NOTE: *Spreadsheet Server is a separately licensed utility. All sales of the DELMIAworks system include one user license for the Spreadsheet Server GOLD license that covers financial reporting. Additional user licenses can be purchased upon request. The Spreadsheet Server PLATINUM license includes the financial reporting functionality as well as a Query Designer tool that allows for running customized queries to bring any desired data directly into Microsoft Excel (including but not limited to production, quality, accounting, and maintenance data). Separate training is available for Platinum License Query Designer features.*

The accounting functionality covered in this class is applicable to all system installations regardless of licensing

Class Schedule

Day 1

Orientation
Customer Maintenance, Customer Status and Sales Analysis
Break
Accounts Receivable Invoicing and Vendor Managed Inventory (VMI)
Cash Receipts
Customer RMAs and Credit Memos

Day 2

Sales Personnel and Posting Commissions
Vendor Maintenance and Vendor Status
Accounts Payable Invoicing
Cash Disbursements
Break
Vendor RMAs and Debit Memos
1099 Forms

Day 3

General Ledger Account Maintenance
System Parameters and Bank Manager Reconciliation
Break
Account Activity, General Journal Entries, Trial Balance
Budgets and Financial Reports

Day 4

Introduction to Inventory Costing
Standard Costing System Setup & Configuration
Break
Standard Costing Transaction Processing
Process Costing

Day 5

Spreadsheet Server & Navigation
Templates Wizard & Building Templates
Break
Using Segment Lists, Calculations, Generate Account Detail
Lab: Creating Financial Reports

Virtual Class Cancellation Policy

- *Cancellation notice received 15 or more days prior to the class start date incur no fee, those received 14 or less days prior incur a 50% cancellation fee.*
- DELMIAWorks reserves the right to cancel low capacity classes. To confirm class availability please contact DELMIAWorks.training@3ds.com.