

Virtual Class Agenda

Accounting & Spreadsheet Server

This five-day hands-on course is a beginning to intermediate level course where users will learn how to utilize the accounting functionality in the DELMIAworks ERP system. The first two days are focused on reviewing the customer and vendor billing cycles while the third day focuses on more finance related topics such as general ledger maintenance. The fourth day is dedicated to a basic review of inventory valuation options and basic system setup for tracking inventory costs. For the fifth and final day, users will learn how to leverage the Spreadsheet Server Excel add-in for generating financial reports.

NOTE: Attendees may choose to attend only the first four days of general Accounting content or only the fifth day of Spreadsheet Server content.

Who should attend?

- Key managers and / or personnel from accounting and finance departments

Prerequisites

- Working experience in the DELMIAworks system (recommended)
- Basic working knowledge in Microsoft Excel (recommended for Spreadsheet Server content)

Learning Objectives

- Customer billing cycle (including maintaining master customer records, invoicing, receiving payments, and paying sales commissions)
- Vendor billing cycle (including maintaining master vendor records, invoicing, and issuing payments)
- Basic system setup for inventory valuation, transactional processing for perpetual costing systems, and comparing standard to actual inventory costs
- Financial accounting setup, General Journal entries, viewing account activity, and printing financial reports
- Leveraging the Microsoft Excel add-in called Spreadsheet Server for generating financial reports

Licensing

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

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).

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

Schedule – 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

Schedule – Day 3

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

Schedule – Day 4

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

Schedule – Day 5

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

Customer Cancellation & Reschedule Policy

- 15 or more days, no charge
- 14 or less days, 50% charge

DELMIAworks reserves the right to cancel any training class due to lack of enrollment. To confirm availability, please contact DELMIAWORKS.training@3ds.com.