



<b>Syllabus Title:</b>	<b>Financial Accounting Fast Track</b>
<b>Instructor</b>	TBA
<b>Availability</b>	TBA
<b>Prerequisites</b>	None
<b>Contact Hours</b>	Monday through Friday, 8:00am to 5:00pm
<b>Contact Avenues</b>	Phone: 800.686.9313 FAX: 937.836.1036 email: support@civiacmi.com Web: www.civiacmi.com U.S. Mail: 52 Hillside Court, Englewood, OH, 45322
<b>Course Description</b>	Course content is targeted for beginners and experienced users who need a basic knowledge of concepts and procedures of CMI's finance application. Participants will be familiarized with: coding practices for funds, accounts and banks; data entry practices; processing vouchers and checks; and reporting.
<b>Duration</b>	This course requires a one day commitment.
<b>Course Goals</b>	Upon completion of this unit, participants will be familiar with: <ul style="list-style-type: none"><li>✓ Basic financial records.</li><li>✓ Account, fund and bank codes.</li><li>✓ Set up and processing of purchase orders.</li><li>✓ Generating vouchers and checks.</li><li>✓ Printing monthly, prior period and future period reports.</li><li>✓ Processing batches for payins and budgeting.</li></ul>
<b>Course Format</b>	Training is offered on this subject in two- and three-hour modules that complete a six-hour training day. Each module is designed to focus on key financial concepts and procedures. This class is in a lecture format where a facilitator will illustrate principles and participants will be shown an overview of the applications and conventions used throughout CMI's Finance system.
<b>Reference Material</b>	Application Reference Manual. Additional Course Hand-Outs will be provided as needed.
<b>Class Rules of Conduct</b>	<ul style="list-style-type: none"><li>✓ Turn off cell phones.</li><li>✓ Food and drink are permitted in the classroom.</li><li>✓ Participate fully and share your ideas.</li><li>✓ Clients should respect their fellow students by refraining from holding private conversations during lectures and allowing other students to ask questions.</li></ul>

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**Course Schedule**

**Module One: Overview of FinX Conventions**

*Designed for all users.*

- ✓ Explanation of security access.
- ✓ The menus and toolbar components.
- ✓ Keyboard conventions. Mouse usage and keystroke Hotkeys.
- ✓ Effective use of restrictions on report setup screens.
- ✓ Printer conventions.

**Module Two: Setting up accounts, funds and banks**

*Designed for users who set up and maintain accounts.*

- ✓ Set up of chart of accounts and banks.
- ✓ Review basic vendor file to include set up of vendors for multiple payments.

**Module Three: Batch entry**

*Designed for users who perform financial transactions.*

- ✓ Enter payin batch.
- ✓ Discuss general conventions in batch processing.

**Module Four: Purchase Order Entry**

*Designed for users who work in purchasing.*

- ✓ Discuss five types of purchase orders.
- ✓ Demonstrate entry of regular, blanket and multi-vendor purchase orders to include tabs for encumbrances, PO print, and adjustments.
- ✓ Discuss menus that allow changes to purchase orders such as vendor changes and PO number changes.
- ✓ Demonstrate copying of purchase orders.

**Module Five: Voucher Entry and Checks**

*Designed for users who work in Accounts Payable.*

- ✓ Discussion of the two basic types of vouchers plus vouchers for manual checks and memo expenses.
- ✓ Process voucher batch for check run.
- ✓ Demonstrate check printing procedures to include restarting checks and check voiding.

**Module Six: Other Batch Entry Menus, Reporting Menus, and Favorites**

*Designed for all users.*

- ✓ Review batches for budgeting, fund transfers, and bank transfers.
- ✓ Review standard reports.
- ✓ Build Favorites: How to make a custom menu.

**Additional Resources**

Students may continue to develop ideas and practices via our Finance/Payroll User Forum on the Web! Point your browser to "forum.civiacmi.com", login with your User ID and Password (registration required), and start a thread on any Payroll topic, -and feel free to respond with useful information to other postings! *This forum is moderated.*