

Syllabus Title:	Advanced Finance Concepts
Facilitator	TBA
Availability	TBA
Prerequisites	Knowledge of CMI's Finance application is required, plus the CMI PC Basics unit or equivalent.
Contact Hours	Monday through Friday, 8:00am to 5:00pm
Contact Avenues	Phone: 800.686.9313 FAX: 937.836.1036 email: support@civicacmi.com Web: www.civicacmi.com U.S. Mail: 52 Hillside Court, Englewood, OH, 45322
Course Description	Course content is targeted for experienced users who need a review of advanced concepts and capabilities of the Finx software. This course is divided into context sensitive modules. Participants will be shown: an overview of the application's parts and components, additional uses and capabilities of the application, budget preparation, requisition routing, reporting and querying of records, end of month processing, and available system options ('flags'). Recently added enhancements to the software will also be covered.
Duration	This course requires a one day commitment.
Course Goals	Completion of <i>all</i> modules, will familiarize participants with: <ul style="list-style-type: none">✓ Additional daily/monthly processing capabilities.✓ Recently added enhancements to the software.✓ Functional changes based on system options ('flag settings').✓ Budget creation and allocations.✓ Utilizing Projects.✓ Report Creation and Custom Financial Report setup.✓ Record Inquiry.✓ Using the Budget Preparation optional module.✓ Perform administrative functions such as setting up or changing security access for each user ID.✓ Supervise the workflow of the Requisition Routing optional module.

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Course Format

Training is offered on this subject using up to twelve modules of varying length that make up a six-hour training day. Each module is designed to highlight complex finance concepts and procedures. Using a lecture/presentation format, a facilitator will illustrate principles and step participants through simulated tasks. This is an accelerated course intended only for users who are already familiar with the basic practices and conventions of CMI's Finance system.

Reference Material

Application Reference Manual. Additional Course Hand-Outs will be provided as needed.

Class Rules of Conduct

- ✓ Turn off cell phones.
- ✓ Food and drink are permitted in the classroom.
- ✓ Participate fully and share your ideas.
- ✓ Clients should respect their fellow students by refraining from holding private conversations during lectures and allowing other students to ask questions.

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.
- ✓ The Favorites Menu. How to build a custom user menu.
- ✓ Effective use of restrictions on report setup screens.
- ✓ Printer conventions.

Module Two: Alternatives to Standard Functionality

Designed for users who need to go beyond the "stock" program.

- ✓ Review of application's system 'flags.' Some example topics:
 - Receipt Printing variations.
 - Block Purchase Order Encumbrances overrides.
 - Check Print options.
 - Interfacing Expenses/Revenues from other CMI applications.

Module Three: Data Entry and Retrieval Concepts

Available features that enhance record maintenance and inquiry.

- ✓ Purchase Order/Requisition fields/tabs.
- ✓ Vendor Maintenance tabs.
- ✓ Rebuilding Vendor and Voucher Lookups.
- ✓ Processing *all* Vouchers Against *one* Purchase Order.

Module Four: Review of Recent Update Changes

Get up to speed on new software features!

Module Five: How to use Projects

Project setup, usage and reporting.

- ✓ Define parameters.
- ✓ Project Code setup and usage.
- ✓ Reporting and inquiry.
- ✓ Correcting Project Expense/Revenue data.

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Module Six: User Defined and Budget Financial Reports

Designed for supervisors.

- ✓ Setup and modification of User Defined (custom) reports.
- ✓ Setup and modification of Budget Financial reports.

Module Seven: Record Inquiry

Designed for users who will only be viewing existing data.

- ✓ Revenue and Expense Account inquiry
- ✓ Voucher inquiry
- ✓ Purchase Order/Requisition inquiry
- ✓ Vendor inquiry

Module Eight: Budget Preparation

For users that have purchased CMI's Budget Prep package.

- ✓ Execute file initialization, set up groups.
- ✓ Establishing column headings.
- ✓ Spreadsheet: loading columnar data, moving and copying columns, calculating columnar data.
- ✓ Reporting.
- ✓ Practice in transferring data to Finance batches.

Module Nine: Requisition Routing

For users that have purchased CMI's Requisition Routing package.

- ✓ General Methodology.

Module Ten: Closing the Month

Designed for users that are responsible for End-of-Month processing.

- ✓ General Methodology.

Module Eleven: Check Reconciliation

For users that have purchased CMI's Check Reconciliation package.

- ✓ General Methodology.

Module Twelve: Special Request

This module is reserved for a group of users that would like a special "focus" session on a workflow task not covered by the previous modules.

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 Finance topic, - and feel free to respond with useful information to other postings! *This forum is moderated.*