



Class Descriptions for the Datafaction Training Center

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AP: Repetitive Payments

Prerequisites	GL & AP Basics or a working knowledge of entering an invoice and selecting it for payment.
Class Agenda Includes...	How to setup and use the AP Repetitive payments process as well as the existing "Automatic Invoice" process. Ideas for implementing these tools in the most effective way.
Who should come?	Anyone who wants to save time by not having to type in the same bill every month. Anyone who is concerned about missing a recurring payment.

CC: Credit Card Setup & Upload

Prerequisites	GL/AP Basics & Knowledge of the internet
Class Agenda Includes...	Setting up the Credit Card Module, maintaining credit card information and downloading credit card statements from the internet into Datafaction. Using Datafaction's AP system to create invoices for the statements. Using and printing out the reports specifically designed for the credit card module.
Who should come?	Anyone who has the credit card module or is interested in developing his or her skills on this function.

Excelink & Journal Upload

Prerequisites	A working knowledge of Excel.
Class Agenda Includes...	Full instruction on how to use the Excelink Add-in to Excel (available through Datafaction) to build a spreadsheet with GL balances of one or many clients for one or many dates. Different spreadsheet ideas will be presented, like creating a GAAP statement of cash flows. Finally, how to use the Journal Upload button will be presented.
Who should come?	Any accounting professional with higher level reporting needs who wants to create their own spreadsheets for analysis or reporting or who wants to make a minimal amount of "manual" journal entries.

GL: Executive/Accountant Overview

Prerequisites	Anyone who reviews Datafaction work, but does not input the majority of it themselves.
Class Agenda Includes...	This class covers the basic design of the Datafaction books (the Chart, the General Ledger and General Journal). In addition, Journal Entries, posting/closing/and reopening are covered in depth. Finally, common financial reports like the General Ledger, Balance Sheet, Income Statement and Cash Flow are examined to see "where the data comes from." Also exporting reports to Excel will be demonstrated as another tool for the Accountant/Executive.
Who should come?	Anyone.

GL/AP: Advanced Applications

Prerequisites	A thorough understanding of Datafaction's General Ledger software.
Class Agenda Includes...	Defining automatic intercompany transactions to split one check or receipt between two or more companies, configuring automatic calculations to reclass officer loans between an asset & liability accounts or to distribute partnership income between partners and parent/child "roll-up" accounting.
Who should come?	Any accounting professional with higher level reporting needs who wants to make a minimal amount of "manual" journal entries

GL/AP: Basics

Prerequisites	None.
Class Agenda Includes...	The fundamentals of business management: Writing checks (quick pay and traditional pay), entering journal entries, making deposits, entering manual checks, setting up new vendors, basic chart of account entry, reprinting checks, and re-coding and voiding checks. Reports that are focused on include: general ledgers, cash flow, general journal, check registers, cash receipts, cash balances (cashing) and vendor history.
Who should come?	Bookkeepers, Accounts Managers or anyone who is relatively new to Datafaction. This course will also provide a thorough review for an existing user.

GL/AP: Financial Statements: Defining Columns & Report Options

Prerequisites	GL & AP basics, or a working knowledge of GL & AP
Class Agenda Includes...	This class will focus on defining columns that can be used on the Balance Sheet or P&L, e.g., current, percentage ratio, prior periods, variance, budgets, annual budgets, etc. In addition, all of the options on screens 2 & 3 of the financial statements will be covered.
Who should come?	Anyone who needs more than a standard or current/ytd financial statement

GL/AP: Financial Statement: Legends and Fonts

Prerequisites	GL & AP basics, or a working knowledge of GL & AP
Class Agenda Includes...	The Financial Statement Legends organize the chart of accounts and provide section headings and section totals on the financials. This class will explore in depth how to create legends to format financial statements. In addition, the use of "Finfonts" for applying proportional Times Roman or Arial fonts to the financial statements will be covered.
Who should come?	Anyone who has advanced needs for designing financial statements.

GL/AP: Creating reports using AQL-Access Query Language

Prerequisites	GL & AP basics, or a working knowledge of GL & AP and preferably 1 year of experience on Datafaction.
Class Agenda Includes...	The foundation of Datafaction is the robust D3 post-relational multi-value database. You may create your own queries of any data in the system by using "AQL" or "Access Query Language" (f.k.a. "Access.") This class starts by covering the basic concepts of table/file names and column/field names. Then with this information, we apply it to the Datafaction reports that allow you to "Define your own report" like the GL chart of accounts listing, the GL journal listing, the AP selected payments register and more. Creating you own reports/queries within Datafaction screens will be the final objective of this class.
Who should come?	Everyone who wants to know how to design their own reports and explore AQL!

GL/AP: AQL-Access Query Language-Intermediate

Prerequisites	The Creating Reports using AQL class.
Class Agenda Includes...	This class will build on the initial class and cover writing your own AQL reports at the command prompt. This will allow you to write your own quick ad hoc queries to find a check for a specific amount, find any journal that has a debit of "\$\$\$" and many other questions. In addition, using AQL to export information to a spreadsheet is covered. Exporting information is useful for creating file labels for client names and/or vendor names.
Who should come?	Everyone who wants to know how to design their own reports and explore AQL!

GL/AP: Setup and Configuration

Prerequisites	Basic understanding of keyboard conventions, logging on and using input screens.
Class Agenda Includes...	Issues on correctly creating the books of a client for GL and AP functions: Client creation, separate journals, using prototypes, defining bank accounts, customizing check face options, standardization between clients, tracking cash balances and fraud prevention issues. Also included is how to establish "screen defaults" so standard addresses & report titles "pop-in" by pressing <enter>.
Who should come?	Anyone who will create new clients for GL or AP, or anyone who wants to maintain standards between clients.

GL/AP: Tips, Tricks and Time Savers

Prerequisites	GL & AP basics, or a working knowledge of GL & GP
Class Agenda Includes...	Save time utilizing features like: Commission tracking for Cash Receipts, General Ledger Payors, Book Transfer Templates (EFTs), Reports & Inquiries to search for transactions, Function Keys to automate repetitive typing, and more!
Who should come?	Everyone!

GL/AP: Using Divisions

Prerequisites	Basic understanding of chart-of-accounts design and financial processing.
Class Agenda Includes...	This class will focus on the uses of divisions, departments and sub-departments in the general ledger, for example, a division per home/property, a division per project or a division per location. In addition, specific "pitfalls" in using divisional accounts so that problems may be avoided. Finally, the various options for running financial statements on divisional clients will be explored.
Who should come?	Any accountant or bookkeeper that runs financial statements for more "complicated" entities and wants to get reporting on a "smaller unit" than the client as a whole.

JC: Job Costing Basics

Prerequisites	GL & AP basics, or a working knowledge of GL & AP
Class Agenda Includes...	Discussion of how to setup a Job Costing database and how it interacts with the General Ledger. Specifics will include simultaneous maintenance of cash and accrual books, options for designing a basic "job cost chart of accounts", various ways to interface with the General Ledger and entry of invoices (writing checks), adjusting journals and cash receipts.
Who should come?	Everyone who wants a refresher of the initial Job Costing requirements.

JC: Job Cost Reporting

Prerequisites	GL /AP basics and Job Costing Overview, or a working knowledge of Job Costing
Class Agenda Includes...	This class focuses on the two primary reports of the Job Cost System: The Bible and The Summary Cost Report. During the class users will be able to see the effect that changing various report options has in the outcome of the report. Also, how to define columns for the summary cost report will be covered.
Who should come?	Everyone who needs to customize reports that come from the Job Cost System.

PR: Basics

Prerequisites	Basic understanding of keyboard conventions, logging on and using input screens, as well as knowledge of calculating payroll by hand.
Class Agenda Includes...	The fundamentals of writing payroll checks for salaried and hourly employees, issuing bonuses, calculating pay with tables or percentage deductions and re-issuing incorrect checks. Reports focused on include tax liability registers, full earnings registers and inquiry-based reports. Also in the final session the quarter-end processes will be covered.
Who should come?	Anyone who has never attended a class in using Datafaction's Payroll software, or who has had "unexplained" troubles processing payroll. This class also has a special focus to provide tips and point out "traps."

PR: Codes

Prerequisites	Payroll Basics, or a working knowledge of setup and processing of payroll in Datafaction.
Class Agenda Includes...	This "ins and outs" of payroll codes, specifically what each type of code is used for, creating new codes for 401K & Section 125 plans, employee loan repays, garnishments, multi-state code setup and more.
Who should come?	Anyone who frequently needs to setup different types of payroll codes, or the person who maintains the master codes in Datafaction.

PR: Quarter End Processing & Quarterlies

Prerequisites	PR: Basics or the equivalent practical experience with Datafaction payroll software.
Class Agenda Includes...	Closing/reopening quarters, reports that can help you research quarter end errors, printing graphical, laser and pin-feed government forms.
Who should come?	Those payroll users who need a refresher on quarter-end procedures and reporting, or anyone who prepares quarterlies

System Administration: Machine Maintenance

Prerequisites	Basics of using Datafaction screens (file, exit, logging on/off.) This class is offered in two separate "flavors" D3/NT,2000,XP --or-- D3/Linux. <i>Please verify the version of your server before registering!!</i> To do this type the word WHICH at any menu or prompt. On the "D3 Release Version" line you will see numbers and "NT" for Window NT/2000/XP servers or you will see numbers and "LINUX" for Linux based servers.
Class Agenda Includes...	Everything about the machine: File saves (backups), reallocation (defrag), creating new accounts/master dictionaries for new clients. Also covered is moving, changing codes & deleting clients.
Who should come?	Those interested in being the system administrator at their firm, or the assistant to the system administrator.

System Administration: All About Printers including check face formatting

Prerequisites	Basics of using Datafaction screens (file, exit, logging on/off.) This class is offered in two separate "flavors" D3/NT,2000,XP --or-- D3/Linux. <i>Please verify the version of your server before registering!!</i> To do this type the word WHICH at any menu or prompt. On the "D3 Release Version" line you will see numbers and "NT" for Window NT/2000/XP servers or you will see numbers and "LINUX" for Linux based servers.
Class Agenda Includes...	Focusing on the "ADM" menu functions: Defining printers and queues including rights & restrictions, troubleshooting port problems for Wyse terminals & PCs, soundex utilities, user utilities, defining printer features (P17, L, LGL). In addition, options available for customizing the how checks print will be addressed.
Who should come?	Those interested in being the system administrator at their firm, or the assistant to the system administrator.

System Administration: Utilities and System Settings

Prerequisites	Good working knowledge of GL and AP functions.
Class Agenda Includes...	Did you know that you could change the headings on the Cash Flow? Or prevent someone from retrieving a journal created by AP or Payroll? Or customize what words are used when "soundex" lookup lists are created? Or change the default bank id number that comes up in Quick Pay? Or your cash flow has a discrepancy has a discrepancy and 95% of the time <u>you</u> can fix it? These items and many many more are explored and explained giving you're the most control over you Datafaction System.
Who should come?	The "super users" of Datafaction in your office.

System Administration: Security

Prerequisites	Basics of using Datafaction screens (file, exit, logging on/off.)
Class Agenda Includes...	All aspects of security: Setup of users and group rights & restrictions, error tracking, command locking, passwords on accounts/master dictionaries as well as passwords users and individual verb commands, modem and dial-in issues. Also covered is the new 'Account Locking' for sets of accounts or divisions.
Who should come?	Those interested in being the system administrator at their firm, or the assistant to the system administrator.

System Administration: wIntegrate - Enabling Exporting & Other Essentials

Prerequisites	This is intended for users accessing the Datafaction server using the <u>wIntegrate</u> program. Also, a working knowledge of using the keyboard in Datafaction for GL or AP. Note that this class and handout uses wIntegrate version 4 and higher. If you are using wIntegrate 3.x, the concepts are still the same, but the screens in the handout will look different from the older version of wIntegrate in your office.
Class Agenda Includes...	Programming F-Keys for shortcuts to desired functions like Quick Pay or Ledger Report. Making arrow keys, insert, delete and other edit keys to function properly. Copying and pasting between fields, printing the screen, changing colors and more! In addition, a full step-by-step lesson on making sure your system is setup correctly to allow Financials to be exported to Excel.
Who should come?	Anyone who uses wIntegrate to access the Datafaction server.

System Administration: Imaging Security, Setup and Configuration

Prerequisites	Basic understanding of Datafaction GL, AP and Imaging
Class Agenda Includes...	This class is designed to help Imaging administrators gain a better understanding of the setups and configurations in the Imaging system. Covered topics include setting up users, clients, templates, workflow rules, substitutions, general and imaging settings and the imaging-related services.
Who should come?	Anyone charged with the task of administration of the Datafaction Imaging system.