



F9 Fundamentals

Prerequisites:

This course assumes the participant has basic spreadsheet skills. The participant should be comfortable with cutting, copying and pasting. Understanding how to use formulas, cell references and assigning absolute and relative cell references is also important. Additionally participants should be familiar with basic accounting principles and have worked with at least one computer based accounting system.

Learning Objectives:

Upon completion of this course, participants will know how to:

- Install and configure F9
- Utilize the online help documentation
- Create and copy GL and NGL functions
- Use BSPEC in order to enhance GL and NGL functions
- Use the DESC, SDESC and CODATA functions
- Build spreadsheets using the Lists facility
- Use Report Wizard to create a wide variety of reports automatically
- Use the Analyze and Drill functions to diagnose problems and to explore the source of various balances
- Use the GLTRAN function to create reports on periods other than fiscal periods
- Use Budget Write Back to create and maintain budgets and write them back to the F9 database
- Create any financial report imaginable, including but not limited to: multi-period income statements, departmental income statements, cash flows, pro forma books, etc.

F9



Course Outline

The course takes the form of hands on training with all attendees performing F9 training exercises on their computers.

- ✓ Introducing F9
- ✓ Installing F9
- ✓ Accessing your data
- ✓ The GL Function
- ✓ GL Formula Parameters
- ✓ Period Specifiers
- ✓ DESC Function
- ✓ SDESC Function
- ✓ CODATA Function
- ✓ BSPEC Function
- ✓ Creating Lists
- ✓ The GL Wizard
- ✓ Report Wizard
- ✓ Drill Down
- ✓ GLTRAN Function
- ✓ Chart
- ✓ Budget Write Back
- ✓ Zero Suppress
- ✓ Analyze
- ✓ Control Tools
- ✓ Distributing F9 Reports
- ✓ Troubleshooting F9 Reports



Who should attend

Users who are responsible for the building, maintaining or using F9 Professional reports.

Length

One day

Location

Your company premises or our training centre