

# F9 Financial Intelligence Training Course Outline – F9 Fundamentals



## **F9 Fundamentals**

*Learn the different methods of report creation and how you can take advantage of your existing Excel skills in order to create reports that bring live data from your accounting system to your spreadsheet.*

### **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 the Analyse 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

Create any financial report imaginable, including but not limited to: multi-period income statements, departmental income statements, cash flows, pro forma books, etc

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# F9 Financial Intelligence Training Course Outline – F9 Advanced



## **F9 Advanced**

*Continuing with the skills learned in F9 Fundamentals, you will gain further knowledge on how additional F9 functions and facilities will meet your reporting requirements.*

### **Prerequisites:**

The participant must have taken the F9 Fundamentals course, or be able to prove you possess the skills described above.

### **Learning Objectives:**

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

- Create and use Financial Entities
- Use the WGL and WDESC functions to create and maintain budgets, forecasts and pro forma books
- Use Artificial Segmentation in order to support user defined account segmentation
- Utilize View Manager and Report Manager for production reporting
- Use Report Wizard to create a wide variety of reports automatically
- Use Budget Write Back and WGL to create and maintain budgets and write them back to the accounting system

Get more out of your spreadsheet than you had thought possible.

Each course will run for 4 hours in duration.

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