



Unit4 Business World Courses

Public Training Schedule 2018 (June - Sept) Sept 18 | version 4.0

Unit4's Super User Courses have been designed specifically:

- For **Advanced Users** and **System Administrators**
- To help **maintain** and **improve** your Business World On! solution

The courses are **classroom based** available either at our **dedicated training office** or **your own company office**.

The courses are also available as bespoke **remote training webinars**, where employees do not have to travel, incur expenses, or take time away from the office and have the full benefit of Q&A with a professional trainer.

All courses are delivered by experienced trainers at Unit4's strategic training partner Highpoint's office in Chippenham.

The training database, manuals and courses have been updated by Highpoint to Business World On!

For further information on any aspect of these courses please call **01225 326409** or email enquiries@highpoint-services.co.uk.

Unit4's Work streams and Implementation Training Courses are based around Business World's work streams called **the A-Train**. There are currently 40 courses available on the A-Train covering:

- How to **build** Business World work stream **modules from scratch**
- How to **use** Business World per my (Training) build

For **further information**, please review both the [Training Course](#) and [A-Train](#) catalogues or email training.uk@unit4.com.

Unit4's Super User Courses

There are currently 8 training courses available with more added all of the time, so please re-visit this page frequently. Also note that course details including dates are subject to change.

1. Introduction to Reporting

2 or 3-day course £350 (+VAT) per person per day

This course covers the core concepts of Unit4 Business World reporting.

Key topic areas included are:

Key Business World concepts	The chart of accountants	Maintenance of ordered reports
Simple and setup enquiries and browser enquiries	Filtering, sorting, sub-totalling and refining results	Drill-down and adding expressions and formulas
Adding relations and adding Flexi-fields	Expanding bases and conditional formatting	SearchC operator definitions
Formatting and freezing	Excelerator	Balance table enquiry

3-day course dates for Introduction to Reporting £1,050 plus VAT

Date	Location
12 th , 13 th & 14 th June	Chippenham
10 th , 11 th & 12 th July	
14 th , 15 th & 16 th August	
11 th , 12 th & 13 th September	

2. System Administration

2-day course £700 (+VAT) per person

Learn the basic skills required to carry out the non-technical administration of the software in live environments.

Key topic areas included are:

Functions of Business World service	Purpose of system parameters	Scope & functionality of user access controls
Adding new users, charging and removing user access	Monitoring the progress of ordered reports	Reading and understanding log files
Scheduling reports & applying filters	Running data control type reports	Personalising user preferences
Maintaining personal menus	Creating and maintaining flexi-fields and document archives	Clearing unwanted data

Course dates for System Administration

Date	Location
6 th & 7 th June	Chippenham
4 th & 5 th July	
8 th & 9 th August	
5 th & 6 th September	

3. Introduction to Unit4 Business World On!

1-day course £350 (+VAT) pp

Ideal for new users or starters, this course delivers the core concepts of Unit4 Business World system and introduces the desktop and web interfaces.

Key topic areas included are:

Accessing Business World On	Navigation	The key concepts of Business World
Attributes and relations	Balance tables and account rules	Reporting and maintenance of ordered reports
Passwords	Start pages and favourites	My task and workflow
Value lookup and substitutions	Enquiries and help	Information pages and document archive

Course dates for Introduction to Unit4 Business World On!

Date	Location
5 th June	Chippenham
3 rd July	

7 th August	
4 th September	

4. Introduction to Workflow

1-day course £350 (+VAT) per person

This course covers the core concepts of workflow, its' principles and how workflow is constructed to drive your business processes in Unit4 Business World.

Key topic areas included are:

Introduction	Workflow overview	Element types
New attributes	Distribution rules	Process definition

Course dates for Introduction to Workflow

Date	Location
19 th June	Chippenham
17 th July	
21 st August	
18 th September	

5. Excelerator Basics Course

1-day course £350 (+VAT) per person

This course focuses only on Excelerator. It outlines how to use Unit4's Excel Add-in, Excelerator (Unit4 programming language) to extract data from Business World and then produce printed reports - usually for management, period and year end. It shows a simple way to take data from Balance Tables Browsers and other enquiries, then report the results in Microsoft Excel's columns and rows. The course is designed for super users, advanced users, end users and enquiry users.

Note: a pre-requisite of this course is a solid understanding and usage of Business World fundamentals and using Browsers.

Key topic areas included are:

<p>An Introduction to Excelerator</p> <p>* An overview of Excelerator</p>	<p>Producing Basic Reports</p> <p>* Report sheet control column</p>	<p>Formatting Reports</p> <p>* Looking at formatting keywords</p> <p>* Source formatting keywords (Sort)</p>
--	--	---

<ul style="list-style-type: none"> * An overview of how Excelerator uses balance tables * The Excelerator menu in Excel * Workbook structures 	<ul style="list-style-type: none"> * Basic keywords * Producing and refining a basic report * Relations and Trees in Excelerator 	<ul style="list-style-type: none"> * Column formatting keywords (Unit, Round and Columnsign) * Active formatting keywords (Sign)
<p style="text-align: center;">Selecting Data for Reports</p> <ul style="list-style-type: none"> * Excelerator data selection parameters * Entering data selection parameters * Using Code & Summary, Crosstab and Group keywords 	<p style="text-align: center;">Creating Excelerator Reports from Browsers</p> <ul style="list-style-type: none"> * Setting up an Excelerator template report * Running an Excelerator template report 	<p style="text-align: center;">Writing Excelerator Reports Offline</p> <ul style="list-style-type: none"> * Creating a local reporting data set (cache) * Setting up an Excelerator report to run offline

6. Data Import

1-day course £350 (+VAT) per person

This course provides an overview and setup of the data import routines available in Business World to import data.

Key topic areas included are:

Understanding the scope and use of import utilities	Setting up import utilities	Using the data import utilities to import transactional data
Using the data import utilities to import master file data	Using the data import utilities to import data directly into the system tables	

Course dates for Data Import

Date	Location
20 th June	Chippenham
18 th July	
22 nd August	
19 th September	

7. Flexi-fields, Forms, Action Overview

*Ideally delivered via Webinar or
1-day course £350 (+VAT) per person*

This course introduces Business World functionality used to add or enhance your business data held within Business World.

Key topic areas included are:

Introduction	Flexi-field overview	Initial Flexi-field setup
Flexi-field group definition screen	Link Flexi-field group definition screen	Granting access
Browser Flexi-fields set up	Existing tables	Action overview & setup
Using action overview	Processing the task	Transfer to historical items

Course dates for Flexi-fields and forms

Date	Location
26 th June	Chippenham
24 th July	
28 th August	
25 th September	

Note: this course is ideally delivered directly to you via Webinar.

8. IntellAgent, Document Archive, Links

*Ideally delivered via Webinar or
1-day course £350 (+VAT) per person*

This course introduces further Business Worlds elements for Alerts, Document Management and Linking screens/reporting in Business World.

Key topic areas included are:

Introduction to IntellAgent	Creating alerts from browser template Event setup window	IntellAgent from SQL SQL query – TPS not working
Introduction to Document Archive	Document archive overview Check setup Setting up a transaction	Document types & element Loading purchase invoices Suppliers invoices
Introduction to Links	Creating overview Linking screens to reports	Linking screens to an enquiry browser Creating global links

Course dates for IntellAgent, Document Archive, Links:

Date	Location
27 th June	Chippenham
25 th July	
29 th August	
26 th September	

Note: this course is ideally delivered directly to you via Webinar.

Location details:

Chippenham	Highpoint Implementation and Training Services Ltd, 1 st floor, 35 Market Place, Chippenham SN15 3HT
-------------------	---

What materials are included?

- Course manual for each module
- Exercise workbook for each module

For more information, please call 01225 326409 or email enquiries@highpoint-services.co.uk