

# CREATING SPACE

# UNIT4

The Westin Indianapolis

Intensive Training: October 16-17, 2018

Unit4 Connect: October 18-19, 2018

## UNIT4 FINANCIALS

**Tuesday, October 16, 2018**

### Financials: The Basics

Intensive Training

**Level: Beginner & Intermediate**

**Time: 9:00 – 17:00**

**Instructor: Ed Comiskey**

A session for new users of the Financials application or a refresher on the terms and concepts.

### Financials: Security

Intensive Training

**Level: Super User & Advanced**

**Time: 9:00 – 17:00**

**Instructor: Steve Moseley**

**Prerequisites:** Attendees must be familiar with the masters and processes of the Financials application.

Security goes beyond the functional access to the application. This session will begin with the basics of Functional and User security and will continue with the attendees learning how to limit access to master and element records. Attendees will also work with the workflow processes for transaction and the new in version 14 element approval. This session also introduces the new and modified security features of version 14 including Generic Browse in Role, Upload attachments, download formats and element responsibilities. The session will conclude with a review of the available security report.

**Wednesday, October 17, 2018**

### New and Advanced Topics

Intensive Training

**Level: Advanced**

**Time: 9:00 – 17:00**

**Instructor: Ed Comiskey**

**Prerequisites:** Attendees must be familiar with the masters and processes of the Financials application.

Now that you understand the application basics of Financials, isn't it time to step it up? This full-day intensive training will cover the advanced topics of Element workflow, Table Link for element maintenance and Scheduled tasks. You'll acquire the skills you need to implement these topics at once upon return to your organization. Attendees will also use Metadata dataviews/selectors/presenters to create Generic Browse reports, Browse Transactions, Aged Analysis and Diary processes. This session will also cover building the Credit Management functions using the new features of version 14.

### Financials: Security

Intensive Training

**Level: Advanced**

**Time: 9:00 – 17:00**

**Instructor: Steve Moseley**

**Prerequisites:** Attendees must be familiar with XL for Finance and the terms of the Financials application. Familiarity with Visual Basic would be helpful but is not required.

Using simple formulas and Visual Basic encoded macros can make your spreadsheets more user-friendly and dynamic. This course will impart basic VBA concepts that will teach users how to create macro enhanced spreadsheets and will cover innovative ways to interface the Excel add-on with Financials. The goal for this session is to help participants become capable of designing their own macro-enabled spreadsheets that will improve performance and efficiency for the end user.

**Thursday, October 18, 2018**

### Unit4 Financials Welcome Session

**Level: Any**

**Time: 11:00 – 11:30**

**Repeated: 11:30 – 12:00**

**Instructor: Craig Bass**

Join us for a mini breakout of your choice in industry and product groups where our Centers of Excellence will welcome you to Connect. This is your chance to get to know our experts and your peers in the Unit4 community who are in similar industries or using the same products. Our Centers of Excellence are excited to meet you and these welcome sessions will help you set the tone for what you can expect to get out of your Connect experience. We've created this space for you to make the connections you need to get the most of your time here.

[unit4connect.com](http://unit4connect.com)

# UNIT4 FINANCIALS

## **Center of Excellence: The State of the Financial Management Market & Unit4 Financials**

**Level: Any**

**Time: 13:30 – 14:30**

**Instructors: Craig Bass, Ed Comiskey  
& Steve Mosele**

An update on the value framework for Unit4 Financials—looking at the our complete offering and the business results we are driving and how they are being underpinned all the way from technology platform, product portfolio capabilities, packaged best practice in the shape of value accelerators, delivery methodologies, and KPIs to measure the results.

## **Let's Build a Ledger!**

**Hands-On Session**

**Level: Intermediate**

**Time: 14:45 – 15:45**

**Instructor: Ed Comiskey**

A common reporting request is a traditional general ledger. By combining report formats using XL for Finance, this report can be produced from Financials. Attendees will use the latest version of XL for Finance to build this interactive report. This is a hands on session in which attendees will build all components of the Ledger Report including: using balance and details functions to build a “traditional” General Ledger and adding a Journal Loader that includes a link to Element Masters.

## **Archiving Financials Transactions**

**Level: Any**

**Time: 14:45 – 15:45**

**Instructor: Michael Morbois**

Come to this session and leave with the knowledge you need to build and start your archiving strategy. This is built in technology that allows users to remove chunks of data in a controlled manner.

## **Element Workflow**

**Hands-On Session**

**Level: Super User**

**Time: 16:00 – 17:00**

**Instructor: Ed Comiskey**

*Prerequisites: Attendees must be familiar with the masters and processes of the Financials application.*

A frequent audit issue relates to controls on adding or changing element masters, especially vendor masters. Previously this was addressed using Control Manager (adds) or Audit Trail (history).

## **Strategic Procurement: It's Not Just Buying Toilet Paper Anymore**

**Level: Any**

**Time: 16:00 – 17:00**

**Instructor: Jennifer Albright**

Explore key elements of strategic procurement and how to maximize value in your organization.

## **Friday, October 19, 2018**

### **I'm a Financials User - I Think**

**Level: Any**

**Time: 9:30 – 10:30**

**Instructors: Ed Comiskey & Steve Moseley**

Open session that will address questions submitted by attendees that will include a refresher on terms and concepts of Financials.

### **Workflow Customization**

**Level: Any**

**Time: 9:30 – 10:30**

**Instructor: Michael Morbois**

This session will discuss what workflow is, how it works, and how to make it your own with simple customizations, or go further in customization to tailor it to your needs. The session will review custom fields, custom text, passthrough approval, and approval reminders.

## **Financials at the Dealer**

**Level: Any**

**Time: 11:00 – 12:00**

This session will review some terms and concepts of Financials for CAT Dealers. It will also be an open session that will address questions submitted by attendees.

**Instructor: Ed Comiskey, Steve Moseley**

## **Tips and Tricks for the Beginning Procurement User**

**Level: Beginner**

**Time: 11:00 – 12:00**

**Instructor: Jennifer Albright**

This session will highlight shortcuts and tips in procurement.

## **Roadmap to the Future**

**Level: Any**

**Time: 12:30 – 1:30**

**Instructor: Steve Moseley**

Investment continues in Unit4 Financials to meet the objective of ensuring Financials is the obvious choice for a stand-alone Financial Management System.

## **V14 Technical**

**Level: Any**

**Time: 12:30 – 1:30**

**Instructor: Michael Morbois**

This session will provide a brief overview of V14 technical enhancements. We will also show v14's server side and go over the big steps of an upgrade. The session will finish with a Q&A on technical topics.