



FFA FUNDAMENTALS is an introductory-level course designed to help you get acquainted with the basic building blocks of the FFA application. Our intent is to ensure you have the knowledge and expertise to effectively navigate and utilize FFA application tools.

This course utilizes a hands-on approach to learn key FFA concepts that address real-world professional services business scenarios. FFA Fundamentals uses an action learning approach to completing exercises that support the participant's learning of FFA. This 5-day (12.5 hour) course will be delivered using a combination of lecture, demonstration and exercises.

Audience

- New Customer Project Implementation team
- New End User Business Roles

Prerequisite(s)

- Solid understanding and knowledge of the Salesforce Platform
- If you are new to Salesforce, please go to - <https://developer.salesforce.com/trailhead> and review the following terminology and the Salesforce functionality that is used with FinancialForce Accounting.
 - What is Trailhead?
 - Understanding Salesforce
 - Navigating and Personalizing Salesforce
 - Creating List Views
 - Reports and Dashboards

Class Length

- Virtual Instructor Led – Five 2.5 hour sessions
- Classroom – 3 days

What's needed to attend

- Each participant will receive a Learning Environment for completing class exercises. Participants need to have a laptop, Internet and phone connection. We recommend using a second monitor to view the course workbook.

Great alone, better together. Cloud ERP on the Salesforce Platform

- Easy to configure and implement for fast ROI
- Flexible to change and adapt to your business
- “Clicks not code” customization and integration
- One database for your CRM and ERP gives end to end view of your business
- Break down walls between departments and eliminate the divide between front & back office



FINANCIALFORCE ACCOUNTING (FFA) FUNDAMENTALS

Objectives

At the end of this course, you should be able to:

- Understand what Salesforce objects are used with FinancialForce objects
- Create General Ledger Accounts, Dimensions and Tax Rates
- Understand where company information is stored and how to log into different companies
- Manage Customer Accounts
- Create different types of Accounts Receivable invoices and post them to create transactions to the General Ledger
- Issue Accounts Receivable Credit Notes for Invoices that require a credit
- Generate statements to be sent out via email
- Manage Customer and Vendor invoices by running aged analysis to determine what invoices are outstanding and need payment
- Create different types of Accounts Payable invoices and post them to create transactions to the General Ledger
- Issue Accounts Payable Credit Notes for Invoices that require a credit
- Manage payments sent to vendors
- Manage Cash from creating cash entries to reconciling bank accounts
- Create different types of Journal Entries and post them to create transactions to the General Ledger
- Allocate cost from one General Ledger Account to several other General Ledger Accounts
- Manage the period end closing process
- Demo on creating transactions via Microsoft Excel using the FinancialForce XL application
- Run financial reports

Course Topics

- The Accounting Interface
- Object models: Salesforce vs. FinancialForce
- Creating General Ledger Accounts
- Creating Dimensions
- Creating Tax Rates
- Company Information and Company Selection
- Accounts Receivable
 - Setting up Customer Accounts
 - Creating a Sales Invoice from an Opportunity
 - What is a Transaction?
 - Creating a Sales Invoice from Scratch
 - Creating a Recurring Sales Invoice from Scratch
 - Adding Text to a Sales Invoice
 - Creating Sales Credit Notes
- Mass Email
- As of Aged Analysis
- Accounts Payable
 - Setting up Vendor Accounts
 - Creating Payable Invoices
 - Creating Payable Credit Notes
 - As of Aged Analysis
- Payments with Checks
 - Payments
 - Payment Selection
 - Printing Checks using Conga
 - Voiding Checks
- Cash Management
 - Cash Entries
 - Cash Matching
 - Bank Accounts
 - Check Ranges
 - Bank Statements
 - Bank Reconciliation
- General Ledger Processes
 - Journals
 - Creating a Standard Journal
 - Creating a Recurring Journal
 - Creating a Reversing Journal
 - Cancel a Journal
 - Allocation
 - Closing Financial Periods
- Demo on FinancialForce XL
- Running Reports
 - Salesforce FFA Reports
 - Action Views
 - FinancialForce Reporting