

Virtual Class Agenda

EnterpriseIQ Accounting & Spreadsheet Server

This five-day hands-on course is a beginning to intermediate level course where users will learn how to utilize EnterpriseIQ's accounting and Spreadsheet Server system. Day one will focus on the customer billing cycle while day two will focus on the vendor billing cycle. Topics covered on day 3 will focus on financials and general ledger maintenance. Day 4 is focused on understanding costing in EIQ, basic system setup, and an overview of Standard Costing transactions. Day 5 is dedicated to learning how to utilize the Spreadsheet Server application for generating financial reports.

Students may choose to attend either a selection or all 5 days of this session.

Who should attend?

Systems Analysts, key managers or personnel from accounting.

Prerequisites

EnterpriseIQ software purchased and installed at your facility. To attend class students must have one of the following:

- A working knowledge of EnterpriseIQ accounting
- Have completed the Implementation Training for New Users course
- Have completed the MyIQMS Basic Navigation Video (MyIQMS.com > Training > Learn By Module > System Setup > Basic Navigation) plus 15 hours of hands on EnterpriseIQ experience.

Experience with Excel is recommended for the 3rd Spreadsheet Server day.

What you will learn

- Customer billing cycle, including maintaining master customer records and analyzing account status, invoicing and credit memos, receiving payments and paying commissions.
- Vendor billing cycle, including maintaining master vendor records, invoicing and debit memos, and issuing payments.
- Setting up standard costing, daily processing and comparing standard to actual costs.
- Accounting Setup, including GL maintenance, financial reporting and budgets.
- EnterpriseIQ Spreadsheet Server (prior use of Excel is recommended) for custom financial reporting.

Schedule – Day 1

Orientation
Customer Maintenance, Customer Status and Sales Analysis
Break
Accounts Receivable Invoicing and Vendor Managed Inventory (VMI)
Cash Receipts
Customer RMAs and Credit Memos

Schedule – Day 2

Sales Personnel and Posting Commissions
Vendor Maintenance and Vendor Status
Accounts Payable Invoicing
Cash Disbursements
Break
Vendor RMAs and Debit Memos
1099 Forms

Schedule – Day 3

General Ledger Account Maintenance
System Parameters and Bank Manager Reconciliation
Break
Account Activity, General Journal Entries, Trial Balance
Budgets and Financial Reports

Schedule – Day 4

Introduction to Costing in EIQ
Standard Costing System Setup & Configuration
Break
Standard Costing Transaction Processing
Process Costing

Schedule – Day 5

Spreadsheet Server & Navigation
Templates Wizard & Building Templates
Break
Using Segment Lists, Calculations, Generate Account Detail
Lab: Creating Financial Reports
Q&A

Customer Cancellation Policy

- 15 or more days, no charge
- 14 or less days, 50% charge

IQMS reserves the right to cancel any training class due to lack of enrollment.
Substituting attendees is not allowed.