MAESTRO* MULTIDIMENSIONAL MODE

Lesson Plan - June 3, 2022 version

At the end of the **Maestro*** *Multidimensional Mode* course, the client and targeted users will be able to perform all the necessary configurations and tasks to use **maestro*** in a multidimensional context.

Unit MULTI01 - Preliminary Analysis

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
At the end of the course, the user will be able to understand the nuances, possibilities and changes involved in using the **maestro*** multidimensional mode. Accompanied by the implementation specialist, they will be able to analyze the conditions required to set up this mode, make the necessary decisions, as well as the necessary changes to the company processes. PREREQUISITES • *Security;* • *General Ledger;* • *Maestro* 101.*	• Chart of Accounts and General Ledger analysis; • Company structure analysis; • Fiscal year analysis (if different for each company); • MApref (which is applicable to a single company).	*HOMEWORK* • *Reflect on the discussions;* • *Restructure certain general ledger accounts;* • *Copy the existing company;*	1h	• Concept - **Maestro*'s Multidimensional Mode** • Training document MULTI02	Pilot and/or Super User

Unit MULTI02 - Configurations

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
At the end of the course, the user will be able to perform the necessary configurations to use the **maestro*** multidimensional mode..	- Security Management; - Creation of intercompany accounts; - Creation of prefixes; - Creation of new companies; - Define Accumulators; - Bank Accounts; - Stock Orders from Catalogue; - Invoicing; - Configuration of multiple options used in multimensional mode.	- Review of previous notions and homework; - Explanation and completion of the different management options, according to the client's needs and company requisites to automate data entry.	6h	Training document MULTI02	Pilot and/or Super User

Unit MULTI03 - Operational Training on How to Use maestro* in Mutidimensional Mode

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this session, users will be able to use **maestro*** in multidimensional mode and perform daily operations.	- Explanation of the multidimensional mode to users in charge of payroll; - Explanation of the multidimensional mode applied to the other **maestro*** modules; - Company consolidation.	- Review previous notions and homework; - User training according to the needs established during analysis; - Demonstration of the different multidimensional functionalities; - Creation of a consolidated company; - Grouping companies in different reports; - Elimination of intercos. *HOMEWORK* *Practice entering transactions.*	3h	- Training document MULTI03 - Integrated tests	Users

Unit MULTI04 - Tests and Validation

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this sessions, the client and designated users will have performed the tests and verifications to validate the previously made configurations and will be able to attest to the adequacy of the latter, using the esdtablished processes.	• Accounting entries; • Trial balance.	• Review previous notions and homework; • Assist the client during the test phase; • Validate transactions; • Validate reports and inquiries; • Review configurations, if needed; • Review processes, if applicable. *HOMEWORK* • *Complete integrated tests.*	2.5h	• Training document MULTI04	Pilot and/or users

Unit MULTI05 - Conclusion

Date: Time: Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this session, the client will have shown they have the knowledge and skills necessary yo using the **maestro*** multidimensional mode.	• Validate knowledge.	• Preparation of next training sessions	0.5h	• Verification list	Pilot