

ACCOUNTING

Lesson Plan - October 8, 2021

By the end of the *Accounting* lesson, the client and targeted users will be able to perform all the necessary configurations and accounting operations needed for bookkeeping and financial management in **maestro***.

Unit ACCO01 - Preliminary Analysis

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
<p>The objective of this lesson is to clarify the software's needs and requirements for accounting in maestro*, as well as put in place the general ledger's chart of accounts.</p> <p><i>PREREQUISITES</i></p> <ul style="list-style-type: none"> • Maestro* 101 • <i>Security.</i> 	<ul style="list-style-type: none"> • Analysis of the general ledger chart of accounts; • Analysis of general ledger account groups; • Analysis of fiscal years (if several companies). 	<p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> • <i>Reflect on the discussions.</i> • <i>Finalize the group and general ledger configurations and imports.</i> 	1h	<ul style="list-style-type: none"> • Training document ACCO01 	Pilot and/or Super Users

Unit ACCO02 - Configurations

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client and	<ul style="list-style-type: none"> • Import of the chart of accounts (if necessary); 	<ul style="list-style-type: none"> • Review of previous concepts and validation of completed 	1h	<ul style="list-style-type: none"> • Training document ACCO02 	Pilot and/or Super

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
designated users will be able to complete the various configurations and those required for accounting management in maestro* .	<ul style="list-style-type: none"> Account Groups; Chart of Accounts; Sales Department (AR); Configurations; <ul style="list-style-type: none"> General; Bank Reconciliation; Annual Budget; Bank Account; <ul style="list-style-type: none"> Configuration of default cheques; Counter Management; Tax Code Table; Define Tax Code Usage; Account Grouping Configuration; Transfer Status; Open a Fiscal Year; Close a Period. 	<p>tasks as homework;</p> <ul style="list-style-type: none"> Explanation and completion of the windows linked to the management of the general ledger, in maestro*, according to the client's needs and system requirements, to automate data entry. 			Users

Unit ACCO03 - Accounting Operations

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client and designated users will be able to perform different configurations and operations, some of which generate accounting entries, necessary for the accounting process and bookkeeping in maestro* .	<ul style="list-style-type: none"> Journal Entries (optional); Print List of Entries (optional); Comments (optional); Comment List (optional); Advanced Project to Project Transfer; Bank Reconciliation; Cheque Status Code Table; 	<ul style="list-style-type: none"> Review of previous concepts and validation of completed tasks as homework; User training according to the process established at the time of the analysis; Demonstration of the different options and methods 	1h	<ul style="list-style-type: none"> Training document ACCO03 	Pilot and/or Super Users

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
	<ul style="list-style-type: none"> Modify Cheque Status. 	<p>to generate general ledger entries in maestro*,</p> <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> Practice entering transactions 			

Unit ACCO04 - Analysis and Inquiry

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client and identified user will be able to use maestro* 's analysis and report tools to find the information they need to carry out accounting follow-ups.	<ul style="list-style-type: none"> Purchase Journal; Disbursement Journal; Sales Journal; Receipts Journal; Entries Journal; Payroll Journal; General Journal; Analyze Transactions; General Ledger; List of Taxes Collected/Paid; Trial Balance; AP Control Report; AP Aging Report - Summary; AR Control Report; AR Aging Report - Summary; Standard Entry Inquiry; Pivotal Trial Balance; List of Cheques: <ul style="list-style-type: none"> Numerical; 	<ul style="list-style-type: none"> Review of previous concepts and validation of completed tasks as homework; Validation and configuration of the reports and general ledger inquiry. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> Validate Data Entries; Validate entries and audit accounts (accrued accounts, account 999,999, etc.). 	1h		Pilot Super Users Users

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
	<ul style="list-style-type: none"> • Outstanding; • Issued; • Manual Cheque List. 				

Unit ACCO05 - Form Validation

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson the client will be able to use the standard maestro * forms defined to meet their needs.			To be Determined		Pilot

Unit ACCO06 - Tests and Validation

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client and designated users will have carried out the tests and verifications to validate the configurations made beforehand, and will be able to attest to the adequacy of these configurations with the established processes.	<ul style="list-style-type: none"> • Accounting Entry; • Trial Balance. 	<ul style="list-style-type: none"> • Review of previous concepts and validation of completed tasks as homework; • Test Assistance; • Transaction Validations. • Validation of reports and inquiry; • Review of configurations, if needed; 	3h		Pilot Users

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
		<ul style="list-style-type: none"> Review of the processes, if needed. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> Complete integrated tests 			

Unit ACCO07 - Conclusion

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client will have shown the necessary knowledge and skills to manage accounting in maestro* .	<ul style="list-style-type: none"> Validate learnings; Review the security settings applied to the module. 	<ul style="list-style-type: none"> Preparation of the next training lessons: <ul style="list-style-type: none"> AP; AR; Payroll; Financial Management/End of the month. 	1h	Aquired competencies Form - AP	Pilot