

FINANCIAL STATEMENTS

Last modification: October 29, 2025

Lesson Plan

At the end of the *Financial Statements* course, the client and targeted users will be able to configure the system, operate the module's functionalities, perform integrated tests, validate results, and analyze financial statements to ensure implementation aligns with organizational needs.

Unit FINA01 - Preliminary Analysis and Configurations

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, the client and designated users will be able to configure the system to produce financial statements. <i>PREREQUISITES</i> • <i>Security Management</i> • <i>Account Groups</i> • <i>Chart of Accounts</i> • <i>Project Management</i> • <i>Open a Fiscal Year</i>	• Needs analysis • Fiscal year analysis (if multiple companies) • Print Financial Statements by default	<i>HOMEWORK</i> • <i>Reflect on the discussions</i>	30 min	• Concept - Accounting and Financial Statements	Pilot and/or Super Users

Unit FINA02 - Configurations - Financial Statements

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, designated users will be able to set up the various configurations of the Financial Statements module.	- Financial Statement Configuration - Financial Statement Column Formats - Financial Statement Variables	- Review of previous concepts and validation homework assignments - Explanation and completion of various management screens based on client needs and system requirements, with the goal of automating data entry	1 h 30 min		Pilot and/or Super Users

Unit FINA03 - Operations - Financial Statements

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
N/A	N/A	N/A	N/A		Pilot and/or Super Users

Unit FINA04 - Analysis and Inquiry

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
N/A	N/A	N/A	N/A		Pilot

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
					Super Users Users

Unit FINA05 - Form Validation

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
N/A	N/A	N/A	To be determined		Pilot

Unit FINA06 - Tests and Validation

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of this session, 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.	Print Financial Statements	- Review of previous concepts and validation of homework assignments - Customer support during the test phase - Validation of customized financial statements - Review of configurations, if applicable - Process review, if applicable	45 min		Pilot Users

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
		<i>HOMEWORK</i> • <i>Complete the integrated tests</i>			

Unit FINA07 - Conclusion

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Material	Targeted Audience
At the end of the session, users will have shown the necessary knowledge and skills to manage financial statements in maestro* .	• Learning validation • Securityreview	• Preparation of upcoming training sessions	15 min	• Acquired competencies form - FINA	Pilot