

# MULTICURRENCY

## Lesson Plan - April 3, 2023

At the end of the *Multicurrency* cours given by **maestro\***, the client and targeted users will be able to perform all **maestro\*** configurations and operations when more than one currency is used.

## UnitCURR01 - Preliminary Analysis

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
<p>By the end of this lesson, the user will be able to understand the implications of using more than one currency in <b>maestro*</b>. Accompanied by the implementation specialist, they will be able to analyse the conditions put in place for this mode and make the necessary modifications.</p> <p>PREREQUISITES</p> <ul style="list-style-type: none"><li>• <i>Security</i></li><li>• <i>General Ledger</i></li><li>• <i>Maestro* 101</i></li><li>• <i>Accounts Receivable</i></li><li>• <i>Accounts Payable</i></li></ul>	<ul style="list-style-type: none"><li>• Analysis of client operations</li></ul>		0.5h		Pilot and/or Super user

## UnitCURR02 - Configurations

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the user will be able to perform the necessary configurations to use the multicurrency mode in <b>maestro</b> *.	<ul style="list-style-type: none"><li>• Currency Management;</li><li>• Revision of general ledger accounts;</li><li>• Revision of suppliers;</li><li>• Revision of customers.</li></ul>	<ul style="list-style-type: none"><li>• Explanations and completion fo the multicurrency management window, according to the needs of the client and system requirements, to automate date entry.</li></ul>	1h	<ul style="list-style-type: none"><li>• <a href="#">Training document CURR02<sup>1</sup></a></li></ul>	Pilot and/or Super user

## UnitCURR03 - Tests and Validations

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client and designated users will have performed the necessary tests and verifications to validate configurations made beforehand.	<ul style="list-style-type: none"><li>• Accounting entries</li></ul>	<ul style="list-style-type: none"><li>• Assist the client during tests;</li><li>• Validate transactions;</li><li>• Validate reports and inquiries;</li><li>• Review configurations, if applicable;</li><li>• Review processes, if applicable.</li></ul> <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"><li>• <i>Complete integrated tests.</i></li></ul>	1h		Pilot and/or User

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<sup>1</sup>This training document is under development.

## UnitCURR04 - Conclusion

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson, the client will have shown they have the necessary knowledge and skills to use the multicurrency mode in <b>maestro*</b> .	<ul style="list-style-type: none"><li>• Validation of learnings;</li><li>• Review security.</li></ul>	<ul style="list-style-type: none"><li>• Prepare future training sessions.</li></ul>	0.5h	<ul style="list-style-type: none"><li>• Acquired competencies form - CURR<sup>I</sup></li></ul>	Pilot

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<sup>I</sup>This training document is under development.