

# Global Software Training Courses and Guidelines

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## Why

Education plays a vital role in ensuring that you are able to implement and use our financial solutions as quickly and as easily as possible. We know that customers are constantly examining skill levels to determine immediate and future needs. We also know that cost pressures are higher than ever. That's why we continually enhance both the quality of our courses and the scope of the curricula. We offer high quality, cost-effective training that emphasizes practical methods for using our software.

## Where

### Course Locations

Raleigh Corporate Office  
3021 Beechleaf Court  
Suite 170  
Raleigh, NC 27604  
USA

Greensboro Sales/Support Office  
1501 Highwoods Boulevard  
Suite 201  
Greensboro, NC 27410  
USA

West Coast Headquarters  
11714 North Creek Parkway, North  
Suite 125  
Bothell, WA 98011  
USA

EMEA Headquarters  
500 Chiswick High Road  
London, W4 5RG  
UK

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3201 Beechleaf Court, Suite 170  
Raleigh, North Carolina 27604  
Support: 800.849.7500 Fax: +1.919.976.8205

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**On-site Training**

Global offers the convenience of training at your site. Our trainers will come to you and present course material in a way that suits your company's needs.

Contact Jackie Hood at 1-800-849-7500 at extension 5411 for details.

## What

**Course Size**

Courses are limited to a specific number of participants depending on the course.

**Course Times**

All courses are held from 9:00 AM until 4:30 PM.

**Delivery Mode**

All courses are delivered in a live mode.

**Course Length**

Global education courses range from one to four days in length.

**Registration**

Register for classes by filling out the Application for Enrollment at the back of this book. You can also register on line at [www.glbsoft.com](http://www.glbsoft.com).

**Cancellation Policy**

If you cancel, the following fees apply:

- One week before the class begins – 10%
- The week that the class begins – 50%
- After the class begins, tuition is nonrefundable.
- If travel costs have been incurred (airline ticket purchase) and the client cancels a scheduled class then the costs associated with the travel will be charged (including non-refundable airline ticket fees).

*Global Software reserves the right to cancel any class that has insufficient enrollment. Participants would be notified one week prior to class.*

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# Accounts Payable Basic Applications Course - (APA-101)

## Who Should Attend

Accounting staff who maintain the daily operation of accounts payable.

## Prerequisites

Basic understanding of accounts payable processes.

## Course Description

This three-day course covers the functionality of the Accounts Payable and Cash Management applications. Participants will learn the skills necessary to use this product effectively on a day-to-day basis.

## Course Outline

- Work with database system values
- Create important AP objects, such as charge types and discount terms
- Learn vendor management and invoice processing
- Create payment runs and quick payments
- Enter voids, unused checks, other bank transactions
- Understand standard reports

Duration	3 days
Participants	12
CPE Units	21
Course Level	Basic
Field of Study	Specialized Knowledge and Applications

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# Accounts Receivable Basic Applications Course - (ARA-101)

## Who Should Attend

Accounting staff who maintain the daily operation of accounts receivable.

## Prerequisites

Basic Understanding of an accounts receivable application.

## Course Description

This three-day course covers the functionality of the Accounts Receivable application. Participants will learn the skills necessary to use this product effectively on a day-to-day basis.

## Course Outline

- Understand the decisions made when initializing the database
- Work with customers and aging profiles
- Apply receipts against open invoices
- Generate collection action items
- Issue statements and letters
- Understand standard reports
- Use on-line inquiry tools

Duration	3 days
Participants	12
CPE Units	21
Course Level	Basic
Field of Study	Specialized Knowledge and Applications

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# General Ledger Basic Applications Course - (GLA-101)

## Who Should Attend

Accounting staff responsible for maintaining the daily operation of the general ledger.

## Prerequisites

Basic understanding of general accounting processes and terminology.

## Course Description

This course provides you with an understanding of the functionality of the Global Software General Ledger system. You will have a hands-on opportunity to work with the General Ledger in a predefined, generic setting, allowing you to focus on making efficient and effective use of the General Ledger.

## Course Outline

- \* General Ledger navigation and administrative essentials
- \* Learn account management and journal entry processing
- \* Utilize basic report writing tools and execute various system reports
- \* Define summary accounts and understand tools used to maintain
- \* Work with data management tools including allocations and import account data
- \* Perform period and year-end processing

Duration	3 days
Participants	12
CPE Units	21
Course Level	Basic
Field of Study	Specialized Knowledge and Applications

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# Spreadsheet Server Standard Training Course - (SS-101)

## Who Should Attend

Accounting staff responsible for creating or maintaining the financial reports.

## Prerequisites

Intermediate understanding of Excel.

## Course Description

A one-day course to educate attendees on the features and functionality of Spreadsheet Server in order to build reports based on the General Ledger.

## Course Outline

1. Brief overview of product functionality.
  - Demonstrate formulas: GXA, GXD, GXXE, etc.
  - Segment Lists
  - Formula Wizard
  - Drill Down
2. Hands-on exercises
  - Template Wizard
  - GXA, GXD, GXE
  - Formula Assistant
  - Drill down
  - Segment Lists
3. Other Features - Overview and hands-on
  - Generate Account Detail
  - Clear Cache
  - Load Local
  - User Settings
4. Report Building

Duration	1 day
Participants	12
CPE Units	7
Course Level	Basic
Field of Study	Specialized Knowledge and Applications

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# Spreadsheet Writeback Training Course (SS-102)

## Prerequisites

Knowledge of file structures to be updated. Basic Excel skills.

## Course Description

The course describes how to set up Spreadsheet Writeback to add records to specified files.

## Course Outline

- Features and Benefits
- Establishing Connections
- Build a Template
- Writebacks

Duration	1 day
Participants	12
CPE Units	7
Course Level	Intermediate
Field of Study	Specialized Knowledge and Applications

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# Executive Dash (w/in Spreadsheet Server Pro Training Course - (ED-101)

## Who Should Attend

Accounting staff responsible for creating or maintaining the financial reports.

## Prerequisites

Intermediate knowledge of Excel and of query building using SQL.

## Course Description

A two-day course that covers the layout and functionality of the Query Designer and Executive Dash formulas in Excel. After taking this course the user should be able to design a report format in Excel, then develop the necessary queries to populate that report using Executive Dash formulas.

## Course Outline

- Features and Benefits
- Executive Dash Installation Overview
- Query Builder Layout
- Connections
- User Settings
- Query Building
- Creating Formulas Within Excel

Duration	2 days
Participants	12
CPE Units	14
Course Level	Intermediate
Field of Study	Specialized Knowledge and Applications



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# Enterprise Budgeting Standard Training Course - (EB 101)

## Prerequisites

An understanding of the budgeting process for your enterprise. Also requires a basic knowledge of Excel.

## Course Description

To provide training in the use of the Enterprise Budgeting Excel Add-In to perform functions tasks such as budget spreads and writebacks. Also includes using Excel formulas to report on the budgets written.

## Course Outline

- Features and Benefits
- Budget Spreads
- Writebacks
- Budget Reporting via Excel

Duration	1 day
Participants	12
CPE Units	7
Course Level	Basic
Field of Study	Specialized Knowledge and Applications

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# Enterprise Budgeting Pro Training Course - (EB 102)

## Prerequisites

An understanding of the budgeting process for your enterprise. Also requires an intermediate knowledge of Excel.

## Course Description

To provide users with hands on training to become familiar with the features, functionality, and procedures of the Enterprise Budget Manager and Excel formulas and functionality. This includes budget spreads, budget workbook distribution, writeback, and reporting.

## Course Outline

- Features and Benefits
- Budget Modeling
- Budget Spreads
- Distribution
- Writebacks
- Export
- Budget Reporting via Excel

Duration	2 days
Participants	12
CPE Units	14
Course Level	Intermediate
Field of Study	Specialized Knowledge and Applications

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# Global Security & Executive Workshop - (EXA-101)

## Who Should Attend

Technical staff and technical users responsible for security and maintenance and familiar with command line processing.

## Prerequisites

Basic understanding of AS/400-based security, the operating environment, and General Ledger processing requirements.

## Course Description

This workshop provides hands-on experience applying security within Global applications and using the Global Executive.

## Course Outline

- Evaluate security requirements
- Develop a security plan
- Apply security classes
- Work with AS/400 user profiles, user enrollments, and operating parameters
- Create user-defined functions, menus, and action bars
- Develop job streams

Duration	1 day
Participants	12
CPE Units	7
Course Level	Basic
Field of Study	Specialized Knowledge and Applications

*This course is available upon request only.*

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# Fixed Assets Basic Applications Course - (FAA-101)

## Who Should Attend

Accounting staff responsible for maintaining the daily operation of fixed assets.

## Prerequisites

Basic understanding of fixed assets processes.

## Course Description

This three-day course provides participants with the opportunity to work with the Fixed Assets application.

## Course Outline

- Set up system values
- Perform asset and depreciation maintenance
- Understand reports and inquiry features
- Interfacing with GL
- Report Writer
- Security

Duration	3 days
Participants	12
CPE Units	21
Course Level	Basic
Field of Study	Specialized Knowledge and Applications

*This course is available upon request only.*

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# Project Accounting Management Basic Applications Course (FAA-201)

## Who Should Attend

Accounting staff responsible for maintaining the daily operation of project accounting management.

## Prerequisites

Basic understanding of project accounting management processes.

## Course Description

This two-day course provides participants with the opportunity to work with the Project Accounting Management application.

## COURSE OUTLINE

Work with database system values

- Establish posting structures
- Create projects
- Interface projects from Accounts Payable
- Interfacing with FAMS
- Project maintenance
- Transaction maintenance
- Inquiry and reporting
- Report Writer
- Security

Duration	2 days
Participants	12
CPE Units	14
Course Level	Basic
Field of Study	Specialized Knowledge and Applications

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# General Ledger Classic Basic Online Workshop - (GLC-101)

## Who Should Attend

New staff responsible for day-to-day preparation and balancing of the General Ledger System.

## Prerequisites

None.

## Course Description

This two-day workshop explains the basic skills necessary to perform daily GL tasks. Focus is on setting up and maintaining the ledger on the host system.

## Course Outline

- Security Processing
- Control File
- General Ledger Master File
- Journal Processing
- Interactive Post
- Trial Balance
- Transaction analyzer
- Period Closing – monthly and year end
- Control Records

Duration	2 days
Participants	12
CPE Units	14
Course Level	Basic
Field of Study	Specialized Knowledge and Applications

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# General Ledger Classic Report Writing Workshop - (GLC-201)

## Who Should Attend

Staff responsible for the day-to-day preparation and balancing of the General Ledger System.

## Prerequisites

General Ledger Basic Online Workshop (GLC-101) and basic skills in maintaining the ledger.

## Course Description

This two-day workshop provides the skills necessary to report on financial data within the General Ledger System. Participants will create conventional and matrix reports as well as cost allocations.

## Course Outline

- Responsibility Reporting
- Report Descriptions
- Report Distribution
- Conventional report maintenance
- Matrix report maintenance
- Online Inquiry and Audit Report
- Account Summary Specifications
- Cost Allocation maintenance
- Control Records

Duration	2 days
Participants	12
CPE Units	14
Course Level	Intermediate
Field of Study	Specialized Knowledge and Applications

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# General Ledger Classic System Technical Workshop (GLC-301)

## Who Should Attend

Programmers, analysts, operators, or data processing managers responsible for the General Ledger System. Accounting personnel can also gain a better understanding of how the system works on different platforms.

## Prerequisites

None.

## Course Description

This one-day workshop reviews the technical aspects of the General Ledger System.

## Course Outline

- Installation Overview
- Dataset Review
- Jobstream flow
- Job Control Language (JCL)
- Dataset Contention
- Customer Run Sheet (if provided by customer site)

Duration	1 day
Participants	12
CPE Units	7
Course Level	Advanced
Field of Study	Specialized Knowledge and Applications



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# Harmonix Journals and Budgeting Workshop - (GLC-111)

## Who Should Attend

Staff responsible for maintaining the General Ledger System through the Harmonix processing feature.

## Prerequisites

General Ledger Basic Online Workshop (GLC-101) and basic skills in maintaining the ledger.

## Course Description

This one-day workshop focuses on journal processing and budgeting utilizing the Windows-based Harmonix Journals and Budget features of the General Ledger System.

## Course Outline

### *Journals*

- System communication
- Journal Defaults
- Utility Functions
- Special Features
- Sharing Files
- Export to Excel/Lotus
- Import from Excel/Lotus

### *Budgeting*

- Establishing Account Ranges
- Defaults
- Download into Excel/Lotus
- Maintaining Spreadsheet
- Upload to Mainframe

Duration	1 day
Participants	12
CPE Units	7
Course Level	Intermediate
Field of Study	Specialized Knowledge and Applications

*This course is available upon request only.*

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# Harmonix Report Writer/Spreadsheet Workshop - (GLC-211)

## Who Should Attend

Accounting staff responsible for financial reporting.

## Prerequisites

General Ledger Report Writer Workshop (GLC-201) and basic general ledger report writing knowledge.

## Course Description

This one-day workshop is divided into two halves. Part one focuses on creating and maintaining GL reports through the Windows-based Harmonix Report Writer. Part two defines the relationships between the account summary information in GL report and the columns and rows in the user-defined spreadsheet to download from the mainframe.

## Course Outline

### *Report Writer*

- Conventional Reports
- Matrix Reports
- Grid Features
- Account Selection

### *Spreadsheet*

- Spreadsheet Template (rows and columns)
- Download into Excel/Lotus

Duration	1 day
Participants	12
CPE Units	7
Course Level	Intermediate
Field of Study	Specialized Knowledge and Applications

*This course is available upon request only.*

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## Fixed Assets Online Workshop - (FAC-101)

### Who Should Attend

New employees and staff responsible for periodic updating and reporting, implementing or maintaining the system, and cost recovery, tax credits, and disposition.

### Prerequisites

None.

### Course Description

This three-day workshop covers all aspects of the Fixed Assets System. Participants will study the use and operation of specific system features.

### Course Outline

- Information Flow within the System
- Online Screen Activity
- System Tables
- Asset Maintenance
- Online Screen to Batch Transactions
- Reporting within FAS
- General Ledger Reporting
- Conversion Considerations
- System Flow

Duration	3 days
Participants	12
CPE Units	21
Course Level	Basic
Field of Study	Specialized Knowledge and Applications

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# Global Link Training - (GLL-101)

## Who Should Attend

New or experienced staff who have a need to transfer data between the mainframe and their PC/Network.

## Prerequisites

None.

## COURSE DESCRIPTION

This one-day workshop goes into the mainframe and PC operations of Global Link for system administrators to define the transfer profiles and for users to initiate the transfer.

## Course Outline

- Installation of Global Link
- Mainframe
- PC/Network
- Mainframe Administration
- Profile
- PC ID Maintenance
- Library Support
- Mainframe Administration
- Attended File Transfers
- User Profiles
- Spreadsheet Files
- Unattended File Transfers

Duration	1 day
Participants	12
CPE Units	7
Course Level	Basic
Field of Study	Specialized Knowledge and Applications

*This course is available upon request only.*

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# Global View End User Training - (GLV-101)

## Who Should Attend

Staff who monitor business activity and need a flexible report writer.

## Prerequisites

None.

## Course Description

This two-day workshop teaches how to define online inquiries and prepare reports using Global View. Participants will learn how to access data in GL, AP, FAS and HMMS databases.

## COURSE OUTLINE

- Quick Query
- Access Databases
- Set Up Query for Online or Print Display
- Selection Criteria
- Run Time Selection Prompts
- Reports Generation
- Report Definition
- Report Formatting
- Defining Statistics
- Override System Defaults
- Multi-line Reports
- Expressions
- Heading Formats

Duration	2 days
Participants	12
CPE Units	14
Course Level	Basic
Field of Study	Specialized Knowledge and Applications

*This course is available upon request only.*

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# Global View Advanced User Training - (GLV-201)

## Who Should Attend

Staff who use global View and need a more sophisticated method of controlling their output.

## Prerequisites

Global View End User Training (GLV-101).

## Course Description

This two-day workshop provides reporting techniques available through report definition. Emphasis is on using expressions for calculations, conditional testing, and functions, as well as using the report format options to enhance the visual display of reports.

## Course Outline

- Variance Calculations
- Calculating Percentages
- Aging Dates
- Conditional Testing
- Complex Selection Criteria
- Functions
- Report Format Options
- Column Headings and Picture Display
- Column Layout
- Sort Headings/Trailers
- Cross Column Heading
- Detail Line Formatting
- Personal Format Options
- Printing Labels from Global View
- System Administration

Duration	2 days
Participants	12
CPE Units	14
Course Level	Advanced
Field of Study	Specialized Knowledge and Applications

*This course is available upon request only.*

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# Global View System Admin/Technical Training - (GLV-301)

## Who Should Attend

Staff who perform system administrator duties or data processing managers responsible for Global View.

## Prerequisites

None.

## Course Description

In this two-day workshop, participants will work with files, subjects, userviews, data definitions, defaults, and security. Participants learn technical aspects about Global View and how to install, maintain, and operate the system.

## Course Outline

- Standard Report Definition
- System Monitor
- Data Dictionary
- Column Heading and Pictures
- Logical Data Definition
- Expression Definition
- Report Heading/Format
- Function Definition
- MVS and VSE Installation
- Online Communication
- Tailor Batch JCL
- Define Installation and Transaction Defaults
- JCL Editor
- Establish User Security

Duration	2 days
Participants	12
CPE Units	14
Course Level	Basic
Field of Study	Specialized Knowledge and Applications

*This course is available upon request only.*

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# Accounts Payable Classic Basic Online Workshop (APC-101)

## Who Should Attend

New or experienced staff who use the Accounts Payable application for inquiry and entry of vendor and voucher data.

## Prerequisites

None.

## Course Description

This three-day workshop teaches online and batch Accounts Payable system functions. Participants will enter vendor and voucher data, and use the system's online inquiries to retrieve specific information. Participants will also generate and review reports.

## Course Outline

- \* Vendor Data Entry and Maintenance
- \* Vouchers – Standard, Prepaid, Travel Advance, Contract/Repeat, Batch Control
- \* Options
- \* System Flow and Programs
- \* Reporting
- \* Online Procedures and Flow

Duration	3 days
Participants	12
CPE Units	21
Course Level	Basic
Field of Study	Specialized Knowledge and Applications



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# Accounts Payable Classic Advanced Workshop - (APC-111)

## Who Should Attend

Experienced staff responsible for control of the Accounts Payable system.

## Prerequisites

Accounts Payable Basic Online Workshop (APC-101).

## Course Description

This two-day workshop explains system controls, options, and how to maximize the system. Participants will use reports to verify accounts payable activity and balancing procedures.

## Course Outline

- Vendor / Voucher Review
- System Controls / Options
- Daily and Monthly Balancing Procedures
- Reporting and Verification
- System Flow and Programs

Duration	2 days
Participants	12
CPE Units	14
Course Level	Advanced
Field of Study	Specialized Knowledge and Applications

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# Accounts Payable Classic 1099 Workshop - (APC-112)

## Who Should Attend

Experienced staff responsible for control, reporting and production of 1099-MISC forms and files from the AP system.

## Prerequisites

Accounts Payable Advanced Workshop (APC-111).

## Course Description

This one-day workshop is designed to review the current year's changes for 1099-MISC reporting. Participants will learn tools necessary for effective 1099 tracking, reporting and production. Emphasis will be on 1099 mass maintenance and overrides for the actual production of forms.

## Course Outline

- Current IRS Requirements
- Vendor Review / Maintenance / Tracking
- 1099 Reporting
- 1099 Jobstreams
- Overrides Batch Cardins
- 1099 Forms Production

Duration	1 day
Participants	12
CPE Units	7
Course Level	Intermediate
Field of Study	Specialized Knowledge and Applications

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# Accounts Payable Classic System Technical Workshop (APC-301)

## Who Should Attend

New staff responsible for system installation and daily job execution.

## Prerequisites

None.

## Course Description

This one-day workshop reviews system installation and maintenance procedures, as well as the technical aspects of the Accounts Payable system. Participants will review commonly used job streams and restore procedures.

## Course Outline

- Installation Members INSTRUCT, MAINTINS, MEMMAST, MDLMAST
- Daily Batch Processing
- Edit/Report Production
- Online File Backup/Restore
- File Rebuild
- Naming Conventions
- Master Files – Record Layout and Dependence
- Interaction with Other Systems

Duration	1 day
Participants	12
CPE Units	7
Course Level	Advanced
Field of Study	Specialized Knowledge and Applications

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# Hospital Purchase Order Processing Workshop - (HMC-101)

## Who Should Attend

New staff and first time users of the system.

## Prerequisites

None.

## Course Description

This two-day workshop handles the internal workings of HMMS Purchase Order Processing. We cover a variety of topics, ranging from system setup options to receiving and reporting.

## Course Outline

- Purchase Order Entry and Maintenance
- Receiving
- Purchase Order Inquiry
- Reporting
- Buyer Maintenance
- Purchasing Policies
- Exception Review
- Invoice Matching Vendor Processing
- Overview of Inventory Processing

Duration	4 days
Participants	12
CPE Units	28
Course Level	Basic
Field of Study	Specialized Knowledge and Applications

*This course is available upon request only.*

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# Hospital Inventory Control/Requisition Processing Workshop (HMC-201)

## Who Should Attend

Inventory and Purchasing users.

## Prerequisites

A basic knowledge of data entry.

## Course Description

This two-day workshop teaches the basic areas of the inventory module. Participants will learn how to gather information from the inventory module.

## Course Outline

- Inventory Maintenance
- Physical Inventory
- Distribution Processing
- Inquiry Features
- Usage Analysis
- Report Review
- Kit/Tray Processing
- Case Cart Processing
- Requisition Processing
- Department / Cost Center

Duration	4 day
Participants	12
CPE Units	28
Course Level	Basic
Field of Study	Specialized Knowledge and Applications

*This course is available upon request only.*

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# Hospital Materials Management Technical Workshop (HMC-301)

## Who Should Attend

Staff responsible for installing and operating HMMS on a daily basis.

## Prerequisites

Some technical background.

## Course Description

This one-day workshop covers the technical aspects of the online Inventory and Purchase Order modules of the HMMS system and the daily / monthly / year-end batch processing flows.

## Course Outline

- HMMS/PO Job Flow
- EDI and PO Internals
- Security Internals
- System Install Techniques
- Maintenance Installations
- Project Reporting System

Duration	1 day
Participants	12
CPE Units	7
Course Level	Advanced
Field of Study	Specialized Knowledge and Applications

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# Application for Enrollment Global Software, Inc.

**Instructions:**

1. Photocopy this application.
2. Print or type.
3. Fax to:  
Jackie Hood  
919-876-8205  
or call Jackie at 919-865-5411
4. Retain copy for your records
5. You may also register on line at [www.glbsoft.com](http://www.glbsoft.com)

**Applicant:**

- a. Applicant's name \_\_\_\_\_
- b. Company name \_\_\_\_\_
- c. Business address \_\_\_\_\_  
City \_\_\_\_\_  
State/Province \_\_\_\_\_  
Zip Code \_\_\_\_\_  
Country \_\_\_\_\_
- d. Telephone \_\_\_\_\_
- e. FaxAX \_\_\_\_\_
- f. E-mail \_\_\_\_\_

**Course selections:**

- Course name \_\_\_\_\_
- Course number \_\_\_\_\_ Course date \_\_\_\_\_
- Course name \_\_\_\_\_
- Course number \_\_\_\_\_ Course date \_\_\_\_\_
- Course name \_\_\_\_\_
- Course number \_\_\_\_\_ Course date \_\_\_\_\_

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