

ICON

CLOUD CONSULTING

Your trusted partner for seamless FinancialForce implementations.



Training Course: FFA User Training and Guidebook:

Financial Force Accounting (FFA) is a powerful accounting application developed by FinancialForce on the Salesforce platform. Icon's FFA User Training and associated FFA Guidebook provides comprehensive coverage of all accounting process you will be using on a daily, weekly, monthly, and annual basis while managing the finances of your company.

The User Training first provides your Accounting team with an end-to-end understanding of FFA capabilities and supports your organization in the daily use of FFA within your organization.

An End-to-end Understanding of FFA Capabilities

Then, the Guidebook becomes your go-to reference material for how to perform any Accounting function you need. It is an extremely easy to follow step-by-step guide to the "out-of-the-cloud" functions and can be customized for each unique implementation of FFA.

The Training and Guidebook together emphasize how to use FFA to fully benefit your organization and provide your accounting team with all the tools they need to support a company of any size.

The Guidebook is your go-to reference for how to perform any critical Accounting function

Learning Objectives:

- Describe the structure of FFA and its functions
- Define, utilize, and relate Accounts, Contacts, Products, and Opportunities
- Create and understand Chart of Accounts, Dimensions, Taxes
- Establish and understand Company, Fiscal Years/Periods, Currencies, Intercompany Definitions
- Create and manage Bank Accounts
- Perform the responsibilities of a Finance user

Pre-requisites

Participants should be familiar with the Salesforce platform and its basic features as well as accounting and finance tasks and functions

ICON

CLOUD CONSULTING

Your trusted partner for seamless FinancialForce implementations.



Audience & Duration

This course is intended for company Finance and Accounting users. The web-based Instructor Led Training is conducted in 2 online sessions of 3 hours each.

Accounting Setup

- Manage Company Information
- Manage User Companies
- Creating & Maintaining Accounts
- Creating & Maintaining General Ledger Accounts
- Creating and Maintaining Bank Accounts
- Setting Check Range on Bank Accounts
- Creating and Maintaining Products
- Creating and Maintaining Years and Periods

Billing and Sales Invoices

- Create and Edit Sales Invoice
- Create Sales Invoice or Credit Note from PSA Billing Event
- Convert Sales Invoice to Credit Note
- Create Sales Credit Note
- Create Recurring Sales Invoices

Payables

- Create and Edit Payable Invoice
- Create and Post Reimbursable Payable Invoice from Expense Report
- Create a Payable Credit Note
- Create Recurring Payable Invoices via Cloning
- Payable Invoices Payment Selection

Payments

- Create Check Payment Templates
- Create Payment from Check Payment Templates
- Voiding Checks

Journal Entries

- Create and Post Journal
- Reverse or Cancel a Journal
- Discarding a Journal
- Cloning a Journal

Cash Matching

- Cash Entry
- Cash Matching

Month End and Reporting

- Create As of Aging Process
- Run As of AR and AP Aging Reports
- Closing Fiscal Month
- Manually Closing Fiscal Year - Single Currency Company
- Auto Closing Fiscal Year - Single Currency Company
- Reconcile Bank Statements