Prologue™ Classes and Virtual Classroom Options

**Prologue Accounts Payable**
This interactive course introduces the Prologue Accounts Payable from Fiserv to accounts payable end users.

Attendees receive hands-on guidance on processing vouchers, vendor payments, and general ledger entries. Attendees will be guided through the process of gathering journal entry information from Prologue Accounts Payable. This course covers the initial setup of the Prologue Accounts Payable solution, vendor and voucher maintenance, vendor payment, and detailed accounts payable reporting. This course also covers the voiding process as well as reports related to daily transactions.

**Prerequisites:**
- Completion of Introduction to Prologue online course
- Administrators and Supervisors only - completion of Prologue Application Administrator online course

CPE Credits: 16
Date/Location: Jun 2-3 Norcross
Jun 16-17 Norcross
Jul 7-8 Norcross
Jul 21-22 Norcross
Price: $1,000

**Prologue Fixed Assets**
This interactive course introduces the Prologue Fixed Assets application to end users. Participants receive hands-on guidance and practice on how to create and maintain fixed assets, process depreciation and running of detail reports for internal and tax books. Attendees will also create entries that are posted to their general ledger. This course also covers the initial setup of the Prologue Fixed Assets software, fixed assets input, asset classifications, depreciation processing, and fixed assets reporting.

**Prerequisites:**
- Completion of Introduction to Prologue online course
- Administrators and Supervisors only - completion of Prologue Application Administrator online course

CPE Credits: 8
Date/Location: Jun 4 Norcross
Jun 18 Norcross
Jul 9 Norcross
Jul 23 Norcross
Price: $500
Prologue General Ledger

This two-day course provides an in-depth overview of the key functions and features of the Prologue General Ledger from Fiserv. The system maintains your general ledger accounts, transactions, balances, and sub ledger balancing. It provides accurate financial reporting to help support business needs. It maintains an unlimited number of years of transaction and budget history to help you analyze trends, and make better business decisions. This class targets those who operate the Prologue General Ledger system on a daily and monthly basis.

Focus Areas:

- Review General Ledger component option settings to streamline processing.
- Maintaining the general ledger chart of accounts
- Importing and exporting transaction and budget information including sub ledger balancing
- Maintaining and processing accrual, prepaid, and elimination transactions
- Creating and posting journal entries
- Maintaining the posting processes that include batch and real-time posting
- Daily/monthly maintenance and processing using unattended processing
- Comprehensive reporting using system generated reports
- Introduction to creating and generating financial reports using financial report designer

Prerequisites:

- Completion of online course: Introduction to Prologue
- Administrators and Supervisors only - completion of Prologue Application Administrator online course

CPE Credits: 16
Date/Location: Jun 9-10 Phoenix
          : Jun 23-24 Norcross
          : Jul 14-15 Norcross
          : Jul 28-29 Norcross
Price: $1,000

Prologue General Ledger Financial Reports

This one-day course provides an in-depth hands-on review of the financial report designer component within the Prologue General Ledger. This tool enables users to reconcile data, analyze trends, and effectively make better decisions. This course targets those who create and maintain financial reports within the Prologue General Ledger. Bring a sample financial report to this session and learn how to re-create it in class. The instructor reviews and assists attendees in creating, formatting, and maintaining row, column, and entity templates.

Prerequisites:

Learners should understand the following elements within Prologue General Ledger:

- Application Navigation
- Chart of account segment structure and maintenance
- Account balances (month-end, net activity, averages, budget amounts)
- Fiscal Year and Periods

CPE Credits: 8
Date/Location: Jun 11 Phoenix
          : Jun 25 Norcross
          : Jul 16 Norcross
          : Jul 30 Norcross
Price: $500
Prologue General Ledger Financial Reports-Basic, Instructor Led Virtual Classroom with Hands-On Lab

In this virtual hands-on class, you will connect to the internet from your desktop and interact with a live trainer and virtual lab. The instructor will provide an in-depth hands-on review of the financial report designer component within the Prologue General Ledger. This tool enables users to reconcile data, analyze trends, and effectively make better decisions. This course targets those who create and maintain financial reports within the Prologue General Ledger module. Learn how to recreate financial report in this Virtual class. The instructor will review and assist in creating, formatting, and maintaining row, column, and entity templates.

**Prerequisites:**

Learners should understand the following elements within Prologue General Ledger:

- Application navigation
- Chart of account segment structure and maintenance
- Account balances (month-end, net activity, averages, budget amounts)
- Fiscal Year and Periods

CPE Credits: 5
Length: five hours/two sessions
Date: Jun 10-11
Aug 18-19
Price: $875

Prologue General Ledger Financial Reports-Beyond the Basics, Instructor Led Virtual Classroom with Hands-On Lab

In this virtual hands-on class, you will connect to the Internet from your desktop and interact with a live trainer. During this course, your instructor will show you how to create reports with profitability ratios, liquidity ratios, yield/cost ratios, and asset quality, as well as how to create other financial reports that aid in monitoring financial performance. The instructor will also demonstrate how to work with period ranges, row options (base calculations, rollup details, bylines), statistical accounts, eliminations, SQL Server connection to Excel, cumulative transaction journals, and query/filter examples.

This virtual classroom provides hands-on activities that allow you to practice in a demonstration database through WebEx. You have the opportunity to interact with other participants, ask questions, and participate the same as in a regular classroom environment.

**Prerequisites:**

- A strong working knowledge of Accounting and experience working with Prologue General Ledger to create and maintain financial reports.

- Existing Prologue users who create and maintain financial reports within the Prologue General Ledger module.

CPE Credits: 4
Length: two/two-hour sessions
Date: Jun 17-18
Jul 22-23
Price: $700
Classic Accounts Payable to Prologue Accounts Payable, Instructor-Led Virtual Class with Hands-on Lab

In this virtual hands-on class, you experience the same benefits of learning in a traditional brick and mortar classroom environment but without having to leave your office. You will use the Internet to connect to a Fiserv website that is specifically prepared and assigned to you for the session. This website gives you access to a training database so that you can apply what you learn immediately. You will interact with the instructor and other participants as you complete hands-on exercises. You have the opportunity to ask questions and participate, the same as in a traditional classroom.

Attendees receive hands-on guidance on processing vouchers, vendor payments, and general ledger entries. Attendees will be guided through the process of gathering journal entry information from Prologue Accounts Payable. This course covers the initial setup of the Prologue Accounts Payable solution, vendor and voucher maintenance, vendor payment, and detailed accounts payable reporting. This course also covers the voiding process as well as reports related to daily transactions.

This interactive course introduces the Prologue Accounts Payable from Fiserv to accounts payable end users.

Prerequisites:

- Completion of the Transitioning from the Classic Accounts Payable to Prologue Accounts Payable Modules Webinar
- Completion of the Introduction to Prologue
- Administrators and Supervisors only – completion of Prologue Application Administrator course

CPE Credits: 12
Length: four/three-hour sessions
Date: Jul 13-16
       Sept 14-17
Price: $2000

To access The Learning Center:

For In-House Environment users, login to: http://fiserv.maplelearn.com
For Hosted Environment users, login to: Intelligent Workplace> Answer Center> Training Center
Training Administrator at (800) 947-0047

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