Financial Performance Management
Prologue™ Financials Self-Paced Catalog 2018
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To register, get more details, or see course dates, access The Learning Center.
Financial Management Solutions from Fiserv

Our solutions help financial institutions organize, plan, direct, monitor, and control their monetary resources and financial data across the entire spectrum of income and expense, and asset and capital management.

Top Notch Learning Tools

We offer quality learning opportunities to help build your proficiency so that you get the most out of our solutions. Our training spans from basic to advanced concepts with step-by-step how-to instructions.

Fiserv Instructors

Our product education is led by experienced product specialists who use the products on a daily basis.

Variety of Learning Methods

We offer training options that will meet your needs.

- Online Self-Paced Training Courses: set your own pace, offers you the most flexibility for scheduling your learning.
- Virtual Classroom is a Group-Internet Based instructional method. Experience the same benefits of the classroom without having to leave your office. Learn with Hands-on lab and practice. Highly interactive.
- Instructor Led Classroom is a Group-Live traditional workshop with hands-on practice.

To access The Learning Center:

For In-House Environment users, logon to:
http://fiserv.maplelearn.com

For Hosted Environment users, logon to:
Intelligent Workplace > Answer Center > Training Center

To register, get more details, or see course dates, access The Learning Center.
Online Learning Curriculums (for Version 10)

Our online self-paced training courses allow you to set your own learning pace and absorb key concepts through self-study and practice. These e-learning curriculum bundles offer you the most flexibility for scheduling and attending instructional training on how to use our products.

Prologue™ Financials Introduction Curriculum

This curriculum bundle is advanced preparation to classroom training and to the other Prologue online courses for In-House or Hosted environments. The courses in this curriculum introduce the basic functions and procedures frequently performed when working with Prologue, both as a user and in a technical environment (administrators and supervisors).

This curriculum includes the following courses:
- Introduction to Prologue™ Financials
- Setup for Document Storage and Retrieval Using Director/Nautilus

Introduction to Prologue™ Financials

This training course introduces the basic functions and procedures frequently performed when working with Prologue, including:
- Starting, exiting, and navigating the systems (including an overview of the navigator and buttons)
- Working with records (searching, sorting, copying, deleting, and templates)
- Managing data (safeguarding, backing up and restoring data)
- Working with attachments
- Maintaining company information
- Accessing user assistance
- An introduction to reporting

Length: one to two hours
Cost: Free

Navigating Standard Reports

This course introduces the functions to access and generate standard reports within Prologue Financials. You will learn:
- how to use the icons on the report preview toolbar to select your report data
- how to preview, save or print your report
- how to create and apply report configurations
- how to create and generate report groups

Prerequisites

Learners should complete the Introduction to Prologue Financials for In-House or Hosted Environment.

Length: forty-five minutes
Cost: Free

Configuring and Maintaining Prologue Financials Data, Users and Permissions

This course targets users with access to the Application Administrator module within Prologue Financials. You will learn the basics of configuring and maintaining users, permissions, data security, and administrator reports.

- Module 1: Maintaining User Security. After completing this module you will have the skills necessary to manage permissions, access, and restrictions for users and groups in the Application Administrator module within Prologue Financials.
- Module 2: Global Settings. After completing this module you will know how to create and maintain default user component options and global component configuration options.
- Module 3: Managing Data. In this module, you will learn the processes for backing up, restoring, exporting and purging data in Prologue Financials.
- Module 4: Administrator Reports. After you complete this module you will be able to identify the available Application Administrator reports in Prologue Financials. You will also learn how to maintain report definition settings.

Length: one to two hours
Cost: Free

Setup for Document Storage and Retrieval Using Director/Nautilus

In this tutorial, you will learn how to set up image and storage retrieval between Director/Nautilus and Prologue. You will learn how to set up component options, add keyword types for document retrieval, and configure documents for retrieval and setting up Hot Keys. You will also learn how to set up report configurations, report groups, and attachments.

Length: one to two hours
Cost: Free
Prologue™ Financials Accounts Payable and Add-Ons Curriculum

This curriculum bundle for In-House or Hosted environments introduces the Accounts Payable system to accounts payable end users. This curriculum includes the following courses:

- Prologue™ Financials Accounts Payable
- Workflow Approvals for Prologue Financials™: A Course for the Administrator
- Workflow Approvals for Prologue Financials™: A Course for the AP Specialist and Approver

Price: $500/ 12-month access for single subscription, single user

Prologue™ Financials Accounts Payable
A Basic Course

This online, self-study course series introduces the Accounts Payable system to accounts payable end users. Throughout the course series, you will learn the basics of Accounts Payable, which includes:

- Setting up Accounts Payable
- Creating and maintaining vendor information and transactions
- Processing vouchers and payments
- Processing and managing checks and voids
- Generating frequently used Accounts Payable reports

Advanced Preparation

We highly recommend that learners first complete the Prologue™ Financials Introduction and Administration Curriculum.

Length: four to six hours

Workflow Approvals for Prologue™ Financials: A Course for the Administrator

This tutorial is designed for the Prologue application administrator or Workflow Approvals administrator of the optional Web-based feature of Prologue: Workflow Approvals. This tutorial provides the following information:

- An introduction to Workflow Approvals for Prologue
- Navigation through the Workflow windows
- Administrator instructions for the setup of Prologue and Workflow Approvals (including the setup of users, approval limits, vendor and chart of account routing rules, and component options)

Workflow Approvals for Prologue™ Financials: A Course for the AP Specialist and Approver

This tutorial provides the following information:

- An introduction to Workflow Approvals for Prologue
- Navigation through the Workflow windows
- Instructions for the A/P Specialist role and processing vouchers
- Instructions for the Approver role
- Instructions for the Exception Handler role and Exception Item processing
- How to post Workflow transactions
- Instructions for accruing transactions crossing a month-end by the General Ledger Specialist

To access The Learning Center:

For In-House Environment users, logon to:
http://fiserv.maplelearn.com

For Hosted Environment users, logon to:
Intelligent Workplace > Answer Center > Training Center

To register, get more details, or see course dates, access The Learning Center.
Prologue™ Financials Fixed Assets Curriculum

This curriculum for In-House or Hosted environments introduces the Fixed Assets system to fixed assets end users.

**Price:** $500 / 12-month access for single subscription, single user

Prologue™ Financials Fixed Assets

A Basic Course

Throughout this online, self-study course series, you will learn the basics of Fixed Assets, which includes:

- Setting up Fixed Assets
- Creating and maintaining fixed assets
- Processing depreciation
- Generating reports
- Exporting Fixed Assets data

**Advanced Preparation**

We highly recommend that learners first complete the Prologue™ Financials Introduction and Administration Curriculum.

Length: four to six hours

CPE Credits: 5.5

Prologue™ Financials General Ledger Curriculum

This curriculum bundle for In-House or Hosted environments provides the skills necessary to use the General Ledger module within Prologue Financials to create and post journal entries, download transaction data, reconcile data, analyze trends and effectively make better decisions via the financial report designer component.

This curriculum includes the following courses:

- Prologue Financials General Ledger: Fundamentals
- Writing Prologue Financial Reports

**Price:** $700 / 12-month access for single subscription, single user

Purchase this curriculum at a discounted rate and for longer term access.

Field of Study: Finance - Technical

Length: four to five hours

CPE Credits: 5.5
Prologue™ Financials General Ledger Fundamentals

Course 1: Introduction to General Ledger
This course sets the groundwork for using Prologue Financials General Ledger Version 10 to accomplish your core job responsibilities. Upon completion of this course, you will be able to explain the process flows associated with journal entry creation. You will also be able to locate and describe key resources, and process windows used throughout this course series.

Course 2: Creating and Posting Journal Entries
In this course, you will learn the basic processes and procedures for using General Ledger to create and post journal entries.

Course 3: Working with General Ledger Data
This course focuses on identifying General Ledger data sources, the processes required for downloading transaction data, and running reports for reconciliation.

Objectives
You will learn how to:
• Complete common job requirements for your role using General Ledger software

Advanced Preparation
We highly recommend that learners complete the following:
• Introduction to Prologue Financials Version 10

No Prerequisites

Audience
Staff accountants and those with similar levels of knowledge and job responsibilities.

Field of Study: Accounting - Technical
Length: two to three hours
CPE Credits: 3.5
Price: $500 / 6-month access for single subscription, single user

Writing Prologue Financial Reports

This online, self-study course provides an in-depth review of the financial report designer component within 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 General Ledger module. The course covers creating, formatting, and maintaining row, column, and entity templates. The user will also learn how to combine the row, column and entity templates to run a financial report and save that combination for future use.

Objectives
You will learn how to:
• Create and maintain reports to track financial performance
• Write reports that provide data to make better decisions
• Use the drill-down feature from the financial reports to view detail account information

Advanced Preparation
We highly recommend that learners complete the following:
• Introduction to Prologue Financials Version 10
• Prologue Financials General Ledger Classroom or Virtual Classroom

Prerequisites
Learners should understand the following elements within General Ledger:
• Application navigation
• Chart of account segment structure and maintenance
• Account balances (month-end, net activity, averages, budget amounts)
• Fiscal Years and Periods

Field of Study: Accounting - Technical
Length: two hours
CPE Credits: 2
Price: $250 / 6-month access for single subscription, single user
Prologue™ Financials General Ledger Advanced Curriculum

This curriculum bundle for In-House or Hosted environments provides advanced training on the General Ledger system for general ledger end users. This curriculum includes the following courses:

- General Ledger Account Reconcilement Reports
- Using the Prologue™ Financials Allocation Module: Allocation Methods and Transactions
- Creating and Maintaining Budgets
- Intercompany Eliminations and Consolidated Reporting
- Unattended Processing
- General Ledger Reports: Using Queries and Filters
- Vantage Budget Transfer
- Subledger Balancing

Price: $500 / 12-month access for single subscription, single user

General Ledger Account Reconcilement Reports

In this tutorial, you will learn how to generate general ledger history reports needed for reconciling and research, as well as how to use parameters and account masking for limiting the data included in the reports.

Using the Prologue™ Financials Allocation Module: Allocation Methods and Transactions

This tutorial is designed for General Ledger users who have the optional Allocation module. In this tutorial, you will learn:

- An overview of Allocations for Prologue
- How to complete the Allocation Method window
- How to use an Allocation Method in General Ledger journal entry transactions, Accounts Payable transactions, and Fixed Assets transactions
- How to create an allocation transaction

Creating and Maintaining Budgets

In this tutorial, you will learn how to create and maintain budgets within General Ledger.

Intercompany Eliminations and Consolidated Reporting

This tutorial is designed for General Ledger users who have purchased a multi-company license including an elimination company. You will learn how to define eliminations and show the two ways to process eliminations within Prologue™ Financials.

Unattended Processing

In this tutorial, you will learn what the Unattended Processing feature allows you to do, how to set up Unattended Processing, and how to schedule and launch work packages.

General Ledger Reports: Using Queries and Filters

In this tutorial, you will learn how to use queries and filters for limiting the data included in reports, use Relative Date for exports and report configurations used in Unattended Processing, and find specific data and change the print layout for Trial Balance – Cumulative Transaction Journals.

Vantage Budget Transfer

This tutorial is designed for General Ledger users who are using the Vantage product for your A/L management. In this tutorial, you will receive an overview of the requirements and installation instructions for Prologue and Vantage, how to import and export data between Vantage and Prologue, and how to run Vantage reports.

Subledger Balancing

In this tutorial, you will learn how to create a G/L Import/Transaction Download Configuration to match the file with your Subledger balances, process the transaction download, create G/L Account Ranges for the Subledger Balancing Report (example – loan accounts, deposit accounts, accounts without subledger balances), and run the Subledger Balancing Report with and without additional parameters.

To register, get more details, or see course dates, access The Learning Center.
Online Learning Courses
(for Version 9 and earlier)

Our online self-paced training courses allow you to set your own learning pace and absorb key concepts through self-study and practice. These e-learning courses offer you the most flexibility for scheduling and attending instructional training on how to use our products.

Introduction to Prologue™

- In-House Environment
- Hosted Environment

This is advanced preparation to classroom training and to the online courses. This training course introduces the basic functions and procedures frequently performed when working with Prologue, including:

- Starting and exiting the systems
- Navigating (including an overview of the navigator and buttons)
- Working with records (searching, sorting, copying, deleting, and templates)
- Managing data (safeguarding data and backing up and restoring)
- Working with BLOB images
- Maintaining company information
- Accessing user assistance
- An introduction to reporting

Length: one to two hours  
Price: $200 / 6-month access for single subscription, single user

Prologue™ Application Administrator

- In-House Environment
- Hosted Environment

This is advanced preparation to classroom training and to the online courses.

This is a four-course series created for administrators of Prologue™ Financials for specific environments. Select the course series that aligns with your technical environment.

Course 1: Teaches the basics for accessing and navigating Application Administrator, as well as how to safeguard your customer data.

Course 2: Maintaining Users and Groups teaches you how to set up users and groups and how to assign security permissions, general ledger account restrictions, and multi-company permissions.

Course 3: System Settings teaches you how to set up user and system component options, where to find information on setting up your modules, how to define your default posting accounts, and how to order check stock.

Course 4: Managing Data teaches you how to manage data, how to work with and generate reports and report groups, how to scan vendor documents, and how to set up document retrieval for the Director®/Nautilus® storage solution.

Length: varies  
Price: $300 / 6-month access for single subscription, single user
Prologue™ Accounts Payable

A Basic Course
This online, self-study course series introduces the Accounts Payable system to accounts payable end users. Throughout the course series, you will learn the basics of Accounts Payable, which includes:

▪ Setting up Accounts Payable
▪ Creating and maintaining vendor information and transactions
▪ Processing vouchers and payments
▪ Processing and managing checks and voids
▪ Generating frequently used Accounts Payable reports

Advanced Preparation
Learners should first complete the following online courses for Version 9 and earlier:

▪ Introduction to Prologue™
▪ Prologue™ Application Administrator

Length: four to six hours
Price: $500 / 6-month access for single subscription, single user

Prologue™ Fixed Assets Version

A Basic Course
This online, self-study course series introduces Fixed Assets system to fixed assets end users. Throughout the course series, you will learn the basics of Fixed Assets, which includes:

▪ Setting up Fixed Assets
▪ Creating and maintaining Fixed Assets
▪ Processing depreciation
▪ Generating reports
▪ Exporting Fixed Assets data

Advanced Preparation
Learners should first complete the following online courses for Version 9 and earlier:

▪ Introduction to Prologue™
▪ Prologue™ Application Administrator

Length: four to six hours
CPE Credits: 5.5
Price: $500 / 6-month access for single subscription, single user

Financial Accounting Online Training Library for Version 9

In addition to the online courses listed in this catalog, free self-paced tutorials are available for viewing in the Learning Center.
Extension of CPE Credits

Fiserv is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE Credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org.

Register via the Web

To access the Learning Center:
❖ For In-House Environment users, log on to: http://fiserv.maplelearn.com
❖ For IW or Hosted Environment users, log on to: Intelligent Workplace > Answer Center > Training Center

Contact our Training Administrator

For feedback regarding a program, contact our training administrator at 678-375-5257 or 800-947-0047, or e-mail FRMS.Training@fiserv.com.